

FYI – For Your Information

Cigarette Distributors - General Information

GENERAL INFORMATION

Cigarettes and tobacco products are defined and taxed differently from other products or tangible personal property purchased and sold in Colorado. Cigarette and tobacco products require separate licenses, and are subject to different tax rates and due dates, filing requirements and Master Tobacco Settlement (MSA) reporting. See FYI Excise 18 "Master Tobacco Settlement Agreement" for information regarding MSA.

The terms "wholesaler" and "distributor" are used interchangeably in this FYI and are synonymous. "Wholesale subcontractor" will also be used interchangeably in this FYI as "wholesaler" or "distributor".

WHAT IS A CIGARETTE DISTRIBUTOR?

There are two types of cigarette distributors/wholesalers in Colorado: a cigarette stamping distributor and a cigarette distributor importing cigarettes to Colorado but not stamping. A cigarette license will be granted to wholesalers who own or operate the places from which such sales are to be made. If sales are made from two or more separate locations by a wholesaler, a license for each location is required.

A cigarette wholesale subcontractor is defined as any person, firm, limited liability company, partnership, or corporation who purchases cigarettes from a licensed Colorado wholesaler for resale to a Colorado retailer.

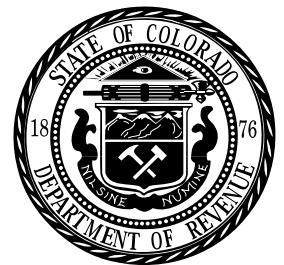
NOTE: A Colorado retailer does not need a Colorado cigarette tax license if the retailer only purchases cigarettes with the stamps already affixed for sales to consumers. See FYI Excise 15 *Cigarette and Tobacco Product Information for Retailers*.

HOW TO APPLY FOR A LICENSE

Cigarette Distributor

The following application materials are required to become a Colorado cigarette distributor:

- Complete and submit Form DR 0218 "Cigarette Distributor Application" along with the license fee for the cigarette distributor license.
- A current retail or wholesale sales tax license is required before a cigarette distributor license is issued. If you do not have a current sales tax license, submit a completed CR 0100 "Colorado Business Registration" along with the appropriate fees. A CR 0100 is available on the Web at www.taxcolorado.com
- A completed application Form DR 5785 "Authorization for Electronic Funds Transfer" must be submitted with your application. Electronic Funds Transfer (EFT) is required for payment of cigarette excise tax.
- Documentation that the distributor will purchase from at least one manufacturer that is either part of the Master Settlement Agreement or who places funds into a qualified escrow account.
- A completed DR 0219 Cigarette Licensee Surety Bond. The bond amount



Colorado Department
of Revenue
Taxpayer Service Division
1375 Sherman St.
Denver, Colorado 80261

Forms and other services:
(303) 238-FAST (3278)
Assistance:
(303) 238-SERV (7378)

www.taxcolorado.com

must be equal to the wholesaler's anticipated total monthly purchase of stamps. The surety bond must be issued by a company authorized to do business in Colorado.

The license will be in effect until June 30 following the date of issue and must be renewed each year at an additional cost of \$10. A renewal form will automatically be mailed to you by the Colorado Department of Revenue.

The forms DR 0218 , CR 0100, DR 5785 and DR 0219 are available on the Web at www.taxcolorado.com

Submit all completed applications to:
**Colorado Department of Revenue
Excise Tax Accounting Section,
Attn: Cigarette Distributor Licensing
1375 Sherman Street, Room 237,
Denver, CO 80261**

Cigarette Wholesale Subcontractor

The following application forms are required to become a Colorado cigarette wholesale subcontractor:

- Complete and submit Form DR 0218 "Cigarette Distributor Application" along with the license fee for the license.
- A current sales tax license is required. If you do not have a current sales tax license, submit a completed CR 0100 "Colorado Business Registration" along with the appropriate fees.

The CR 0100, DR 0218 and other forms and FYIs are available on the Web at www.taxcolorado.com

Submit all completed applications to:
**Colorado Department of Revenue,
Excise Tax Accounting Section,
Attn: Cigarette Distributor Licensing.
1375 Sherman Street, Room 237
Denver, CO 80261**

LICENSE REQUIREMENTS

Cigarette Distributor

A cigarette distributor in Colorado must obtain a Cigarette Tax license. A cigarette stamping distributor license is required when a wholesaler:

- purchases tax stamps from the department and places them on the packs of cigarettes;

- imports cigarettes into Colorado for sale or resale but not stamping cigarette packs.

Cigarette Wholesale Subcontractor

A cigarette wholesale subcontractor license is required when a wholesaler:

- purchases stamped cigarettes from a licensed Colorado cigarette distributor for resale to a retailer in Colorado.

