

2018 - 2019

Minnesota Tobacco Tax

Licensing and Filing Information

Revised October 2017

Inside

Information on:

- What's New
- Getting a license
- Filing your monthly return

Also:

- **Form CT101**
License Application for
Tobacco Products
Distributors and Subjobbers

Need help with your taxes?

We're ready to answer your questions!

Tobacco Tax Information

cigarette.tobacco@state.mn.us

651-556-3035

Hours: Monday through Friday, 8 a.m. – 4:30 p.m.

File and pay your taxes online at
www.revenue.state.mn.us.



What's New

Sample Sales Invoice Requirement

You must include a sample sales invoice with your license application to verify that your invoices contain the:

- Name of seller
- Name of purchaser
- Date of sale
- Invoice number
- Itemized list of goods sold including cigarette brands and number of cartons of each brand, unit price, and identification of tobacco products by name, quantity, and unit price
- Rebates, discounts, or other reductions.

Reservation Sales

A new account type, Reservation Sales, will be in place at the beginning of 2018. If you make sales on a reservation in Minnesota, you will file Tobacco Sales on Reservations (Form TSR) instead of Tobacco Sales on Native Reservations (Form CT301-N). This change will be effective for your January 2018 return due February 20.

You now will have the option to file your reservation sales electronically! For more information on how to file electronically, go to www.revenue.state.mn.us and type **File Tobacco Electronically** in the Search box.

Note: You must file the report by the 18th of each month even if you had no sales during the reporting period.

Getting a License

All distributors and subjobbers, including those located outside Minnesota, must be licensed before they can sell or distribute tobacco products in Minnesota.

You're a **tobacco distributor** if you:

- bring tobacco products into Minnesota to sell;
- manufacture tobacco products in Minnesota to sell in Minnesota; or
- ship or transport tobacco products from outside Minnesota to Minnesota retailers to be sold by those retailers.

You're a **tobacco subjobber** if you:

- acquire tobacco products from a distributor to sell to retailers; or
- are a licensed distributor who delivers, sells or distributes tobacco products from a business not covered in your distributor's license.

To apply for or renew your license, fill out the license application, Form CT101. Use a separate application for each license. Licenses are valid for a two-year period beginning January 1 of each even-numbered year and ending December 31 of the following odd-numbered year.

If you're applying for a license in the second year of the licensing period, pay only half the license fee. Fees are listed on the application.

If you're a licensed tobacco distributor, you must apply for a separate distributor's license for each location from which you plan to distribute tobacco products. You may apply for a separate subjobber's license for each place of business, other than the licensed location for the distributor, from which you sell or distribute taxed tobacco products.

After You Get Your License

Display your license prominently at the location indicated. Your license allows you to conduct business as a distributor or subjobber at the place of business shown on the application. Licenses are not transferable to another person or location.

Your license may be revoked or suspended if you violate Minnesota Statute 297F.

Use of Information

All information on your application form is required by the department to determine your eligibility for the license. (M.S. 297F.03)

You must include the Social Security numbers of officers, partners, and members (M.S., 270C.306 and 270C.72, subd. 4). The information referring to business owners or corporate officers may be used to assist in the collection of any unpaid cigarette and tobacco taxes owed by the license applicant as well as for the revocation of all state and locally issued licenses if a business owner or corporate officer of a licensee owes delinquent taxes to the department. (M.S. 270C.72)

Social Security numbers are private information and cannot be disclosed to others without consent. All other information on the application form is public.

If all the information is not provided, your application may be delayed or denied.

Filing Your Monthly Return

Before you File

You Need a Minnesota ID Number

Your Minnesota Tax ID number is the seven-digit number you're assigned when you register with the Department of Revenue. Generally, this is the same as your Sales and Use Tax or Minnesota employer's Withholding Tax number.

You must include your Minnesota Tax ID number on your return so that any payments you make are properly credited to your account.

If you do not have a Minnesota Tax ID number, you must apply for one. Apply online at www.revenue.state.mn.us, or call 651-282-5225 or 1-800-657-3605.

Due Date

All Tobacco Tax returns and payments are due on the 18th day of the month following the end of the reporting month. You must file a return even if there is no tax liability for that month.

The U.S. postmark date is considered the filing date (private postage meter marks are not valid). When the due date falls on a Saturday, Sunday or legal holiday, returns and payments made electronically or postmarked on the next business day are considered timely.

Filing Returns

You have the option to file:

- electronically using our e-Services system, or
- on paper.

Information on how to file is available on our website. Go to

www.revenue.state.mn.us and type **Cigarette Filing** or **Tobacco Filing** in the Search box.

Filing Reminders

Keep Good Records

You must keep complete and accurate records at each licensed location, including:

- itemized invoices of tobacco products held, purchased, manufactured, brought in or caused to be brought in from outside Minnesota, or shipped or transported to retailers in Minnesota; and
- sales of tobacco products made, except sales to the ultimate consumer.

Save all books, records and other documents for at least 3½ years. We may ask to inspect your records or inventory at any time during normal business hours.

Electronic Payment Requirements

If you owe \$10,000 or more in tax during the last 12-month period ending June 30, you're required to make payments electronically the following calendar year.

You must also pay electronically if you're required to pay *any* Minnesota business tax electronically, such as sales and withholding taxes.

