

TPT-703

INSTRUCTIONS FOR THE PREPARATION OF THE REQUISITION FOR WEST VIRGINIA CIGARETTE STAMPS

IMPORTANT NOTE: YOU MUST KEEP A COPY OF THIS REQUISITION FOR YOUR RECORDS AND ENTER THE SERIAL NUMBERS ON YOUR COPY WHEN YOU RECEIVE YOUR STAMPS. YOU WILL NOT RECEIVE A COPY OF THIS REQUISITION WITH YOUR ORDER! COMPLETE IN BLUE OR BLACK INK ONLY.

IF YOU WOULD LIKE YOUR REQUISITION IN A PDF FORM, PLEASE LET US KNOW.

IF YOU FAX US A REQUISITION – IT MUST BE A CLEAN COPY SO THAT OUR PROCESSING CAN PICK UP THE BARCODE. A DISTORTED BARCODE WILL BE REJECTED.

Sign and date the requisition and indicate whether or not your account is bonded.

Section 1- Tax Calculation

For Columns A, B, and C:

- LINE **1** Enter the quantity stamps you wish to purchase.
- LINE **2** Number of Stamps per Item.
- LINE **3** Total Stamps (Line 1 times Line 2).
- LINE **4** Tax Rate per Stamp.
- LINE **5** Face Value of Stamps (Line 3 times Line 4).
- LINE **6** Dealer Discount Rate.
- LINE **7** Dealer Discount (Line 5 times Line 6).

LINE **8** Net Tax Due (Line 5 minus Line 7).

For Column D:

Enter the sum of Columns A, B and C for Lines 3, 5, 7, and 8.

Section 2- Total Tax Due

- LINE **1** Total Net Tax Due (Enter amount from Section 1 Column D Line 8).
- LINE **2** Line 2- Less Credit (Must attach original credit issued by the WV Tax Department).
- LINE **3** Line 3- Total Remittance (Line 1 minus Line 2)
Pay this Amount.

Note: Please remit payment with this report to:

West Virginia Tax Department
PO Box 2991
Charleston WV 25330-2991.

If you have any questions about these reporting procedures, please contact the West Virginia State Tax Department, Tax Account Administration Division, 1001 Lee Street East, Charleston WV 25301-1725, or call (304) 558-8626. You can also visit our website: <http://www.wvtax.gov>.