A new cigarette distributor or subcontractor will not be issued a license if the wholesaler owes the state any delinquent taxes administered by the department.

LICENSE RENEWAL REQUIREMENTS

A cigarette tax license renewal form will automatically be mailed to each licensed distributor. The license renewal is based on the fiscal year (July 1 through June 30) not calendar year. To receive a license for each fiscal year, the licensee must submit a \$10.00 fee for each license.

Other Requirements for Issuance of a Cigarette License Renewal

- Master Settlement Agreement (MSA) reporting must be current.
- Current retail or wholesale sales tax license on account.
- The account must not have any current tax delinquencies. Any tax billings administered by the Department must be resolved.
- Valid Electronic Funds Transfer (EFT) account (Cigarette Distributors only).
- Proof from cigarette manufacturer/distributor that licensee is purchasing certified product.
- Cigarette Licensee Surety Bond is in effect, if required.

NOTE: Failure to comply with these reporting requirements may result in the revocation of the cigarette distributor's license for a period of two years.

TAX RATE

Wholesalers are required to collect and remit to the Colorado Department of Revenue 42 mills or 4.2 cents on each cigarette sold in Colorado. The tax is levied upon the sale of the cigarettes by the wholesaler. Payment of the cigarette tax is evidenced by the affixing of stamps to cigarette packs. See 'filing requirements' for more information.

Beginning July 1, 2009 retailers will charge the 2.9 percent state sales tax on all retail sales of cigarettes. All sales of cigarettes continue to be exempt from Colorado local and special district sales taxes.

EXCISE TAX EXEMPTIONS

The sale of cigarettes to the United States government or any of its agencies, or sales within interstate commerce are exempt from Colorado's cigarette tax.

PROHIBITED PRODUCTS

Cigarette products prohibited for distribution in Colorado are:

- Cigarettes marked "for distribution outside the USA".
- Single cigarettes (sticks).
- Cigarettes in packs containing less than 20 sticks.
- Cigarette brands not listed on the Certified Brand Directory (CBD). (Certified Brands Directory can be located at the Department Web site at www.taxcolorado.com within the cigarette and tobacco business information.)

CIGARETTE STAMPS

Cigarette stamps are available to licensed wholesalers from the Department of Revenue in 20 count rolls, wide 20 count rolls, 20 count sheets and 25 count rolls. The stamps may be obtained from the Department of Revenue's Cashier's Section at 1375 Sherman St., Room 108, by:

- completing Form DR 5225 "Cigarette Tax Order Form" and delivering the order form to the above address in person;
- mail the DR 5225 form to the department, or

- telephone DOR's Cashier Section at (303) 866-2570 and place the order.

Shipping of the cigarette tax stamps must be paid by the distributor. The distributor's carrier of choice and the distributor's account number for the carrier is required.

Distributors should retain their copy of the DR 5225 because the information on it will be required when completing the monthly tax return. Payment of the cigarette tax is due on the 10th of the month following the month in which the stamps were ordered. For example, any stamps ordered between July 1 through July 31 are due on August 10th.

The cost of the stamps is equivalent to the tax rate of 4.2 cents per cigarette. Payment by EFT is required. If payment for the stamps is made on or before the 10th day of the month following the month in which the stamp purchase is made, the .9524 percent discount of the stamps' face value is allowed. The vendor fee discount is provided to cover the licensed wholesaler's expense in the collection and remittance of the cigarette tax. Any vendor fee discount will be denied and /or assessed on late or missing payments.

Licensed wholesalers are required to affix the cigarette stamps to each individual pack of cigarettes sold or distributed. The stamps may be affixed by the wholesaler at any time before the cigarettes are transferred out of the wholesaler's possession to retailers. Stamped and unstamped **cigarettes** may be transferred between instate wholesalers. Cigarette **stamps** may not be transferred or sold between wholesalers.

FILING REQUIREMENTS

Distributors must file a "Colorado Cigarette Tax Return" (Form DR 0221) monthly. The Department of Revenue will mail pre-printed returns each month.

The return and the EFT payment of tax must be filed on or before the 10th day of the month following the reporting month. Distributors must file a return even if no tax is due for that month.

Distributors must provide their gross purchases on the cigarette return and will be allowed a .9524 percent discount of the total gross purchases if the return and the EFT payment are received by the due date.

Failure to receive the tax return does not relieve distributors from their legal responsibility to file by the due date. If a distributor does not receive the DR 0221 return they should notify the department. The DR 0221 may be located on the department's Web site at www.taxcolorado.com

You must transmit your tax payment by the due date each month. Additionally, the DR 0221 Colorado Cigarette Tax Return must be mailed to the Colorado Department of Revenue by the due date so your payment can be properly credited to your account. A DR 0221 not filed by the due date is considered late. Distributors should always write the account number and the words "Cigarette Tax" on all correspondence sent to the department.

