

# Tobacco Information

September 2020

*Please note that our forms have changed. Review each carefully and complete all steps.*

## COVID-19 Pandemic Issues

The Attorney General's Office understands the unprecedented situation that the COVID-19 Global Pandemic has caused for individuals and businesses. The Office is not immune to the issues experienced by others in the state and country. The Tobacco Enforcement Bureau understands this unique situation has presented a variety of issues and to the extent possible will work to help remedy those items. The COVID-19 Pandemic does not excuse any person or business from complying with the requirements of the laws of the state of Illinois or the requirements of the licenses they hold. The Tobacco Enforcement Bureau encourages electronic submission via email whenever possible. If there are issues with complying due to COVID-19 issues, contact the Tobacco Enforcement Bureau immediately via email at [ttobacco@atg.state.il.us](mailto:ttobacco@atg.state.il.us).

## Distributor Affidavits for 2020 and Future Sales

**Cigarette and OTP Distributors:** Included in the 2019 fourth quarter mailing was an affidavit for cigarette distributors and all licensed OTP distributors who filed quarterly reports in one or more quarters in 2019. All licensed cigarette and OTP distributors were required to complete the affidavit and return it by January 20, 2020. The Cigarette Distributor Affidavit included an addendum for reporting cigars classified as cigarettes in Illinois in 2019. Cigars that are not considered to be cigarettes are also reported on the affidavit. **Please review the instructions and definitions for the cigars to which the addendum applies.**

**Cigarette and OTP distributors will be required to complete a similar affidavit for 2020 sales and should retain adequate records to complete future affidavits.** Each year an affidavit is included in the fourth quarter mailing and must be completed on or before January 20 of the following year. Any licensee who cancels their license in 2020 will still be required to provide a 2020 affidavit.

## Little Cigars Classified as Cigarettes for Tax Purposes

Illinois legislation requires "Little Cigars" that meet the definition outlined in statute to have the tax paid at the same rate as cigarettes. Our office has included questions on the annual distributor affidavits regarding the brands and quantities stamped with Illinois excise tax stamps as well as those for which the tax is paid at the cigarette or OTP rate. **Distributors that sell little cigars in Illinois must retain documentation, including the purchase and sales invoices, and make it available to the OAG upon request.** In particular, our office requires distributors to confirm the amount of cigarettes sold with the Illinois tax stamps as well as the amount of little cigars sold with Illinois tax stamps. **All cigarette license holders must complete the Little Cigar Affidavit, so if your business has not done so, please complete and return immediately.**

## NPM Sales and Inventory Information

Included in each quarterly mailing is a form that distributors, which report sales of NPM brands on the Distributor Quarterly Report of Non-Participating Manufacturers' Brands, **MUST** complete for each brand family. In addition to the purchase and sales invoices that distributors have been required to provide each quarter, this form allows the distributor to document the beginning inventory, quantity purchased, ending inventory and sales to the other states of any brand families that are stamped for sale in Illinois or for RYO on which the OTP tax has been paid. Distributors are required to maintain and make available to the Attorney General all invoices and documentation of sales of all NPM cigarettes, including RYO, and any other information relied upon in filing quarterly reports, for a period of five years. **The submission of invoices or computer reports showing sales of NPM product in Illinois does not relieve the distributor of the duty to complete the distributor quarterly report and to list the information in columns a through for each brand family.**

### **Prevent All Cigarette Trafficking Act**

Under the Prevent All Cigarette Trafficking Act ("PACT ACT"), individuals and businesses **outside of the state of Illinois** that sell cigarettes, RYO and smokeless tobacco products must file reports with IDOR no later than the 10<sup>th</sup> of each month that include a memorandum or copy of the invoice covering *all shipments* of cigarettes into Illinois during the previous month. To register, contact the Illinois DOR. In 2020, PACT Act reports must be submitted in addition to the quarterly report of NPM sales. Enclosed in the quarterly mailing is the Distributor 2020 Quarterly Report of PACT Act Transactions.

