

NONPARTICIPATING MANUFACTURER SCHEDULE INSTRUCTIONS

General:

As part of the Master Settlement Agreement between certain cigarette manufacturers and the State of Oklahoma, the Oklahoma Tax Commission must obtain information about cigarettes and roll your own tobacco made by manufacturers that have a Black Stamp affixed. You must complete this schedule and submit it monthly to the Oklahoma Tax Commission.

Preparation of Schedule:

Complete this schedule in full for each manufacturer with whom you did business, and affix a black stamp during the current calendar year.

Line by Line Instructions:

- Block 1:** Provide name and address of reporting cigarette/tobacco product wholesaler and contact information of preparer.
- Block 2:** Indicate month and year of report.
- Block 3:** Indicate name and address of manufacturer of the product(s) purchased. Complete one report form per manufacturer.
- Block 4:** Indicate name and address of entity from which you purchased the product(s) if different from manufacturer listed in Block 3. Please include their federal importer's license number.
- Block 5:** List brand name(s) of cigarettes or roll-your-own cigarette tobacco purchased from this manufacturer. Use additional forms if necessary.
- Block 6:** List each brand name listed in Block 5, and the number of units of each brand sold this reporting period, or enter "No Transactions" if you made no sales this period. Then enter the calendar-year-to-date total in the space indicated.

<p>A 'unit sold' = one cigarette One carton = Ten 20-cigarette-packs = 200 units</p> <p><u>Roll-Your-Own Cigarette Tobacco</u> .09 ounce = one unit Calculate total number of ounces sold and divide by .09 = units sold. Round up any decimals.</p>
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After Completing Blocks 1-6:

Sign and date form in space provided.

Mail or Fax completed form(s) no later than 20th of succeeding month to:

Oklahoma Tax Commission
Excise Tax Desk Audit Section/Compliance Division
2501 Lincoln Boulevard
Oklahoma City, OK 73194
Facsimile Number: (405) 521-2146 or (405) 522-4450

Manufacturer Information:

If you make sales to any cigarette or roll-your-own products, the transactions must be reported.

A listing of the Manufacturers and their brands may be obtained from either the National Association of Attorneys General (NAAG) website at www.naag.org/tobac/spmcont.htm or the Oklahoma Attorney General's office at www.oag.state.ok.us/oagweb.nsf/tobacco.html.

This form may be copied as needed.