



Wyoming Department of Revenue
 122 West 25th St Ste E301
 Herschler Building East
 Cheyenne , WY 82002-0110
 Web site: <http://revenue.wyo.gov>

Wyoming Cigarette Stamp Order

Business Name: _____ WY License Number: _____
Name the license was issued under

Contact Person: _____ Phone Number: () _____ - _____

Ship to Street: _____ Fax Number: () _____ - _____

City, State, Zip: _____

Shipping Instructions:

Carrier & Type of Service _____ Do you want shipment insured? Yes ___ No ___
 (Next Day Air, Priority, Etc.)

Account Number: _____ If yes, how much do you want
 the shipment insured for? _____

Heat Fusion Stamps (30,000 to a roll, order in multiples of 30,000)

Quantity of Stamps: _____
 Value at \$.60: _____
 Less your 6% discount: _____
 Less Credit Memo: _____
 Amount of Remittance: _____

If you are not bonded, certified funds or
 a wire transfer is required before the stamps
will be shipped to you.

Submit all orders and remittances to:

Wyoming Department of Revenue
 Cigarette Tax Section
 122 West 25th Street 2W
 Cheyenne, Wyoming 82002-0110

 Authorized Signature Date

Important Tax Information:

Cigarette stamps shall be sold by and purchased from The Wyoming Department of Revenue. The Department shall only sell stamps to a licensed Wholesale dealer. Stamps shall be sold to the wholesaler at a discount of 6% in rolls of 30,000.

Any package of cigarettes found in this state without Wyoming stamps, imprints or impressions affixed is considered contraband goods and may be seized without a warrant by the Department.

Please note: Stamp orders shall not be filled for wholesalers who are out of compliance with any of our rules. Including but not limited to failure to file the monthly report by the 20th day of each month following the month of the cigarette sales report period.

Cigarette Stamp Order instruction Form

Enter the name of the business

Enter the Wyoming License Number

Enter the contact person- this person should be the person who is going to complete the tax forms for tobacco

Enter the ship to Street Address, City, Zip - This is where the stamps should be shipped to.

Shipping Instructions:

- **Carrier & Type of Service:** indicate how you want the stamps delivered (ie: Fed ex, UPS, pick up etc)
- **Do you want the shipment insured:** You are not required to ensure but you must indicate yes or no on this line
- **Account Number:** Enter the account number that the shipping invoice will be billed to.
- **If yes, how much do you want the shipment insured for?** Insuring your order is your option if you indicated yes for insurance then you must be indicated the amount insured on this line.

Heat Fusion Stamps:

- **Quantity of stamps:** Number of stamps you are ordering. Enter the quantity of stamps you are ordering. The rolls are 30,000 per roll and the minimum you can order is 30,000. (ie: 4 rolls equals 120,000 stamps)
- **Value at .60 per stamp:** This is the tax amount due on each stamp. Multiply the number of stamps by \$0.60. (120,000 X .60 = 72,000) Enter the total on this line.
- **Less your 6% Discount:** Take the total from the value at \$0.60 and multiply it by 6% then subtract that figure from the total from the previous total (ie: 72,000 X 6% = 4,320. 72,000 - 4,320 = 67,680.00). Enter the total on this line.
- **Less Credit memo:** This figure can only be entered if you have received a credit notice from the Department of Revenue and have not used it on prior returns. If you do have a credit notice enter that figure on this line.
- **Amount of Remittance:** Take the total from the "Less your 6% Discount" line and subtract the credit memo line (if applicable). Enter this figure on this line. A payment must be submitted with this order.

Sign the Form

NOTE: If paying by personal or a company check you must be bonded. Certified check, or wire transfer are also accepted. Payment is required before the stamps will be shipped to you.

Submit Form to:

WYOMING DEPARTMENT OF REVENUE
122 W 25TH ST STE E301
HERSCHLER BUILDING EAST
CHEYENNE WY 82002-0110