### **What's Banned**

The only cigarettes which can be stamped and sold in Illinois are those manufactured by (1) MSA Participating Manufacturers, or (2) Compliant Non-Participating Manufacturers. Manufacturers and brand families appear together on the Illinois Directory of Participating Manufacturers or the Illinois Directory of Compliant NPMs.

**The stamping and sale of all other products are prohibited.**

**Manufacturers and brands NOT listed on the Directory of Participating Manufacturers or on the Directory of Compliant NPMs may NOT be sold in Illinois.**

### **Illinois Directories**

The Illinois Directory of Participating Manufacturers and the Directory of Compliant NPMs include brand styles that have been certified under the Cigarette Fire Safety Standard Act as well as brand families certified as being in compliance with the Tobacco Product Manufacturers' Enforcement Act of 2003. In order to be lawfully sold in the state of Illinois, both the manufacturer and the brand family, as well as the brand styles, must appear together on one of the directories.

Directory changes requested by the Fire Marshal under the Cigarette Fire Safety Standard Act are included in Illinois Changes Under the Cigarette Fire Safety Standard Act. This document is posted on our website and should be consulted for additions or deletions of brand styles under the Fire Safety Standard Act.

### **Web Resources**

Various tobacco related materials, including the Illinois directories, manufacturer information, distributor information, statutes and rules and Illinois Department of Revenue Information are available at the Illinois Attorney General website, [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov) (click on Tobacco at the bottom of the page).

### **Notification of Change of Contact Information**

The Attorney General obtains contact information on a quarterly basis from the Illinois Department of Revenue. Please report any changes in address, e-mail, phone or contact person to **both** the Attorney General and the Illinois Department of Revenue.

Illinois Attorney General  
Tobacco Enforcement Bureau  
500 South Second Street  
Springfield, IL 62706  
(217) 785-8541  
[ttobacco@atg.state.il.us](mailto:ttobacco@atg.state.il.us)

Illinois Department of Revenue  
Miscellaneous Taxes Division  
P.O. Box 19477  
Springfield, IL 62794-9477



OFFICE OF THE ATTORNEY GENERAL  
STATE OF ILLINOIS

**KWAME RAOUL**  
ATTORNEY GENERAL

September 15, 2020

To: All Tobacco Products License Holders

Tobacco Products License Holders include distributors, retailers, wholesalers and manufacturers who have an "Illinois TP License." A TP license allows a business to sell tobacco products, including roll-your-own (RYO) tobacco (i.e. any tobacco which, because of its appearance, type, packaging, or labeling is suitable for use and likely to be offered to, or purchased by, consumers as tobacco for making cigarettes). Anyone who has a TP license **MUST** file a "Distributor Quarterly Report of Sales of Non-Participating Manufacturers' Brands" each quarter with the Office of the Illinois Attorney General whether or not they have any sales of RYO tobacco. **If you are receiving this letter you are required to report.**

The Tobacco Products Manufacturers' Escrow Enforcement Act of 2003 requires that the only RYO tobacco products allowed to be sold in Illinois are those manufactured by (1) MSA Participating Manufacturers, or (2) Compliant Non-Participating Manufacturers. Both the manufacturer and the brand must appear together on one of the Directories. **The sale of all other RYO tobacco products is prohibited and may result in the suspension or revocation of a TP license, criminal prosecution and additional legal action.**

You are required to fill out the enclosed form, "Distributor Quarterly Report of Sales of Non-Participating Manufacturers' Brands" and file it with our office quarterly, **together with the Distributor Quarterly Report NPM Sales and Inventory Information (Dist-1) and copies of all purchases and sales invoices**, according to the schedule below. **Please note that our Distributor Quarterly Report of Sales of Non-Participating Manufacturers' Brands and DIST-1 forms have changed and should be reviewed carefully.**

This report is to include sales of RYO product made by manufacturers not participating in the MSA. The Attorney General Rules require that the form be filled out completely. The license holder must also indicate whether or not they pay the Illinois Tobacco Products Tax (OTP Tax) for each brand listed. You may provide a computer report of the RYO sales, but you **MUST** also provide the information in columns a-f on the quarterly report form.

