



pennsylvania

DEPARTMENT OF REVENUE

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

**PHILADELPHIA
NONRESIDENT STAMP AFFIXING
AGENCY MONTHLY REPORT OF
CIGARETTES AND CIGARETTE TAX
STAMPS REV-1036 INSTRUCTIONS**

REV-1036P and applicable schedules will show accountability of all cigarettes and/or stampable little cigars* and cigarette tax stamps for the reporting period. Schedules A and D must accompany the report when applicable.

Due Date: Reports and appropriate schedules are due on or before the 20th day following the month in which the report is being made.

The cigarette stamping agency's (CSA) name, CSA number and business address must be entered in the appropriate space provided on the front of the report and on each schedule and/or supporting statement.

The report must be examined and signed by the owner, partner or officer.

Records must be maintained at the licensed premises for a period of four years and shall be available for examination by the department.

*Stampable little cigars are defined as little cigars packaged similar to a pack of cigarettes, containing 20 to 25 sticks per pack.

INSTRUCTIONS BY LINE NUMBER

STAMPED CIGARETTE ACCOUNT

1. PHILADELPHIA STAMPED CIGARETTES ON HAND BEGINNING OF MONTH

Enter the amount of Philadelphia stamped cigarettes and/or stampable little cigars in inventory at the beginning of the month. This figure must agree with the figure shown on Line 5 of the previous month's report.

2. NUMBER OF CIGARETTES PHILADELPHIA STAMPED DURING MONTH

Enter number of cigarettes and/or stampable little cigars Philadelphia stamped during the month. This total must come from Line 20.

3. PHILADELPHIA STAMPED CIGARETTES RECEIVED DURING MONTH

Enter number of Philadelphia stamped cigarettes and/or stampable little cigars received during the month. This total brought from Schedule A reverse side REV-1036.

4. TOTAL

Enter total of cigarettes and/or stampable little cigars in inventory beginning of month, cigarettes and/or stampable little cigars stamped during month and stamped cigarettes and/or stampable little cigars received during the month: Lines 1 thru 3.

5. PHILADELPHIA STAMPED CIGARETTES ON HAND AT END OF MONTH

Enter total of cigarettes and/or stampable little cigars in inventory at end of the month.

6. TOTAL TO BE ACCOUNTED FOR

Enter total cigarettes and/or stampable little cigars to be accounted for the reporting month: Line 4 minus Line 5.

7. STAMPED CIGARETTES SOLD INTO PHILADELPHIA

Enter total of stamped cigarettes and/or stampable little cigars sold into Philadelphia during the month. Schedule D - REV-1032 and/or REV-1032-A, must be completed and accompany this report.

8. OTHER CREDITS

Enter total credits, such as cigarettes and/or stampable little cigars returned to manufacturers, etc. Supporting statement must accompany the report.

9. TOTAL SALES AND CREDITS

Enter total cigarettes sold in Philadelphia and credits. Line 7 plus Line 8.

10. OVER AND UNDER

Enter discrepancy, if any. Line 9 minus 6.

PHILADELPHIA CIGARETTE TAX STAMP ACCOUNT

11. OPENING INVENTORY

Enter the amount of unused cigarette tax stamps in inventory at the beginning of the month.

12. PURCHASED FROM DEPARTMENT

Enter total amount of cigarette tax stamps purchased from the department during the month.

13. ADDITIONAL PURCHASES

Enter total of cigarette tax stamps received from others. Subject to prior approval from the department.

14. TOTAL

Enter total tax stamps available for usage as result of inventory and purchases. Total of Lines 11, 12 and 13.

15. RETURNED TO DEPARTMENT OR RESTAMPED

Enter total of tax stamps returned to the department. Subject to prior approval from the department.

16. CLOSING INVENTORY

Enter total Philadelphia cigarette tax stamps in inventory at the end of the reporting month.

17. TOTAL

Enter total of Lines 15 and 16.

18a. PHILADELPHIA TAX STAMPS USED FOR CIGARETTES

Enter the total number of Philadelphia stamps used on cigarettes during the reporting month.

18b. PHILADELPHIA TAX STAMPS USED FOR LITTLE CIGARS

Enter the total number of Philadelphia stamps used on little cigars during the reporting month.

18c. TOTAL PHILADELPHIA TAX STAMPS USED

Enter the total number of Philadelphia stamps used on cigarettes and/or stampable little cigars during the reporting month. Subtract Line 17 from Line 14.

19. CONVERT TO STICKS

The pre-printed numbers are the equivalent in sticks to each tax stamp used.

20. NUMBER OF STICKS STAMPED

Enter number of cigarettes and/or stampable little cigars stamped by multiplying Line 18c by Line 19 (carry number of cigarettes and/or stampable little cigars stamped from Line 2).

SCHEDULE A, REVERSE SIDE OF REPORT REV-1036P PHILADELPHIA STAMPED CIGARETTES RECEIVED

Use this schedule to report Philadelphia stamped cigarettes and/or stampable little cigars received during the reporting month.

Column 1 – Date

Invoice or credit voucher date. A separate line should be used for each invoice.

Column 2 – Invoice Number

Invoice or credit voucher number.

Column 3 – Name and Address of Licensee

Enter the name and address of who you received the Philadelphia stamped cigarettes and/or little cigars from.

Column 4 – Total

Enter the gross quantity of cigarettes and/or little cigars billed for regardless of the quantity received or quantity paid. Carry Total to Line 3 of REV-1036P.

An exception is a pre-billed invoice for an order which was completely cancelled by the purchaser prior to shipment. Maintain the **completely cancelled** invoice for your records.

SCHEDULE D REV-1032 CIGARETTES SOLD INTO PENNSYLVANIA/PHILADELPHIA

Enter the information in Columns 1 through 9 for cigarettes sold into Philadelphia. Carry total sticks to Line 7 of REV-1036P.

Prepare in duplicate. Submit original and maintain copy.

SCHEDULE D REV-1032-A LITTLE CIGARS SOLD INTO PENNSYLVANIA/PHILADELPHIA

Use this schedule to report stampable little cigars only. Little cigars packed similar to a package of cigarettes containing 20-25 sticks in a pack are defined as stampable little cigars.

Enter the information in Columns 1 through 9 for little cigars sold into Philadelphia. Carry total sticks to Line 7 of REV-1036P.

Prepare in duplicate. Submit original and maintain copy.