ELECTRONIC PAYMENT (EFT) REQUIREMENT

Cigarette tax payments must be made through EFT (electronic funds transfer). A payment not remitted electronically is considered late. To file payments through EFT, submit a completed Form DR 5785 "Authorization For Electronic Funds Transfer (EFT) for Tax Payments." Form DR 5785 may be obtained on the Web at www.taxcolorado.com

You must transmit your tax payment by the due date. To ensure timely receipt, payments must be made by 4 pm MST on the date due. A copy of your DR 0221 Cigarette Tax Return must be mailed to the Colorado Department of Revenue by the due date so your payment can be properly credited to your account. If a cigarette distributor neglects or refuses to make a return as required and no amount of tax is due, a billing of \$100.00 in penalty will be issued.

RECORDKEEPING REQUIREMENTS

Colorado law requires that distributors keep true and complete records of their distributor activities for at least three years after filing of the returns.

For Master Settlement Agreement (MSA) reporting, records must be kept for at least five years.

PENALTIES AND INTEREST

Distributors who neglect or refuse to file a cigarette tax return will incur a penalty of \$100. Distributors who fail to pay the cigarette tax by the due date will not be allowed to retain the .009524 vendor fee discount. Additionally, a penalty equal to 10 percent of the tax due and penalty-interest equal to one-half of one percent per month from the date when the tax is due, not to exceed 18 percent of the tax amount, will be assessed. (§39-28-108(2), C.R.S.)

Interest is due on missing and late payments of cigarette tax in addition to the penalties and penalty-interest indicated above. Interest is charged based on the prime rate as of the preceding July 1 plus three percent. Cigarette tax payment made within 30 days after the due date will not carry the additional three percent unless the department determines that there has been a willful neglect or failure to pay the tax.

Willful evasion or defeat of tax is punishable as provided by Section §39-21-118 C.R.S. Monetary penalties are \$100,000 for an individual or \$500,000 for a corporation.

CREDITS/REFUNDS

Credit will be given by the department for cigarette taxes on unsalable merchandise when the cigarettes have been returned to the manufacturer. Cigarette tax credits may be taken on the DR 0221. A manufacturer's credit invoice must be attached to the return to substantiate the credits claimed. If credits exceed the amount of cigarette tax due, or a zero return is filed, a "Claim for Refund" Form DR 0137 must be submitted to request a refund. Additionally, a refund will be issued for any unused or damaged stamps returned by the wholesaler within one year after the date of issuance. The unused or damaged stamps for which a refund is being claimed must be submitted with a separate DR 0137 "Claim for Refund" form.

Credit shall be given by the department to a wholesaler for all taxes paid on cigarettes that are bad debts. The credit is prohibited unless the bad debt has been

charged off as uncollectible on the books of the wholesaler. The wholesaler will be required to repay the credit if payment is received for the bad debt subsequent to receiving the credit. The credit will be processed as a refund on a DR 0137. For additional information see FYI Excise 19 "Credit for Taxes Paid on Cigarettes or Other Tobacco Products That Are Bad Debts."

MASTER SETTLEMENT AGREEMENT REPORTING (MSA)

Each licensed cigarette distributor is required to file monthly a Form DR 1285 "Licensed Distributor Reporting Form for Cigarette Sales of Non-Participating Manufacturer Brands" if cigarette brands manufactured by non-participating manufacturers are stamped and distributed for sale in Colorado.

If a cigarette distributor exports or transfers cigarettes manufactured by non-participating manufacturers, the monthly Form DR 1284 "Licensed Distributor Reporting Form for Tracking Transfers of Non-Participating Manufacturer Cigarette Brands For Escrow Purposes" must be submitted to the Office of the Attorney General. The Form DR 1284 is available on the Department's Web site at www.taxcolorado.com

A distributor may qualify for an exemption from monthly reporting using Form DR 1286 "Tobacco Distributor's Certificate for Exemption MSA/Non-Participating Manufacturer Brands". This form can be used if:

- Cigarette distributor stamps and distributes only cigarette brands manufactured by participating manufacturers in Colorado.
- Cigarette distributor purchases stamped cigarettes from another Colorado cigarette distributor to sell to Colorado retailers.

The DR 1286 exemption is valid for a period of 12 calendar months and must be renewed annually. The DR 1286 is effective the month the exemption certificate is received and certified by the department. The exemption becomes void when a distributor stamps and distributes cigarettes manufactured by a non-participating manufacturer under the MSA. The

DR 1285 is required beginning with the first month the NPM brands are stamped for Colorado. If the distributor again becomes eligible for an exemption for monthly reporting, a new exemption period will begin when the distributor files another certification. The signed original must be submitted to the department and a copy should be retained by the distributor. The DR 1286 is an exemption from monthly MSA reporting, not for remittance of tax.

