



Department of Revenue

Uniform Cigarette Inventory Schedule

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Physical Inventory of Cigarettes

Include all cigarettes in inventory – stamped, unstamped, saleable or unsaleable.

Reporting Period (YYYY-MM): _____

Beginning Inventory (Last period's Ending Inventory)

Total Cigarettes (No. of Sticks): _____

Adjustments to Inventory

Type	Fed Desc	MSA Status	Tax Jurisdiction	UPC Number	UPC's UOM	Manufacturer	Brand Family	Quantity	Sticks per Pack	Total Cigarettes (No. of Sticks)
									Total	

Physical Ending Inventory

	Fed Desc	MSA Status	Tax Jurisdiction	UPC Number	UPC's UOM	Manufacturer	Brand Family	Quantity	Sticks per Pack	Total Cigarettes (No. of Sticks)
									Total	

Uniform Cigarette Inventory Schedule - Instructions

This schedule is used to report all transactions related to receipts and disbursements of other tobacco products.

Beginning Inventory

Enter the total cigarette sticks from the previous period's ending inventory.

Adjustments to Inventory

Report items not covered by an invoice which includes, but is not limited, to adjustments for damaged, lost, or stolen cigarette packs.

Type – Refer to the electronic filing Table of Codes and select the appropriate code for the adjustments taken.

Fed Description – Enter the type of cigarette based on the federal definition. Refer to the electronic filing Table of Codes.

MSA Status – Refer to the electronic filing Table of Codes and select the appropriate code for the MSA status of the manufacturer.

Tax Jurisdiction – Enter the applicable tax jurisdiction code. Refer to the electronic filing Table of Codes.

UPC Number – Enter the Universal Product Code (UPC) assigned to the product brand you are reporting.

UPC's Unit of Measure (UPC's UOM) – Refer to the electronic filing Table of Codes and select the appropriate code for the UOM of the UPC being reported.

Manufacturer – Enter the manufacturer of the product being reported. Refer to reporting state's directory.

Brand Family – Enter the brand family for the product being reported. This should agree with the UPC identified in the UPC number field. Refer to the electronic filing Table of Codes.

Quantity – Enter the total quantity of the packs being reported.

Sticks Per Pack – Enter the total number of sticks per pack you are reporting.

Total Cigarettes (no. of sticks) – Enter the total number of cigarette sticks you are reporting.

Physical Ending Inventory

Take a physical count of your cigarettes at the close of the businesses on the last working day of the reporting period. Enter the total number of cigarettes on hand. This includes all cigarettes for every tax jurisdiction where the title has not passed whether stamped or unstamped.

Type – Refer to the electronic filing Table of Codes and select the appropriate code for the adjustments taken.

Fed Description – Enter the type of cigarette based on the federal definition. Refer to the electronic filing Table of Codes.

MSA Status – Refer to the electronic filing Table of Codes and select the appropriate code for the MSA status of the manufacturer.

Tax Jurisdiction – Enter the applicable tax jurisdiction code. Refer to the electronic filing Table of Codes.

UPC Number – Enter the Universal Product Code (UPC) assigned to the product brand you are reporting.

UPC's Unit of Measure (UPC's UOM) – Refer to the electronic filing Table of Codes and select the appropriate code for the UOM of the UPC being reported.

Manufacturer – Enter the manufacturer of the product being reported. Refer to reporting state's directory.

Brand Family – Enter the brand family for the product being reported. This should agree with the UPC identified in the UPC number field. Refer to the electronic filing Table of Codes.

Quantity – Enter the total quantity of the packs being reported.

Sticks Per Pack – Enter the total number of sticks per pack you are reporting.

Total Cigarettes (no. of sticks) – Enter the total number of cigarette sticks you are reporting.