



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



0-0-0-007

Department Use Only

License No: _____

**Cigarette Wholesalers, Cigarette Importer, Cigarette Manufacturer,
 and Nicotine Products Wholesaler 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. Do you purchase electronic cigarettes and vapor material products directly from a manufacturer for sale or resale in Wyoming? Yes No
11. 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
12. Are you a cigarette manufacturer who manufactures, fabricates, assembles, processes or labels a finished cigarette for sale in Wyoming? Yes No
13. Are you an other tobacco products manufacturer who manufactures, fabricates, assembles, processes or labels other tobacco products for sale in Wyoming? Yes No
14. Are you a manufacturer of electronic cigarettes and vapor material who manufacturers, fabricates, assembles, processes or labels electronic cigarettes and vapor material for sale in Wyoming? Yes No
15. Do you sell at retail stamped cigarettes, electronic cigarettes, vapor material or other tobacco products directly to Wyoming consumers? Yes No If yes, you must also obtain a Wyoming Sales/Use Tax License Number. WY Sales Tax License No.: _____
16. 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-you-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. If you do not already have an account through Certivault, you must register for your account by emailing 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). 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 cannot 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 form 71 tobacco return. |
| 10 | Do you purchase electronic cigarettes and vapor material products directly from a manufacturer for sale or resale in Wyoming? | If yes, this means that you purchase electronic cigarettes and vapor products for sale or resale. |
| 11 | 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. |
| 12 | Are you a cigarette manufacturer who manufactures, fabricates, assembles, processes or labels a finished cigarette for sale in Wyoming? | 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. |
| 13 | 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. |

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| 14 | Are you a manufacturer of electronic cigarettes and vapor material who manufactures, fabricates, assembles, processes or labels electronic cigarettes and vapor material for sale in Wyoming? | If yes, this mean you manufacture, fabricate, assemble, process or label electronic cigarettes and vapor material. |
| 15 | Do you sell at retail stamped cigarettes, electronic cigarettes and vapor material or other tobacco products directly to Wyoming consumers? | If yes, you must have a Wyoming Sales Tax License. If any of the 8-14 questions were no then you do not need a Tobacco License but will need a Wyoming Sales Tax License. Visit our website at http://revenue.wyo.gov to download the application. |
| 16 | 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. |
| 17 | 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 2nd 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 25TH ST STE E301
HERSCHLER BUILDING EAST
CHEYENNE WY 82002-0110

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