See FYI Excise 18 "Master Settlement Agreement (MSA)" for additional information.

NOTE: Failure to comply with these reporting requirements may result in the revocation of a distributor's license for a period of two years.

COLORADO CERTIFIED BRANDS DIRECTORY

The department is required to post on their Web site a list of cigarette and roll-your-own tobacco brands that can be sold in Colorado. Manufacturers are required to certify their compliance with the department and the Office of the Attorney General to be listed on the Colorado Certified Brand Directory. To sell a brand of cigarettes or roll-your-own tobacco in Colorado, a completed DR 0231 Tobacco Product Manufacturer Certification must be submitted to the department and the Office of the Colorado Attorney General. Upon approval by the Office of the Attorney General, the brand will be listed on the Colorado Certified Brands Directory. The department maintains the list of brand names and their manufacturer and will provide the distributors a 3 business day notice before a brand is removed or "delisted." It is unlawful to sell, offer, or possess for sale any cigarette or roll-your-own tobacco brands not listed on the Certified Brands Directory. If a product is NOT listed or is removed from the list, it cannot be sold in Colorado and will be considered contraband and subject to confiscation.

In order to provide the notice to each distributor of any addition or removal from the Colorado Certified Brands Directory, a contact name and email address must be submitted to the department on Form DR 1285 or DR 1286. Any

subsequent change of the email address shall be submitted to the department by email or in writing within five (5) business days after the change of the email address. Regulation 39-28-303(2)(c). The address for email notification is mastersttlement@spike.dor.state.co.us

INJUNCTIONS

Non-participating manufacturers are required to establish an escrow account and make an annual deposit based on the distribution of their cigarettes in Colorado. If a non-participating manufacturer does not comply, a lawsuit initiated by the attorney general can result in the issuance of an injunction prohibiting the distribution of certain brands of cigarettes. Notification of current injunctions are posted on the Web at www.taxcolorado.com

BUSINESS CHANGES

If a distributor moves and/or changes the name of the business with no change in ownership, the Department of Revenue must be notified of such change. Distributors must send written notification or make the change on the front of the "Colorado Cigarette Tax Return" Form DR 0221. A new license will be issued without charge upon request. However, if there is a change in ownership or in the type of ownership such as: sole proprietorship, limited liability company, partnership or corporation, the distributor must close the existing account and open a new account by applying for a new license with applicable license fees.

Other Cigarette and Tobacco FYIs

FYI Excise 15 "Cigarette and Tobacco Product Information for Retailers"
FYI Excise 17 "Tobacco Products Distributors- General Information"
FYI Excise 18 "Master Tobacco Settlement Agreement – General Information"
FYI Excise 19 "Credit for Taxes Paid on Cigarettes or Other Tobacco Products That Are Bad Debts"

E-SERVICES FOR BUSINESS

The following services are accessible at www.taxcolorado.com under "Online Services."

Electronic Payment (EFT). Businesses can make payments on the Internet or by telephone. Register to make Electronic Payment via our no-cost ACH debit service. See Form DR 5785 "Electronic Payment Authorization" to sign up.

Sales Tax ZeroFile - Safely and easily file a Colorado Sales Tax Return (Form DR 0100) for state and state-collected local sales tax when you have zero net sales (line 3 of form DR 0100) and no sales tax due. Any filing period type (monthly, quarterly, annually, and seasonal) is eligible. Retailers with only one location and with net sales of zero and no payment due may use this system. There is no need to send a paper form. Also available by calling (303) 205-TAX0 (8290).

Sales Tax Account History - Allows businesses to review their tax account payments back to December 2002. Users will need their account number to obtain a PIN for security purposes.

The following services are available on the Web under www.taxcolorado.com "Sales Tax Information" as well as by telephone at (303) 238-FAST (3278):

Local Sales Tax Rates - A fast way to find sales tax rates for ANY local jurisdiction.

Sales Tax License Verification - Confirm whether a Colorado sales tax license or exemption certificate is valid. If you have a sales tax license or exemption certificate number, you can find this information quickly.

Retailers' Sales Tax Rates - Check on the sales tax rates at your specific business location(s).

FURTHER INFORMATION

FYIs and commonly used forms are available on the Web at *www.taxcolorado.com*

FYIs provide general information concerning a variety of Colorado tax topics in simple and straightforward language. Although the FYIs represent a good faith effort to provide accurate and complete tax information, the information is not binding on the Colorado Department of Revenue, nor does it replace, alter or supersede Colorado law and regulations. The Executive Director, who by statute is the only person having the authority to bind the Department, has not formally reviewed and/or approved these FYIs.