



**pennsylvania**  
DEPARTMENT OF REVENUE

BUREAU OF BUSINESS TRUST FUND TAXES  
PO BOX 280909  
HARRISBURG PA 17128-0909

**2016 PENNSYLVANIA  
CIGARETTE TAX AND  
ADMINISTRATIVE DUE DATES**

**LITTLE CIGAR**

<b>TAX PERIOD END DATES</b>	<b>TAX PERIOD DUE DATES</b>
01/31/2016	02/22/2016
02/29/2016	03/21/2016
03/31/2016	04/20/2016
04/30/2016	05/20/2016
05/31/2016	06/20/2016
06/30/2016	07/20/2016
07/31/2016	08/22/2016
08/31/2016	09/20/2016
09/30/2016	10/20/2016
10/31/2016	11/21/2016
11/30/2016	12/20/2016
12/31/2016	01/20/2017

**PACT ACT**

<b>TAX PERIOD END DATES</b>	<b>TAX PERIOD DUE DATES</b>
01/31/2016	02/10/2016
02/29/2016	03/10/2016
03/31/2016	04/11/2016
04/30/2016	05/10/2016
05/31/2016	06/10/2016
06/30/2016	07/11/2016
07/31/2016	08/10/2016
08/31/2016	09/12/2016
09/30/2016	10/11/2016
10/31/2016	11/10/2016
11/30/2016	12/12/2016
12/31/2016	01/10/2017

**WHOLESALER**

<b>TAX PERIOD END DATES</b>	<b>TAX PERIOD DUE DATES</b>
01/31/2016	02/22/2016
02/29/2016	03/21/2016
03/31/2016	04/20/2016
04/30/2016	05/20/2016
05/31/2016	06/20/2016
06/30/2016	07/20/2016
07/31/2016	08/22/2016
08/31/2016	09/20/2016
09/30/2016	10/20/2016
10/31/2016	11/21/2016
11/30/2016	12/20/2016
12/31/2016	01/20/2017

**CIGARETTE TAX PAYMENT DUE DATES**

<b>TAX PERIOD END DATES</b>	<b>TAX PERIOD DUE DATES</b>
01/31/2016	02/16/2016
02/29/2016	03/15/2016
03/31/2016	04/18/2016
04/30/2016	05/16/2016
05/31/2016	06/15/2016
06/30/2016	07/15/2016
07/31/2016	08/15/2016
08/31/2016	09/15/2016
09/30/2016	10/17/2016
10/31/2016	11/15/2016
11/30/2016	12/15/2016
12/31/2016	01/17/2017

**CIGARETTE TAX REPORT DUE DATES**

<b>TAX PERIOD END DATES</b>	<b>TAX PERIOD DUE DATES</b>
01/31/2016	02/22/2016
02/29/2016	03/21/2016
03/31/2016	04/20/2016
04/30/2016	05/20/2016
05/31/2016	06/20/2016
06/30/2016	07/20/2016
07/31/2016	08/22/2016
08/31/2016	09/20/2016
09/30/2016	10/20/2016
10/31/2016	11/21/2016
11/30/2016	12/20/2016
12/31/2016	01/20/2017

**2016/2017 CIGARETTE DEALER  
LICENSE TERM**

<b>LICENSE START DATE</b>	<b>LICENSE END DATE</b>
03/01/2016	02/28/2017

# INSTRUCTIONS FOR PENNSYLVANIA CIGARETTE AND UNSTAMPED LITTLE CIGAR PAYMENTS AND REPORTS

## Cigarette Tax Payment Methods

### Payment by ACH Credit

For ACH Credit EFT Reporting Instructions please visit [www.etides.state.pa.us](http://www.etides.state.pa.us) and select **Instructions**. Then select the **Payment Methods** option.

### Payment by ACH Debit (Phone)

After your registration (REV-331A) for EFT is processed, you will receive touch-tone telephone reporting instructions. You must initiate and complete your call by 4:45 p.m. Eastern Standard Time at least one business day prior to the tax due date for your payment to be considered timely submitted. There should be no charge to you for using this payment method.

### Payment by Check

To make your payment by check, please make the check payable to: **PA Department of Revenue**. Note on the check your PA Cigarette Account ID, your Federal Employer Identification Number, Social Security Number or Revenue ID, and the period ending date.

The mailing address for checks is:

**PA Department of Revenue  
Miscellaneous Tax Division  
PO Box 280909  
Harrisburg PA 17128-0909**

## Cigarette Tax Reporting Information

- **Cigarette Stamp Tax Report**
- **Cigarette Wholesaler Monthly Report**
- **Monthly PACT ACT Tobacco Sales Report**

If the report due date falls on a weekend or a holiday, the report is due the following business day. The appropriate forms for filing/reporting can be found on [www.revenue.pa.gov](http://www.revenue.pa.gov) under Forms and Publications.

Additional online help can be found by accessing the Online Customer Service Center at <https://revenue-pa.custhelp.com>.

Please send all reports electronically to [ra-btftcigtax@pa.gov](mailto:ra-btftcigtax@pa.gov) or mail to:

**PA Department of Revenue  
Miscellaneous Tax Division  
PO Box 280909  
Harrisburg PA 17128-0909**

For questions concerning cigarette tax, please call the PA Department of Revenue's Miscellaneous Tax Division at (717) 783-9374.

## Unstampable Little Cigar Payment Methods

### Payment by ACH Credit

For ACH Credit EFT Reporting Instructions please visit [www.etides.state.pa.us](http://www.etides.state.pa.us) and select **Instructions**. Then select the **Payment Methods** option.

### Payment by ACH Debit using TeleFile

Use the Department's TeleFile system to quickly and easily file payments - including assessment, billing, late and notice payments by using a touch-tone telephone. **The TeleFile system's toll-free number is 1-800-748-8299.**

Transmission of your TeleFile tax payment must be completed before 11:59 p.m. Eastern Standard Time on or before the due date in order to be considered timely. You will need the following information to use TeleFile:

- Eight-digit PA Unstampable Little Cigar Account ID
- Nine-digit Employer Identification Number (EIN), Social Security Number (SSN) or your 10-digit Revenue ID
- Payment amount due
- To make a payment using ACH Debit, you will need your banking information including bank routing number, account number and account type (checking or savings). When using TeleFile to make a payment, you will receive a 16-digit confirmation number as proof of filing. **Please record this number for future reference.**

### Payment by Credit/Debit card service

You can pay your PA Business Taxes by phone or internet by using the credit/debit card service provider listed below:

Official Payments Corp.  
Phone: 1-800-2PAYTAX (1-800-272-9829)  
Internet: [www.officialpayments.com](http://www.officialpayments.com)

### Payment by Check

To make your payment by check, please make the check payable to: **PA Department of Revenue**. Note on the check your PA Unstampable Little Cigar Tax Account ID, your Federal Employer Identification Number, Social Security Number or Revenue ID, and the period ending date.

The mailing address for checks is:

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