**Write your license number in the upper right box and provide your address and contact information on the Distributor Quarterly Report. You must provide our office with an e-mail address.** An updated listing of participating can be found at [www.IllinoisAttorneyGeneral.gov](http://www.IllinoisAttorneyGeneral.gov) by clicking on "Tobacco" and then on "Illinois Directories." No information needs to be included on the form as to these manufacturers. **Please return the completed form and copies of all purchase and sales invoices prior to October 20, 2020.** Quarterly Reports are due according to the following schedule:

Quarter	Date Range	Report Due
First	Jan. 1 - Mar. 31	April 20
Second	Apr. 1 - Jun. 30	July 20
Third	Jul. 1 - Sept. 30	October 20
Fourth	Oct. 1 - Dec. 31	January 20

Also enclosed is the Distributor 2020 Quarterly Report of PACT Act Transactions, which **out of state licensed distributors are required to complete.** Please return the completed form, with any attachments, prior to October 20, 2020.

Enclosed are copies of the following:

1. Distributor Quarterly Report of Sales of Non-Participating Manufacturers' Brands;
2. Distributor Quarterly Report NPM Sales and Inventory Information (Dist-1);
3. Distributor 2020 Quarterly Report of PACT Act Transactions;
4. Tobacco Information September 2020;

**Failure to complete these forms and return can result in the revocation of your license and/or civil and monetary penalties.**

The Attorney General's Office appreciates the cooperation of distributors in reporting NPM sales prior to the required deadline. If you have further questions, please contact our office at [ttobacco@atg.state.il.us](mailto:ttobacco@atg.state.il.us).

Katherine Johnson  
Bureau Chief, Tobacco Enforcement Bureau  
500 South Second Street  
Springfield, Illinois 62706  
Phone: (217) 785-8541  
Fax: (217) 524-4701



Illinois Attorney General  
Tobacco Enforcement Bureau  
500 South Second Street  
Springfield, Illinois 62706  
(217)785-8541 fax (217)524-4701  
Email: TTOBACCO@ATG.STATE.IL.US

# Distributor Quarterly Report of Sales of Non-Participating Manufacturers' Brands

CIG/TP LICENSE NO:
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**Note** This form must be completed by all distributors holding a Cig or TP license with the Illinois Department of Revenue and filed on or before the 20<sup>th</sup> day of the month following the end of the reporting period.

## Step 1: Distributor Information

<p>1 Name _____</p> <p>2 Address _____</p> <p>3 City, State, ZIP _____</p> <p>4 Contact Person(s) _____</p>	<p>5 Report prepared date _____ / ____ / ____</p> <p>6 Reporting quarter and year: from _____ / ____ / ____ to _____ / ____ / ____</p> <p>7 Contact Phone _____</p> <p>8 Business Phone _____</p> <p>9 Fax Number _____</p> <p>10 E-Mail Address(es) _____</p>
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## Step 2: Tobacco Product Sold (Check all that apply. If you have NPM Brand sales, please provide invoices that support both purchases and sales.)

- NPM Brand Cigarettes/RYO (continue to Step 3)
  PM Brand Cigarettes/RYO
  Other (ie: Vape, E-cig, Cigars, Hookah)
  None

## Step 3: Non-Participating Manufacturer (NPM) and Brand Information

Brand name a	Number of cigarettes (sticks) sold within the state b	Ounces of roll-your-own tobacco sold within the state c	Non-participating manufacturer name and address d	Illinois Tobacco Products Tax (OTP) paid by or Product stamped by ("U" or "A") Us/Another e	Name and address of the person from whom brand was purchased. If this company paid the Illinois tobacco products tax or stamped the product, indicate by asterisk (*). f	Name and address of the first importer of foreign NPM brands or first purchaser of non-resident NPM brands f
1 _____	_____	_____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____	_____	_____

Cigarette and RYO brands not listed together with the manufacturer on either the Illinois Directory of Participating Manufacturers or the Illinois Directory of Compliant NPMs may NOT be sold in Illinois.

