

# COMMON CARRIER'S REPORT OF CIGARETTE DELIVERIES OF INTERSTATE OR FOREIGN SHIPMENTS OF CIGARETTES DESTINED FOR CALIFORNIA POINTS

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

IMPORTANT - Please read the instructions on the reverse before completing this report.

No activity to report (If box is checked, only need to complete sections (a) to (e) and (f) to (i))

Amended report (check this box if this filing represents an amended report)

(a) CDTFA COMMON CARRIER ACCOUNT NUMBER	(b) REPORTING PERIOD Begin _____ End _____	(c) Page _____ of _____ Page(s)
(d) BUSINESS NAME	(e) MAILING ADDRESS (street, city, state, and ZIP code)	

1			2	3	4	5	6	7		8	9
SHIPPER INFORMATION			DELIVERY MADE TO - NAME OF CONSIGNEE/ LICENSEE	CONSIGNEE/ LICENSEE CDTFA ACCOUNT NUMBER	EMPLOYER IDENTIFICATION NUMBER (EIN)	MODE CODE	RAILCAR, VOYAGE, OR TRAILER NUMBER	WAYBILL, BILL OF LADING, OR FREIGHT BILL		NUMBER OF CASES, BALES OR OTHER CONTAINERS	NUMBER OF CIGARETTES PER CASE, BALE OR OTHER CONTAINER <i>(in thousands)</i>
NAME	CITY	STATE/COUNTRY						NUMBER	DATE		

(f) SIGNATURE	(g) PRINT NAME AND TITLE
(h) TELEPHONE	(i) EMAIL ADDRESS

**INSTRUCTIONS  
COMMON CARRIER'S REPORT OF CIGARETTE DELIVERIES**

*Prepare report in duplicate, retain copy and mail original to:*

California Department of Tax and Fee Administration  
Return Processing Branch  
PO Box 942879  
Sacramento, California 94279-0088

A report must be filed on or before the 25th day of each month covering cigarette deliveries made during the preceding calendar month. A report must be filed each month whether or not any deliveries are made.

For each page, complete (a) through (e) at the top of the report. Enter (a) your CDTFA Common Carrier account number; (b) the period begin date and end date; (c) the page number and the total pages of the report; (d) your business name; and (e) your mailing address. Complete (f) through (i) at the bottom of the first page by signing your name in (f); printing your name and title in (g); entering your telephone number in (h); and entering your email address in (i). If a multiple page report is filed, (f) through (i) need only be completed on page 1.

- Column 1.** Enter the complete name of the shipper, city, and the state or country from which the shipment originated. A list of valid postal codes is available on CDTFA-810-CTC, *Postal Abbreviations Table*, which can be found on our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).  
**Foreign Trade Zone:** Enter the name of the person or firm in whose name the merchandise was stored in the zone and the zone from which it was released. (*Example:* No. 3 – San Francisco).
- Column 2.** Enter the name of the consignee/licensee to whom delivery was made.
- Column 3.** Enter the consignee/licensee's CDTFA account number.
- Column 4.** Enter the consignee/licensee's Employer Identification Number (EIN).
- Column 5.** Enter the mode code for the shipment being reported in column 6.  
Codes: **R** = Railcar, **S** = Ship, and **J** = Truck
- Column 6.** If the shipment entered California via:  
**Railcar** - enter the railcar initials, followed by the railcar number (*example:* combine railcar initials WXYZ with railcar number 45678 = WXYZ45678).  
**Voyage** - enter the voyage number.  
**Trailer** - enter the US DOT Number assigned to the trailer. If the trailer does not have a US DOT Number, enter the Motor Carrier Permit Number (CA Number) issued by the California Department of Motor Vehicles.
- Column 7.** Enter the waybill, bill of lading, or freight bill number and date. The date should be entered in mm/dd/yyyy format.
- Column 8.** Enter the total number of cases, bales, or other containers of cigarettes contained in the shipment.
- Column 9.** List, in thousands, the number of cigarettes per case, bale, or other container.

For more information, visit our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). You may also call our Customer Service Center at 1-800-400-7115 (TTY:711); from the main menu, select the option *Special Taxes and Fees*. Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.