

CIGARETTE WHOLESALER'S REPORT

DUE ON OR BEFORE	
YOUR ACCOUNT NO.	

CDTFA USE ONLY		
RA-B/A	AUD	REG
RR-QS	FILE	REF
EFF		

**READ INSTRUCTIONS
BEFORE PREPARING**

Please check this box if this filing represents an **AMENDED REPORT**

As a cigarette wholesaler in California, you are required to report inventory information for cigarettes in this state. You are also required to report and submit all receipts on the receipt schedule using the Tax Jurisdiction Code (TJC) identified in this form when applicable. Round all quantities reported to the nearest whole number.

		NUMBER OF CIGARETTES
1. Inventory first of month	1.	
2. Purchased during month <i>(enter total for TJC 1A transactions from CDTFA-810-CTI)</i>	2.	
3. Other acquisitions (transfers, returns, etc.)	3.	
4. Total cigarettes to account for <i>(add lines 1 through 3)</i>	4.	
5. Deduct: Inventory end of month	5.	
6. Deduct: Other dispositions (destroyed, stolen, lost, etc.)	6.	
7. Total deductions <i>(add line 5 and 6)</i>	7.	
8. TOTAL SALES DURING MONTH <i>(subtract line 7 from line 4)</i>	8.	

<i>I hereby certify that this report, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct, and complete report.</i>		EMAIL ADDRESS	
SIGNATURE	PRINT NAME AND TITLE	TELEPHONE	DATE

This report must be signed. Make a copy of this document for your records.

INSTRUCTIONS

CIGARETTE WHOLESALER'S REPORT

GENERAL

The California Department of Tax and Fee Administration (CDTFA) is responsible for administering the California Cigarette Tax Law. Cigarette wholesales in California are required to report all purchases, sales, and inventory of cigarettes in this state. The Cigarette Wholesaler's Report allows cigarette wholesalers to report purchase, sale, and inventory information. Every wholesaler is required to keep records of their operations.

FILING REQUIREMENTS

Under section 30188 of the Cigarette and Tobacco Products Tax Law, every licensed cigarette wholesaler in this state shall file a report on or before the 25th day of the month following the monthly reporting period showing the activity in their cigarette inventory. Complete and accurate records of all transactions of cigarettes and a duplicate of this report, together with all supporting records, must be retained at the licensed premises for verification by CDTFA auditors.

The supporting schedule is considered an integral part of the report and must be submitted with this report. Your report is not considered valid unless it is signed and dated. You must file a report even if you have no activity for the reporting period.

Adjustments or corrections to a report for a prior month should be made on an amended report for that month. Do not show such adjustments on this report.

If you have a cycle count inventory system and perpetual inventory system in place, the monthly statement shall be based on the perpetual inventory report run on the last business day of the month for which the wholesaler's report is filed. However, at least once every calendar year, the monthly statement shall be based on a physical inventory of cigarettes on hand on the last business day of the month for which the wholesaler's report is filed. A "cycle count inventory system" is a system that provides evidence that all cigarettes are counted on a regular basis, with each item being counted at least once every three-month period. A "perpetual inventory system" is a system in which inventory records are maintained and updated continuously as items are purchased or sold.

If you do not have a cycle count inventory system and perpetual inventory system in place, the monthly statement shall be based on the inventory on hand at the end of the month covered by the report. However, at least once every six months, the monthly statement shall be based on a physical inventory of cigarettes on hand performed within the last five days of the month for which the wholesaler's report is filed.

ACCOUNTABILITY

It is important that you report all transactions for which you are required to account on this report and the supporting schedule. The CDTFA will compare your receipts to the distributions reported by other filers on their respective tax forms. Information on this report will be shared with, and used by, other government agencies. Failure to report fully may result in the CDTFA contacting you to determine why your reports differ from reports submitted by third parties.

PREPARATION OF SCHEDULES

CDTFA-810-CTI, *Cigarette Tax Receipt Schedule*, must be submitted with every CDTFA-501-CW, *Cigarette Wholesaler's Report*, in support of applicable activities. For detailed information regarding preparation of the schedule, see CDTFA-810-CTE, *Instructions for Preparing Cigarette Tax Schedules*, on our website at www.cdtfa.ca.gov. Where indicated, the amount for the line should be supported by the total from the schedule reporting the identified Tax Jurisdiction Code (TJC).

CIGARETTE WHOLESALER SCHEDULE REPORTING

CDTFA-810-CTI, *Cigarette Tax Receipt Schedule*, (Schedule 1C)

Tax Jurisdiction Code (TJC):

1A Stamp-Affixed Received (Purchased)

PREPARATION OF REPORT

- Line 1.** Enter your cigarette inventory at the beginning of the month.
- Line 2.** Enter the total number of stamp-affixed cigarettes purchased for the month, as reported on CDTFA-810-CTI for TJC 1A.
- Line 3.** Enter other acquisitions of cigarettes such as cigarettes returned from a sale made during a prior month, transfers from other wholesalers, etc.
- Line 4.** Enter the total number of cigarettes to account for, by adding lines 1 through 3.
- Line 5.** Enter the inventory at the end of the month. A physical inventory of cigarettes on hand is required to be taken not less often than at three-month intervals.
- Line 6.** Enter other dispositions of cigarettes such as losses by theft, fire, or other damage and transfers to other wholesalers, etc., which might not be classified as sales.
- Line 7.** Enter the total deductions, by adding line 5 and 6.
- Line 8.** Enter the total sales during the month, by subtracting line 7 from line 4. The entry on this line should agree with your record of cigarette sales for the calendar month being reported.

For more information, visit our website at www.cdtfa.ca.gov. You may also call our Customer Service Center at 1-800-400-7115 (CRS: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.