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May 18, 2017

NOTICE

TO: Tobacco Wholesalers

**SUBJECT: Cigarette Tax Stamp Ordering System
MyAlabamaTaxes (MAT)**

Effective today, you have the option to log in to your MAT account and order the state and county cigarette stamps. The system is set up similar to the current stamp order form. After you click on the appropriate account (State Cigarette Tax (SCT) or County Cigarette Tax (CCT)), on the top right under "I Want To" click on the **Order State/County Cigarette Stamps hyperlink**. Enter the required denomination of stamps. Orders are received in real time. Therefore, please **review your order** prior to submitting it. If you make a mistake, immediately contact our office at the phone number below.

Payment must be received for all **county stamps** and all state tobacco stamp **cash orders** prior to the stamps being shipped. The cutoff for cash (electronic funds transfer) payments is **3:30 pm CST** the business day prior to the stamp order being processed. Failure to submit the payment timely will result in a delay in shipping the stamps.

The cigarette tax stamp ordering system is not tied to consignment balances. Therefore, state consignment customers must be aware of their available consignment balance and place orders within their bond limit. Failure to do so will result in the stamp order being modified to accommodate the available balance. Persons with modified orders will be notified of the adjustment. Note: Consignment stamp orders must be received via MAT no later than **1:00 pm CST** to be processed/shipped on the same day.

Consignment taxpayers who wish to pick up their stamps in the office must allow a **minimum of one hour** for the stamp order to be received via MAT and processed/packaged by our office.

Please visit our website at <http://revenue.alabama.gov/tobaccotax/> for additional information. If you have any questions, feel free to contact us at the address or telephone number below.

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