

Bulletin

Comptroller of Maryland • Motor-fuel, Alcohol and Tobacco Tax Regulatory Division • Goldstein Treasury Building
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TT-61

August 15, 2008

To: Licensed Cigarette Wholesalers

Subject: Tobacco Stamp Order Procedures

The Motor-fuel, Alcohol and Tobacco Tax Regulatory Division recently went through an office move, a physical merger, as well as several personnel changes. As a result, we find it necessary to remind you of several office procedures used to facilitate the processing of cigarette tax stamp orders.

- This office will continue to fill purchase orders for cigarette stamps received by mail or express mail within one business day.
- We will continue to honor a cigarette wholesaler's request for a delayed shipment of tax stamps where it is clearly indicated on the order.
- Inaccurate purchase orders and orders containing an unauthorized signature will be returned to you by mail for correction and resubmission.
- Every accommodation will continue to be made to handle walk-in orders on the same day.
- If an order of tax stamps received by you is not correct, or it has been damaged in shipment, etc., please contact this office immediately.
- Cigarette stamp order signature cards should be maintained with the names and signatures of those persons authorized to submit a tax stamp order. Submit a replacement signature card (form # ATT-C5) whenever there are office personnel changes. The appropriate form for the signature card is available at the Division's website:

http://compnet.comp.state.md.us/MATT_Regulatory_Division/Alcohol_and_Tobacco_Tax/Tobacco_Tax_Information/Administrative_News_and_Forms/Tobacco_Tax_Forms.shtml

Thank you for your continued cooperation in this matter. Should it be necessary, please contact the Tax Payer Services Section at 410-260-7382 or 410-260-7215.

Thad Russell
Director