Both directories are published on the Attorney General's website at [www.IllinoisAttorneyGeneral.gov](http://www.IllinoisAttorneyGeneral.gov) (Click on Tobacco, then Illinois Directories.) Contact the Tobacco Enforcement Bureau at 217-785-8541 if you have any questions regarding the manufacturers and brands which may be sold in Illinois.

Last Updated 3/10/2020

# Instructions

## Distributor Quarterly Report of Sales of Non-Participating Manufacturers' Brands

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### General Information

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#### Who is required to file this report?

**1. Cigarette Distributor Licensees:** If you are a cigarette distributor, you must file this form to report sales you made of cigarettes bearing Illinois cigarette stamps that were manufactured by a non-participating manufacturer. Distributors are not required to make any payments with this report.

**2. TP Licensees:** By definition, "cigarette" includes roll-your-own ("RYO") tobacco. You must file this form to report sales of RYO tobacco made by a non-participating manufacturer for which Illinois Other Tobacco Products (OTP) Tax was paid. All individuals or businesses that have a Tobacco Products Tax License must file this form whether or not there were any sales of roll-your-own tobacco.

#### Who is a non-participating manufacturer?

A cigarette manufacturer who is not participating in the Tobacco Master Settlement Agreement of 1998. Manufacturers who are not listed on the Directory of Participating Manufacturers are non-participating manufacturers.

#### When is this report due?

This report should be filed by the 20th day of the month following the end of the reporting quarter. The report for:

<b>First Quarter (Jan. 1 - Mar. 31)</b>	<b>Due April 20</b>
<b>Second Quarter (Apr. 1 - Jun. 30)</b>	<b>Due July 20</b>
<b>Third Quarter (Jul. 1 - Sept. 30)</b>	<b>Due October 20</b>
<b>Fourth Quarter (Oct. 1 - Dec. 31)</b>	<b>Due January 20</b>

#### Where do I send my completed report?

Completed report can be sent to the Tobacco Enforcement Unit at the address, fax or e-mail address listed below:

**OFFICE OF THE ATTORNEY GENERAL  
TOBACCO ENFORCEMENT BUREAU  
500 SOUTH 2nd STREET  
SPRINGFIELD IL 62706**

**FAX: 217-524-4701**

**EMAIL: TTOBACCO@ATG.STATE.IL.US**

This form is authorized by the Tobacco Product Manufacturers' Escrow Act. Disclosure of this information is REQUIRED. Failure to comply may result in a penalty. *Last Updated 3/5/2020*

### Specific Instructions

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#### Step 1: Distributor information

**Lines 1-3** Provide your business name and address at which you wish to receive mailings.

**Line 4** Provide the name of the person the Attorney General should contact with questions regarding this filing.

**Line 5** Write the date that the report was prepared.

**Line 6** Write the period this report covers.

**Line 7-8** Provide telephone numbers for the distributor and contact person.

**Line 9** Provide the fax number for the business.

**Line 10** Provide an e-mail address for purposes of receiving electronic mail updates and notifications.

#### Step 2: Tobacco Product Sold

Check all applicable boxes representing product your business sold within the designated quarter.

