

**TT-13**

Virginia Department of Taxation

**MONTHLY REPORT OF CIGARETTE STAMPING AGENT****PART A - Cigarettes Intended To Be Burned**

Name	Month/Year	<b>Mail To:</b> <b>Department of Taxation</b> <b>P. O. Box 715</b> <b>Richmond, VA 23218-0715</b>	
Trading As	Permit Number		
Number and Street			
City or Town, State, ZIP Code			
<b>SECTION I — Cigarette Reconciliation (Cigarettes Intended to be Burned)</b>		<b>Packs of 20</b>	<b>Packs of 25</b>
1. Balance of all unstamped cigarette packs on hand first day of month			
2. Total unstamped cigarette packs received during month (from Schedule A)		+	+
3. Total unstamped cigarette packs available (add lines 1 and 2)		=	=
4. Total unstamped cigarette packs sold during month (from Schedule C)		-	-
5. Total cigarette packs stampable during month (line 3 minus line 4)		=	=
6. Total Virginia stamped cigarette packs during month (from Schedule D)		-	-
7. Unstamped cigarette packs returned to manufacturer		-	-
8. Balance of all unstamped cigarette packs on hand last day of month (line 5 minus lines 6 and 7)		=	=

<b>SECTION II—Stamp Reconciliation (Cigarettes Intended to be Burned)</b>			
9. Balance of Virginia Cigarette Revenue Stamps on hand first day of month			
10. Total Virginia Cigarette Revenue Stamps received during month (from Schedule B)		+	+
11. Total (add lines 9 and 10)		=	=
12. Total Virginia Cigarette Revenue Stamps affixed during month (from Schedule D)		-	-
13. Returns and Other Adjustments (see instructions)		-	-
14. Balance of Virginia Cigarette Revenue Stamps on hand last day of month (line 11 minus lines 12 and 13)		=	=

**Report Verification and Contact Information**

I, the undersigned, declare under penalties of perjury that I have examined this return and supporting schedules and to the best of my knowledge and belief, they are true, correct and complete.

Print Name \_\_\_\_\_ Title or Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact name \_\_\_\_\_ Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**SCHEDULE A (TT-13, Part A) - Packages of Unstamped Cigarettes Intended to be Burned Received During Month - Include cigarettes imported from outside the United States.**

Name \_\_\_\_\_ Month/Year \_\_\_\_\_

[illegible]

Separate sheets may be used in lieu of Schedule A and attached to the report (Enter on Form TT-13, Part A, Line 2) ► **TOTAL**

**Schedule B (TT-13, Part A) Virginia Cigarette Intended to be Burned Revenue Stamps Received During Month**

Name \_\_\_\_\_

Month/Year \_\_\_\_\_

Date Received	Statement Number (From Form TT-3)	Number of Stamps
Total Number of Stamps Received During Month (Enter on TT-13, Part A, Line 10)		

**SCHEDULE C, Part 1 (TT-13, Part A) - Sales to Other States** - List names and addresses of all persons to whom packs were sold not bearing a Virginia Cigarette Intended to be Burned Revenue Stamp.

Name \_\_\_\_\_

Month/Year \_\_\_\_\_

Invoice Date	Invoice Number	State	Sold To	Address	Brands	Number of Packs
Sub-total Part 1 (Add to Sub-total, Part 2) ►						

**SCHEDULE C, Part 2 (TT-13, Part A) - Sales to Tax-Exempt Entities** - As authorized under Section 58.1-1010 of the Virginia Cigarette Tax Act. Include Cigarettes Intended to be Burned Imported From Outside the United States.

Name \_\_\_\_\_

Month/Year \_\_\_\_\_

[illegible]Sub-total Part  
2

Sub-total Part 1

**TOTAL** (Enter on TT-13, Part A, Line 4) ►

SCHEDULE D     Stamping Agent’s Monthly Report of Virginia Stamped Cigarettes Intended to be Burned  
(TT-13, Part A)

List all cigarettes stamped with a Virginia Cigarette Intended to be Burned Revenue Stamp for the report month.

