



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



\*0-0-0-007\*

Department Use Only  
 License No: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_

**Cigarette Wholesalers & Other Tobacco Wholesalers, Cigarette  
 Importer, Cigarette Manufacturer License Application**

1. Date business began wholesaling cigarettes and/or other tobacco products in Wyoming: \_\_\_\_\_
2. Ownership Name: \_\_\_\_\_
3. Doing Business Name or DBA: \_\_\_\_\_
4. Type of Ownership: Individual  Partnership  Corporation  Association or Other \_\_\_\_\_  
specify
5. Business Phone Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Fax Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_
6. Business Location: \_\_\_\_\_  
Street Address                      City                      State                      Zip
7. Mailing Address: \_\_\_\_\_  
Street Address                      City                      State                      Zip
8. Do you purchase unstamped cigarettes directly from a manufacturer for sale or resale in Wyoming? Yes  No
9. Do you purchase cigars, snuff, or other tobacco products directly from a manufacturer for sale or resale in Wyoming?  
 Yes  No
10. Are you a cigarette importer who imports into the United States either directly or indirectly a finished cigarette for sale or distribution in Wyoming? Yes  No
11. Are you a cigarette manufacturer who manufactures, fabricates, assembles, processes or labels a finished cigarette for sale in Wyoming? Yes  No
12. Are you an other tobacco products manufacturer who manufactures, fabricates, assembles, processes or labels other Tobacco Products for sale in Wyoming? Yes  No
13. Do you sell at retail stamped cigarettes or other tobacco products directly to Wyoming consumers? Yes  No   
 If yes, indicate your Wyoming Sales/Use Tax License Number \_\_\_\_\_
14. Do you sell roll your own tobacco? Yes  No

Note: Original Signature(s) are required for all ownership types. The business owner must sign for the individual ownership, all partners must sign for partnerships, one major officer for a Corporation, one member or manager for a Limited Liability Company and two partners for Limited Partnership. Attach an additional signature page if needed. Signatures must be original.

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

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

A license is required for each business location. A Ten dollar (\$10.00) License Fee must accompany each application. Remittance to be made payable to: Department of Revenue

## NOTICE TO WYOMING LICENSED TOBACCO WHOLESALERS

Please identify whether as a Wyoming Department of Revenue Licensee you will be engaging in any of the following:

- Paying tobacco tax to the Wyoming Department of Revenue on roll-your-own tobacco, under W.S. 39-18-103(a)(iii)
- Adhering tax stamps to cigarette packs or otherwise paying tobacco tax to the Wyoming Department of Revenue on cigarettes, under W.S. 39-18-103(a)(i)
- Importing or distributing within the State cigarettes or roll-your-own tobacco **to retailers**
- Selling or distributing for sale or resale within the state cigarettes or roll-your-own tobacco **over the internet or through any other means of direct or indirect mail solicitation or delivery to any person in the State**

If you have checked any of the boxes above, **you must submit monthly reporting** to the Wyoming Attorney General through [www.certivault.com](http://www.certivault.com). If you do not already have an account through Certivault, you must register for your account by emailing [support@certivault.com](mailto:support@certivault.com).

If you have not checked any of the boxes above, you are certifying that are not engaging in and will not engage in sales or activities that require tobacco tax payment under W.S. 39-18-103(a)(i) or (iii). If this status changes at any point while you are a licensee, you must immediately report that change to the Wyoming Attorney General, Tobacco Settlement Unit.

Signing this form attests to the Department of Revenue your compliance with W.S. 9-4-1202 and 9-4-1205 through 9-4-1211 and to your compliance with the Tobacco Certification and Directory Rules (available at [www.ag.wyo.gov/tobacco-settlement-unit](http://www.ag.wyo.gov/tobacco-settlement-unit)). Once signed, return this form to the Department of Revenue on or before the stipulated deadline.

I certify under penalty of false swearing, that I have read this form, and shall comply with the W.S. 9-4-1201 through 9-4-1211 and all relevant rules.