#### Step 3: Non-participating manufacturer and brand information

**Column a** — Write the name of the brand. If you are uncertain whether a particular brand is manufactured by a non-participating manufacturer, you should consult the Illinois Directory of Compliant NPMs. If you need a copy of this Directory, you may contact the Attorney General's Office. If the manufacturer and brand that you sell does not appear together on the Directory, you should include that brand in Column a. **A current listing of brands of non-participating manufacturers can be found on the internet at [www.IllinoisAttorneyGeneral.gov](http://www.IllinoisAttorneyGeneral.gov).**

**Column b** — Write the number of individual cigarettes bearing Illinois tax stamps you sold of the brands listed in Column a. This column should be left blank for roll-your-own tobacco brands.

**Column c** — Write the number of ounces of roll-your-own tobacco that were subject to Illinois taxes for the brands listed in Column a. This column should be left blank for cigarette brands.

**Column d** — Write the name and mailing address of the non-participating manufacturer manufacturing the brand shown in Column a.

**Us/Another** — Write "U" if the Illinois tobacco products tax was paid or the product was stamped under the distributor license listed on this form. Write "A" if the tobacco products tax was paid by another entity or the product was stamped by someone else.

**Column e** — Write the name and mailing address of the person from whom you purchased the brand shown in Column a. If you purchased the brand from another distributor, then you should list the name and address of the other distributor. Write "Same" if this information is already listed in Column d. If the company listed paid the Illinois tobacco products tax or stamped the product, indicate by an asterisk (\*).

**Column f** — Write the name and mailing address of the first importer or first purchaser of foreign or non-resident brands shown in Column a. Write "Same" if already listed in Column d or Column e.

**Please provide to each manufacturer you listed in Step 3, a copy of the information applicable to such manufacturer.**



Illinois Attorney General  
Tobacco Enforcement  
Bureau  
500 South Second Street  
Springfield, Illinois 62706  
(217)785-8541  
fax (217)524-4701

## Distributor Quarterly Report NPM Sales & Inventory Information

<b>DIST-1</b>
CIG/TP Lic. No.

**Step 1: Distributor Information**

Distributor Name: \_\_\_\_\_ Report date: \_\_\_\_\_

Report Qtr: \_\_\_\_\_

**Step 2: NPM Sales** Use a separate form for each NPM brand family listed on the Distributor Quarterly Report of Non-participating Manufacturers' Brands

Brand name	Non-participating manufacturer name	Number of cigarettes sold within the state	Ounces of RYO sold within the state

**Step 3: Inventory Information** For the brand listed above, provide the following information in sticks/ounces.

Beginning Inventory: \_\_\_\_\_ Sticks \_\_\_\_\_ Ounces \_\_\_\_\_  
 Quantity purchased: \_\_\_\_\_ Sticks \_\_\_\_\_ Ounces \_\_\_\_\_  
 IL Stamped Sales: \_\_\_\_\_ Sticks \_\_\_\_\_ Ounces (OTP Tax Paid) \_\_\_\_\_  
 Total Sales to Other States \_\_\_\_\_ Sticks \_\_\_\_\_ Ounces \_\_\_\_\_  
 Ending Inventory: \_\_\_\_\_ Sticks \_\_\_\_\_ Ounces \_\_\_\_\_  
 Sales to other states: \_\_\_\_\_ (stamped and unstamped product sales)

State: _____	Quantity: _____	State: _____	Quantity: _____
State: _____	Quantity: _____	State: _____	Quantity: _____
State: _____	Quantity: _____	State: _____	Quantity: _____
State: _____	Quantity: _____	State: _____	Quantity: _____

**Step 4: Invoices** check all items attached to this form

\_\_\_\_\_ Purchase invoices or other approved documentation of purchases  
 \_\_\_\_\_ Sales invoices or other approved documentation of sales  
 \_\_\_\_\_ Out of State sales invoices  
 \_\_\_\_\_ Documentation of the sale of unstamped products

**Instructions:**

**Step 1:** Provide the name of distributor and license information as it appears on the Distributor Quarterly Report of Non-participating Manufacturers' Brands. Provide the date the form was prepared and the quarter for which the sales were made.