Name\_\_\_\_\_

Month/Year \_\_\_\_\_

A	B		C	D	
Brand Family/Name	From Whom Each Pack of Cigarettes Was Purchased		Number of Packs Stamped	Pack Size	
	Name	Address		20	25
Total Packs (Enter on TT-13, Part A, Lines 6 and 12)					

**TT-13**

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**MONTHLY REPORT OF CIGARETTE STAMPING AGENT****PART B - Cigarettes Intended To Be Heated**

Name	Permit Number
<b>SECTION I — Cigarette Reconciliation (Cigarettes Intended to be Heated)</b>	<b>Packs of 20</b>
1. Balance of all unstamped cigarette packs on hand first day of month	
2. Total unstamped cigarette packs received during month (from Schedule A)	+
3. Total unstamped cigarette packs available (add lines 1 and 2)	=
4. Total unstamped cigarette packs sold during month (from Schedule C)	-
5. Total cigarette packs stampable during month (line 3 minus line 4)	=
6. Total Virginia stamped cigarette packs during month (from Schedule D)	-
7. Unstamped cigarette packs returned to manufacturer	-
8. Balance of all unstamped cigarette packs on hand last day of month (line 5 minus lines 6 and 7)	=
<b>SECTION II—Stamp Reconciliation (Cigarettes Intended to be Heated)</b>	
9. Balance of Virginia Cigarette Revenue Stamps on hand first day of month	
10. Total Virginia Cigarette Revenue Stamps received during month (from Schedule B)	+
11. Total (add lines 9 and 10)	=
12. Total Virginia Cigarette Revenue Stamps affixed during month (from Schedule D)	-
13. Returns and Other Adjustments (see instructions)	-
14. Balance of Virginia Cigarette Revenue Stamps on hand last day of month (line 11 minus lines 12 and 13)	=

**SCHEDULE A (TT-13, Part B) - Packages of Unstamped Cigarettes Intended to be Heated Received During Month** - Include cigarettes intended to be heated imported from outside the United States.

Name \_\_\_\_\_ Month/Year \_\_\_\_\_

[illegible]

Separate sheets may be used in lieu of Schedule A and attached to the report (Enter on Form TT-13, Part B, Line 2) ► **TOTAL**



Schedule B (TT-13, Part B) Virginia Cigarette Intended to be Heated Revenue Stamps Received During Month

Name \_\_\_\_\_

Month/Year \_\_\_\_\_

Date Received	Statement Number (From Form TT-3)	Number of Stamps
Total Number of Stamps Received During Month (Enter on TT-13, Part B, Line 10)		

**SCHEDULE C, Part 1 (TT-13, Part B) - Sales to Other States -** List names and addresses of all persons to whom packs were sold not bearing a Virginia Cigarette Intended to be Heated Revenue Stamp.

Name \_\_\_\_\_ Month/Year \_\_\_\_\_

Invoice Date	Invoice Number	State	Sold To	Address	Brands	Number of Packs

Sub-total Part 1 (Add to Sub-total, Part 2) ►

**SCHEDULE C, Part 2 (TT-13, Part B) - Sales to Tax-Exempt Entities** - As authorized under Section 58.1-1010 of the Virginia Cigarette Tax Act. Include Cigarettes Intended to be Heated Imported From Outside the United States.

Name \_\_\_\_\_ Month/Year \_\_\_\_\_

Invoice Date	Invoice Number	Sold To	Address	Brands	Number of Packs

Sub-total Part  
2

Sub-total Part 1

**TOTAL** (Enter on TT-13, Part B, Line 4) ►

**SCHEDULE D**
**Stamping Agent's Monthly Report of Virginia Stamped Cigarettes Intended to be Heated**

**(TT-13, Part B)**

List all cigarettes stamped with a Virginia Cigarette Intended to be Heated Revenue Stamp for the report month.

Name\_\_\_\_\_Month/Year \_\_\_\_\_

A	B		C
Brand Family/Name	From Whom Each Pack of Cigarettes Was Purchased		Number of Packs Stamped
	Name	Address	
Total Packs (Enter on TT-13, Part B, Lines 6 and 12)			