If you're required to pay electronically and do not, you will be assessed a penalty. The penalty is 5 percent of each payment that you should have remitted electronically, but remitted by some other means.

Electronic Payment Options

- Go to www.revenue.state.mn.us and log in to e-Services to pay your taxes.
- If you do not have internet access, call 1-800-570-3329 to pay by phone.

You'll need your user name, password and bank routing and account numbers. When paying electronically, you must use an account not associated with any foreign banks.

ACH credit method and Fed Wire. If you use other electronic payment methods, such as ACH credit method or Fed Wire, be sure to check with your bank or Fed Wire representative to find out when to initiate the payment in order for it to be received on time. Some banks require up to three business days to transfer funds. Additional instructions for making a payment by ACH credit are available on our website or by calling 651-556-3035.

File electronically!

It's easy, safe, and accurate.

We'll be glad to help you through the process!
Call 651-556-3035.

Penalties and Interest

You'll be billed penalty and interest charges if you do not pay or file your taxes on time.

Late payment. The penalty for not paying on time is 5 percent of the unpaid tax for each 30 days the payment is late (or any part of 30 days) up to 15 percent.

Late filing. If you also do not file your return on time, a late-filing penalty is added to the late-payment penalty. The late-filing penalty is 5 percent of the unpaid tax.

The maximum penalty for paying and filing late is 20 percent.

Other penalties. Other penalties may apply if you intentionally disregard the law, repeatedly fail to file return or pay taxes, or file false or fraudulent returns.

Criminal penalties. If you knowingly file a false or fraudulent return, or intentionally do not file to avoid paying tax, criminal penalties may also apply.

Interest. You'll be charged interest on the unpaid tax plus penalty from the date the tax was due until it is paid in full.

License Application for Tobacco Products Distributors and Subjobbers

Check license applied for: New Application Renewal

Print or Type	Business Legal Name	Daytime Phone	Minnesota Tax ID Number	
	Doing Business As	Federal ID Number		
	Physical Street Location	County	Email Address	
	Physical City Location	State	ZIP Code	Fax Number
	Mailing Street	County		
	Mailing City	State	ZIP Code	Fax Number
	Other Addresses Tobacco is Stored			

Type of Business

Individual Partnership or Association Corporation State of Incorporation _____
Date of Incorporation _____

Corporate officers, partners or members of association (*attach a list if necessary*)

Business Information	Name	Title	Social Security Number
	Address	City	State ZIP Code
	Name	Title	Social Security Number
	Address	City	State ZIP Code
	Name	Title	Social Security Number
	Address	City	State ZIP Code
	Name	Title	Social Security Number
	Address	City	State ZIP Code

Your application cannot be processed without answers to the following questions.

All Applicants

- Do you acquire tobacco products for the purpose of sale to retailers or other persons for resale? Yes No
- Are any of these products acquired before Minnesota tax is paid on them? Yes No
- Have you ever been convicted of a cigarette or tobacco crime? Yes No
- Have you ever had a license revoked? Yes No
- Will you be making sales on a Minnesota reservation? (see page 2) Yes No
- Are you a manufacturer of tobacco products? Yes No

Tobacco Subjobbers Only

- Do you acquire tax paid tobacco products for the primary purpose of resale to retailers? Yes No

All applicants: You must complete the reverse side. If your application is incomplete, we will return it to you.

Qualifications for Licensure

Purchase Information

Distributors

List the name and address of each manufacturer from whom you purchase or intend to purchase tobacco products.

Enter the date of your first untaxed tobacco purchase: _____

Subjobbers

List the name and address of each Minnesota licensed distributor from whom you purchase or intend to purchase tobacco products. Subjobbers cannot purchase untaxed cigarettes or other tobacco products.

Manufacturers

List the names of tobacco products you manufacture. Attach additional page if necessary.

Application

All Applicants

Check license applied for: New Application Renewal

Two-year Licensing Period 2018-19

Application Made After January 1, 2019

	Fee		Fee
<input type="checkbox"/> Tobacco products distributor	\$75.00	<input type="checkbox"/> Tobacco products distributor	\$37.50
<input type="checkbox"/> Tobacco products subjobber	\$20.00	<input type="checkbox"/> Tobacco products subjobber	\$10.00

Sample Sales Invoice Requirement

You must include a sample sales invoice with your license application to verify that your invoices contain the: name of seller; name of purchaser; date of sale; invoice number; itemized list of goods sold including cigarette brands and number of cartons of each brand, unit price, and identification of tobacco products by name, quantity, and unit price; and rebates, discounts, or other reductions. If you do not include a sample sales invoice, we cannot process your application.

Sales invoice attached

Sign Here

I have read and understand the licensing and filing information provided. I acknowledge that by becoming licensed as a tobacco distributor or subjobber, I will comply with record keeping/reporting requirements and responsibilities. I will report all purchases of untaxed tobacco to the state of Minnesota. I agree to comply with the applicable tax statutes as a condition of my license, and declare that the information given in this application is true, correct and complete to the best of my knowledge and belief.

Authorized Signature	Print Name	Title
Date	Daytime Phone	

Mail to: Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.
 Phone: 651-556-3035 Fax: 651-556-5236 Email: cigarette.tobacco@state.mn.us