

Instructions from Completing Dealer's Monthly Report of Unstamped Cigarette Purchases Received From Licensed Manufacturers or Wholesalers in Nevada

Header: Complete all Information, Month and year, wholesaler name and address. Nevada Taxpayer ID and location number along with complete address.

Column 1 Enter the date cigarettes are received

Column 2 Enter Manufacturers or Wholesalers invoice number. Care should be taken not to erroneously enter bill of lading, standing order number, purchase order number, or any number other than the invoice number.

Enter the name of the Manufacturer or Wholesaler in the line above columns three through eight.

Column 3-8 Enter the brand name of the Cigarettes received and the number of packs received in the appropriate columns.

Purchases of unstamped cigarettes are also reported on CT-02, in the Monthly Cigarette Report of Inventories. If you have reported purchases of unstamped products you must file this report.

Only those cigarettes actually received during the month covered by the reports should be recorded. In the case of a short shipment, record only those cigarettes actually received.

The number of packs column should be totaled and entered on the "Page Total" line at the bottom of the report.

"Page Totals" should be added together to equal the "Unstamped purchases grand total". If there are multiple pages add all of the "Page Totals" to calculate the figure reported in "Unstamped purchases grand total".

Please include page numbers in the lower right corner if more than one page is required.