



**CIGARETTE STAMPING
AGENT PURCHASE ORDER
CIGARETTE TAX INDICIA**

FEIN _____

Cigarette Account ID (8 - Digit) _____

Date _____

PRINT OR TYPE ALL INFORMATION ABOVE RIGHT AND BELOW, AND RETAIN A COPY FOR YOUR RECORDS.

To be completed by the Cigarette Stamping Agent (CSA).

Name _____

Street Address _____	City _____	State _____	ZIP Code _____
----------------------	------------	-------------	----------------

Telephone Number _____	Fax Number _____	Email Address _____
------------------------	------------------	---------------------

Special Delivery Instructions _____

Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> EFT <input type="checkbox"/> Bond/Credit	Shipping Method and Account Number: <input type="checkbox"/> Fed Ex _____ <input type="checkbox"/> UPS _____
---	---

For walk-in pick-up provide the following information:

Date of Pick-up _____	Courier Picking Up (Please Print) _____	Signature _____
-----------------------	---	-----------------

Stamp Type	STATE STAMPS				PHILADELPHIA STAMPS	
	Rolls of 20 Denomination (30,000 per roll)	Rolls of 25 Denomination (2 x 4) (7,200 per roll)	Sheets of 20 Denomination (150 per sheet)	Sheets of 25 Denomination (150 per sheet)	Philadelphia Rolls of 20 Denomination (7,200 per roll)	Philadelphia Rolls of 25 Denomination (7,200 per roll)
Number of Rolls/Sheets						
Quantity of Stamps						
Value of Stamps	\$2.60 (0.13 cents per stick)	\$3.25 (0.13 cents per stick)	\$2.60 (0.13 cents per stick)	\$3.25 (0.13 cents per stick)	\$4.60 (0.23 cents per stick)	\$5.75 (0.23 cents per stick)
Total Value						

Subtotal of State Stamps \$ _____
 Less Credits \$ _____
 Net Sales Value _____
 Less Commission 0.586% (0.00586) _____
TOTAL STATE AMOUNT DUE \$ _____

Subtotal of State Stamps \$ _____
 Less Credits \$ _____
 Net Sales Value _____
 Less Commission 0.586% (0.00586) _____
Commission may only be calculated off of the state tax portion of Philadelphia stamp purchases.
TOTAL PHILADELPHIA AMOUNT DUE \$ _____

Total State Amount Due + Total Philadelphia Amount Due = Payment Amount **PAYMENT AMOUNT \$ _____**

Commission may only be calculated off of the state tax rate for all stamp purchases. Commission is not permitted on purchases of less than \$100 (gross value). Checks made payable to PA Department of Revenue are accepted, subject to final payment and at risk of payer. Deduct credit memos from gross value before calculating your commission.

To place your order use one of the following methods:

Fax: 717-705-8413
 Mail: PA DEPARTMENT OF REVENUE
 PO BOX 280909
 HARRISBURG PA 17128-0909

Department Use Only	

If you have any questions, call the Miscellaneous Tax Section at 717-783-9374.