

Instructions for Cigarette Consent to Transport

The consent to transport should be used when one Ohio licensed wholesaler requests to purchase unstamped cigarettes from another Ohio licensed wholesaler. The Ohio licensed wholesaler requesting the unstamped cigarette product is responsible to request the consent to transport from the department. The requesting wholesaler must give the Ohio Department of Taxation **10** days notice before the requested shipment date. Failure to do so will result in the department not authorizing the shipment to take place.

Name of requesting wholesaler – The Ohio licensed wholesaler name who is requesting the shipment of unstamped cigarettes.

Account number – The cigarette account number of requesting wholesaler issued by the Ohio Department of Taxation. Ex. 940XXXXX

Name of person requesting consent – Representative of the person requesting the consent on behalf of the licensed wholesaler.

Date to be shipped – The date you want the supplying wholesaler to deliver the unstamped cigarette product to your licensed location.

Telephone number – The phone number (with extension if applicable) of the person requesting the consent on behalf of the licensed wholesaler.

Fax number – The company fax number of the requesting wholesaler.

Name of supplying wholesaler – The Ohio licensed wholesaler name who will be selling the unstamped cigarette product to the requesting wholesaler.

Account number – The cigarette account number of supplying wholesaler issued by the Ohio Department of Taxation. Ex. 940XXXXX

Name of contact person receiving consent – The name of the representative of the supplying wholesaler who will be receiving the consent from the department.

Purchase invoice number – The invoice number of the unstamped shipment of cigarettes for which the consent is being requested.

Telephone number – The phone number (with extension if applicable) of the person receiving the consent on behalf of the supplying licensed wholesaler.

Fax number – The supplying wholesaler fax number to which the departmental consent should be sent.

Make/model/color of delivery vehicle – The manufacturer name, model and color of the delivery vehicle that will be used to ship the requested tobacco product.

License plate number – The license plate number of the delivery vehicle that will be used to ship the requested tobacco product.

Manufacturer name – The manufacturer name of the brand of cigarettes being requested. The manufacturer must be listed as it appears on the tobacco directory of the Ohio Attorney General (see www.ag.state.oh.us). Manufacturers not found on the directory are not allowed to be distributed for resale in the state of Ohio and consent will not be granted.*

PM or NPM manufacturer – The Ohio Attorney General's directory status of the cigarette manufacturer found at www.ag.state.oh.us. PM refers to Participating Manufacturer while NPM refers to Non-Participating Manufacturer. PM and NPM are both allowed to be distributed in the state of Ohio, however, manufacturers not found on the directory are not allowed to be distributed for resale in the state of Ohio and consent will not be granted.*

Brand family name – The brand family of the cigarette product being requested. All brand families must be listed separately and must be listed as they appear on the Ohio Attorney General's tobacco directory found at www.ag.state.oh.us. If the brand is not listed on the directory, the product cannot be distributed for resale in the state of Ohio and consent will not be granted.* Please attach additional sheets if necessary.

Quantity – The amount converted to individual sticks being requested of the particular brand family of cigarettes.

Signature – An unsigned consent **will not** be processed.

*Product not listed on the tobacco directory of the Ohio Attorney General's Web site can be requested by a multi-state stamping wholesaler. The requesting wholesaler must provide the department with a copy of the cigarette license for the state that the product will be distributed along with a signed statement that the requested uncertified product will not be sold for resale in the state of Ohio.

All requests for Consents to Transport should be faxed to the following:

**Excise Tax Section
Fax: 614-728-1806**