

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

Print or type all information and retain a copy for your records. To be completed by the Cigarette Stamping Agent (CSA).

SECTION I CIGARETTE STAMPING AGENT INFORMATION

| | | | | |
|------------------|------------|---------------|----------------------|----------|
| Name | | FEIN | Cigarette Account ID | Date |
| Street Address | | City | State | ZIP Code |
| Telephone Number | Fax Number | Email Address | | |

SECTION II CIGARETTE TAX INDICIA PURCHASE ORDER

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"/> FedEx _____ <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 | | | | | | |

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

Total State Amount Due + Total Philadelphia Amount Due = **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.

If you have any questions, email the department at RA-RVBTFTCIGTAX@PA.GOV. Place your order on your myPATH account at mypath.pa.gov or fax the department at 717-705-8413.