\_\_\_\_\_  
Wholesaler License Number

\_\_\_\_\_  
Address (city, state, zip)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

## Cigarette & OTP Wholesalers, Importers and Manufacturer License Application Instructions

#	Requested Information	Description
1	Date you began wholesaling in Wyoming	This is the date of your first wholesale transaction in Wyoming, or the date you will start your business. It can be a future date.
2	Ownership Name	This is the name of the ownership of the business or the legal name of the business. It is the name of the corporation, LLC, partners in the partnership, or your name if you are a sole proprietor. Example: ABC Suppliers Inc
3	DBA/Doing Business As Name	This is the name people will use to identify your business. It is sometimes referred to as your trade name. It can be how you list your business in the telephone book or on business cards. Example: ABC Widgets and Gidgets.
4	Type of Ownership	This goes along with the Ownership name and should be consistent. If your ownership name is ABC Suppliers Inc, you should select Corporation. Date and State of Incorporation should be completed by all corporations and LLC's.
5	Business Phone Number	The phone number associated with your business, along with a toll free number or fax number if you have them.
6	Business location address	This is the location of your business. It can not be a registered agent or virtual office address. If you do not have a physical storefront, it needs to be the address where your business records can be inspected or where your customer can return an item. It may be your home address if you run an online store, attend various craft shows, have a food truck, or similar businesses.
7	Mailing Address	The address we will use when mailing your tax returns, license certificate, quarterly newsletters and any time sensitive notices from us.
8	Do you purchase unstamped cigarettes directly from a manufacturer for sale or resale in Wyoming?	If yes, this allows you to purchase stamps from our department. It also allows you to stamp product for resale. This requires you to file a monthly form 70 tobacco return.
9	Do you purchase cigars, snuff, or other tobacco products directly from a manufacturer for sale or resale in Wyoming?	If yes this means you are a wholesaler of other tobacco product (ie: chew, cigars, moist snuff etc.) This requires you to file a quarterly for 71 tobacco return.
10	Are you a cigarette importer who imports into the United States either directly or indirectly a finished cigarette for sale or distribution in Wyoming?	If yes, this means that you import product in the united states including Wyoming. There are no filing requirements except a yearly renewal of this license.
11	Are you a cigarette manufacturer who manufactures, fabricates, assembles, processes or labels a finished cigarette for sale in	If yes, this means that you manufacture cigarettes that is then sold to a Tobacco Wholesaler. There are no filing requirements except a yearly renewal of this license.

	Wyoming?	
12	Are you an other tobacco products manufacturer who manufactures, fabricates, assembles, processes or labels other Tobacco Products for sale in Wyoming?	If yes, this means that you manufacture other tobacco product that you sell to a Tobacco Wholesaler. There are no filing requirements except a yearly renewal of this license.
13	Do you sell at retail stamped cigarettes or other tobacco products directly to Wyoming consumers	If yes, you must have a Wyoming Sales Tax License. If all other 8-12 questions were no then you do not need a Tobacco License but will need a Wyoming Sales Tax License. Visit our website
14	Do you sell roll your own tobacco?	If you sell tobacco that can be used to roll your own cigarette then you would mark yes. If you do not sell tobacco that would be used to roll your own cigarette then mark no.
	Signature Block	The signature and title of the responsible parties for the business. If a sole proprietor, we require the owner's signature and title. If a partnership, we require each partner's signature and title. If a corporation, we require at least one major officer's signature and title (President, Vice President, Treasurer, Secretary). If an LLC, we require at least one member or manager's signature and title. If a Limited Liability Partnership, we require signatures and titles of at least two partners.

Read, sign the application and proceed to the 2<sup>nd</sup> page titled *Notice to Wyoming Licensed Tobacco Wholesalers*. This page quotes Wyoming Statute 39-18-106(a). **This form must be read and signed by ALL applicants in addition to the application and submitted with the application to:**

Wyoming Department of Revenue  
122 W. 25<sup>th</sup> St  
Herschler Bldg 3<sup>rd</sup> Fl East  
Cheyenne WY 82002-0110

If you have any questions in completing this application please contact our office at 307-777-5541