



State of Alabama Department of Revenue

(www.revenue.alabama.gov)
50 North Ripley Street
Montgomery, Alabama 36132

CYNTHIA UNDERWOOD
Assistant Commissioner
MICHAEL E. MASON
Deputy Commissioner
LEWIS A. EASTERLY
Secretary

NOTICE

TO: All Tobacco Distributors Filing State-Administered County Tobacco Taxes

FROM: Alabama Department of Revenue
Tobacco Tax Section
Sales, Use & Business Tax Division

SUBJECT: Monthly County Tobacco Tax Returns

DATE: February 25, 2010

The Alabama Department of Revenue, Tobacco Tax Section, is in the process of converting from a manual in-house accounting system to an automated accounting system. As a part of this conversion, there must be **uniformity** in the method in which tax returns and reports are filed. That is, the information requested on the tax returns and or reports must be reported in the **exact** format of the return or report.

Please find enclosed a supply of Monthly County Tobacco Tax returns. **Previous Forms Are Obsolete And Should Be Destroyed.**

Revised Format

- ◆ The Monthly County Tobacco Tax form has been modified to add Bullock County which we began to administer on February 1, 2010 with the first payment due March 20, 2010.
- ◆ All appropriate areas of the form must be filled out correctly. Tobacco taxes ***must*** be broken out by product type according to the form. If you have cigarette activity, the tax due must be reported in the Cigarette column. If you have other tobacco products (OTP) activity, the tax due must be reported in the Other Tobacco Products column. The total of these two columns must be reported in the Amount Due column. An amount cannot just be placed in the Amount Due column. The Tax Due, Penalty, Interest, and Total Amount Due fields must be completed as well.
- ◆ The Permit/Registration number is now a new 10-digit account number. To process the return and payment, this 10-digit number must be placed on the return. Precede your current account number with zeros so all boxes will be filled in. (For example: If your number is 100T, show it as 000000100T).
 - ❖ Please visit the Alabama Department of Revenue's website at www.revenue.alabama.gov if you have questions regarding taxes that are administered by the Department.
 - ❖ Please visit <http://www.revenue.alabama.gov/tobaccotax/ttforms.htm> if you wish to print/download/complete any tobacco tax returns/reports online.

If you have any questions, please feel free to contact our office at (334) 242-9627 or mail correspondence to the Tobacco Tax Section; P.O. Box 327555; Montgomery, Alabama 36132-7555.