**Step 2:** For each NPM brand family, provide the information from the Distributor Quarterly Report of Sales of Non-Participating Manufacturers' Brands.

**Step 3:** Provide the following for the brands listed:

- The beginning inventory amount for the brand listed
- Quantity purchased for the quarter
- The quantity of IL stamped sales (for RYO, quantity on which OTP tax was paid) for the quarter
- If brand family was sold into another state, list the total quantity sold **and** the quantity sold to each state in the table
- The ending inventory amount for the brand listed

**Step 4:** Indicate whether required sales and purchase documentation is attached. If a spreadsheet is provided in lieu of invoices, the AG may require the actual invoices. Documentation of unstamped product sales must include the name and address to whom the product was sold, brand family, quantity and date sold.



Illinois Attorney General  
Tobacco Enforcement Bureau  
500 South Second Street  
Springfield, Illinois 62706  
(217)785-8541 fax (217)524-4701

# Distributor Quarterly Report of P.A.C.T. Act Transactions

LICENSE NO: \_\_\_\_\_

QUARTERLY

## Step 1: Distributor Information

1 Name	_____	5 Report prepared date	_____ / _____ / _____
2 Address	_____	6 Reporting year: from	_____ / _____
3 City, State, Zip	_____	to	_____ / _____ / _____
4 Contact Person(s)	_____	7 Contact Phone	_____
		8 Business Phone	_____
		9 Fax Number	_____
		10 E-Mail Address(es)	_____

## Step 2: Reportable P.A.C.T. Act Transactions (#1-circle all that apply) (#2-check applicable carrier and insert name of carrier)

1 \_\_\_\_\_ Did you sell, ship, transfer, advertise, or offer for sale any cigarettes, RYO, or smokeless tobacco that was delivered into Illinois which originated outside the state of Illinois?

2 Mode of Delivery: \_\_\_ UPS \_\_\_ FedEx \_\_\_ Common Carrier \_\_\_\_\_ \_\_\_ Private Carrier \_\_\_\_\_ \_\_\_ U.S. Mail \_\_\_ Other \_\_\_\_\_

3 Name and Address of Illinois Process Agent: \_\_\_\_\_

## Step 3: P.A.C.T. Act Reports Filed With Illinois Department of Revenue for 2020 Transactions

1 \_\_\_\_\_ No P.A.C.T. Act Reports were filed with the Illinois Department of Revenue (IDOR) for reportable Pact Act transactions.

2 \_\_\_\_\_ Enclosed are copies of the P.A.C.T. Act Reports filed with the IDOR for the following months:  
 \_\_\_ Jan \_\_\_ Feb \_\_\_ Mar \_\_\_ Apr \_\_\_ May \_\_\_ Jun \_\_\_ Jul \_\_\_ Aug \_\_\_ Sep \_\_\_ Oct \_\_\_ Nov \_\_\_ Dec

3 \_\_\_\_\_ Copies of P.A.C.T. Act Reports filed with the IDOR were previously provided to the OAG for this reporting period.

## Step 4: Distributor Statement

Under penalties of perjury, I state that, to the best of my knowledge, all of the information contained in this Report and any attached documents are true and accurate.

\_\_\_\_\_  
Name and Title of Authorized Person (Print)

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

### Instructions

- Step 2. Check #1 if you have Reportable Pact Act transactions and circle all that apply. Complete #2, Mode of Delivery including name of carrier and provide the process agent information in #3.
- Step 3. Check #1 if you did not file Pact Act Reports. Check #2 if you are enclosing copies of Pact Act reports filed with IDOR and mark all months for which reports are attached. Check #3 if you have previously provided copies of PACT Act reports to the OAG.
- For information on the P.A.C.T. Act, see the P.A.C.T. Act Alert posted on the OAG website at [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov) (click on Tobacco on bottom banner and then on Distributor Information).

Updated 3/10/2020