

Cigarette PACT Act Report Instructions

Anyone who sells PACT Act products into Minnesota must report the sales of smokeless tobacco, RYO, ENDS, and cigarette products by the 10th of each month for the prior month's activity.

For cigarette sales, you must use the Department of Revenue PACT Act Cigarette (PA-1) Excel template which is available on our website. Go to www.revenue.state.mn.us and enter PACT Act in the Search box.

How to Complete the PACT Act Cigarette (PA-1) Excel Template

Basic Rules

You must follow these rules for your report to be accepted:

- Do not change the Excel file layout.
- Do not change tab names or delete tabs.
- Do not change column names or delete columns.
- Complete all required fields.
- Follow required formatting.
- Export report as .xlsx file type.
- Upload the PA-1 PACT Act Cigarette report into the Cigarette PACT Act Reporting room in Virtual Room.
- Amend report: Only file changes.
- No sales report: Only fill out Part 1.

Requirements for Part 1

- Complete all fields in the required format.
- If you are submitting a report with no sales, you only need to complete Part 1.

Field Name	Use This Required Format
PACT Report Type	Enter PA-1
Reporting Period End Date	Format: MM/DD/YYYY
Ship to State	Enter MN
Business Name	Enter your business name
Business FEIN	Format: 11-1111111
Business Address - Street	Enter your business street address
Business Address - City	Enter your business city
Business Address - State/Province	Enter your business postal abbreviation of your state/province
Business Address - ZIP Code/Postal Code	Enter your business five-digit ZIP code/postal code
Business Address - Country/Territory	Enter your business country/territory
Business Email Address	Enter your business email address

Requirements for Part 2

- Part 2 is not required for a report with no sales.
- If you enter data in one column, all columns must be filled.
- If Type of Customer is Consumer or Customer, enter zero in MN ID column.
- If amended report, only enter corrections. Do not report any other sales information from your original file.

Cigarette PACT Act Report Instructions (Continued)

Field Name	Use This Required Format
Customer Name	Enter your customer's name
Type of Customer	Select one from drop-down list
Ship to Address	Enter street address where product was shipped to
Ship to City	Enter city where product was shipped to
Ship to State	Enter MN
ZIP Code/Postal Code	Enter five-digit ZIP code/postal code
Fed Desc	Enter cigarette
Brand Family	Enter brand family
Invoice Date	Format: MM/DD/YYYY
Invoice Number	Enter invoice number
Quantity	Enter only numbers to indicate total quantity of retail packs sold
Total Sticks Sold	Enter only numbers to indicate total sticks of cigarettes sold
Sales Price (\$) (For Delivery Sellers Only)	Enter only numbers to indicate total sales price
MN Tax ID	Enter your customer's seven-digit MN ID number (format: 1111111) or enter zero if Type of Customer is Consumer

Requirements for Part 3

- Part 3 is not required for a report with no sales.
- If you enter data in one column, all columns must be filled.

Field Name	Use This Required Format
Delivery Service Name	Enter delivery service name
Ship to Address	Enter street address of delivery service
Ship to City	Enter city of delivery service
Ship to State	Enter postal abbreviation of state of delivery service (example: MN)
ZIP Code/Postal Code	Enter five-digit ZIP code/postal code of delivery service
Phone Number	Enter delivery service phone number (format: 111-111-1111)

Instructions for Uploading Your Cigarette PACT Act Report

1. Check that your cigarette report is a .xlsx file type.
2. Log in to Virtual Room.
3. Upload your cigarette report into the Cigarette PACT Act Reporting room.
4. Check the Actions column in the Virtual Room Submitted File History page. If the file status is:
 - a. **Completed**, your file passed validation and no further action is needed.
 - b. **Processing** for more than 30 minutes, the file will be rejected. We will email instructions on what to do next. Make sure to check your spam or junk folder.
 - c. **Rejected**, take these steps:
 - i. Select the Actions column drop-down menu.
 - ii. Select Download HTML File to open the Transmission Acknowledgment.
 - iii. Review the errors messages. The Error Message column lists the Part with the error and the type of error. The Line column lists the line with the error.
 - iv. Fix the error in the report.
 - v. Upload the corrected report.
 - vi. You should receive an email from our system to notify you of the file status. Make sure to check your spam or junk folder.

Information and Assistance

Website: www.revenue.state.mn.us
 Email: cigarette.tobacco@state.mn.us
 Phone: 651-556-3035