



March 27, 2006

Janet Napolitano
Governor

Gale Garrriott
Director

NEW TOBACCO REPORTING FORMS REQUIRED

You must use the new versions of the following forms beginning with the April activity reports due May 20, 2006:

Form 800-20 Form 800-25 Form 800NR Form 819 Form 819NR

Any old version forms filed will be considered incomplete or inaccurate and will be returned to be filed on the correct new forms. If the returns are not corrected and returned by the original due date, they will be considered delinquent and subject to penalty and interest.

GET THE FORMS

- On the Internet at www.azdor.gov/Forms/tobacco.asp
- By calling (602) 716-7808

TIPS FOR COMPLETING THE NEW FORMS

- Separately list the details of all transactions (no "lumping").
- Include retailer's registration number on all sales to registered retailers on Indian reservations.
- Non-Participating Manufacturers must report all transactions as sold in Arizona even if the cigarettes are still in their possession.

OTHER THINGS TO REMEMBER

- Stamp or export all cigarettes within 48 hours of receipt.
- Any substitute schedules you use must duplicate the DOR format and must be pre-approved by DOR.
- If any of your schedules exceed 2 pages, please submit them on a CD.
- DOR may revoke the license of any distributor who is more than 30 days delinquent in reporting, is continually reporting late, or is in violation of any other reporting requirement.
- DOR may confiscate any tobacco products found in the possession of a distributor whose license is revoked.
- You may cancel your license by returning the license to DOR along with a written request for cancellation.

Most questions about completing the monthly reports are answered in the instructions for the particular report. Refer other questions to the Luxury Tax section at (602) 716-7808.

Vincent G. Perez
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