



## **DAMAGED PACKS OF CIGARETTES OR SHORTAGE OF SHIPMENT BY CARRIER INSTRUCTIONS**

Complete this form if any of the cigarettes you received were damaged or if your order was short cigarettes. Carriers must provide information if the shipment is short. See K.S.A.79-3312a must provide the *original manufacturer's name*. You must provide the brand families purchased and one invoice for each NPM.

Submit this report and all Schedules and/or supporting documentation to the Kansas Department of Revenue by the 10<sup>th</sup> day of the month following the reporting month to: Cigarette Tobacco, PO Box 750680, Topeka, KS 66625-0680.

If you have any questions or need additional assistance, please contact our office at 785-368-8222, choose option 5 followed by option 4 from 8 a.m. to 4:45 p.m., Monday through Friday, and email us at: [kdor\\_cigtob@ks.gov](mailto:kdor_cigtob@ks.gov), or if needing forms visit our website at: <http://www.ksrevenue.gov/bustaxtypescig.html>.

### **CIGARETTE WHOLESALER UPLOAD FILE SPECIFICATIONS**

All files must be **tab delimited** in order to work properly. Excel can output tab delimited txt files. The first line of these files must contain the field header.

#### **CG-19 SCHEDULE A-1**

1. Stamped Indicator: 1 character (0 = false, 1 = true)
2. Pack Type: 2 character (20 or 25)
3. Net Packs Received: Integer value
4. Invoice Date: Date format (e.g. 04/24/2010)
5. Invoice Number: 30 characters max
6. Refused: Integer value
7. Shortage: Integer value
8. Received From Type: 1 character (W = Wholesaler, M = Manufacturer)
9. Received From Name: 75 characters max
10. Original Manufacturer Name: 75 characters max (manufacturer name must match exactly how it is listed on the Attorney General's website: <http://ag.ks.gov/licensing/tobacco-enforcement>)
11. Carrier Name: 75 characters max
12. Carrier Street 1: 100 characters max
13. Carrier Street 2: 100 characters max
14. Carrier City: 40 characters max
15. Carrier State: 2 character state code
16. Carrier Zip: 10 characters max, no dash, just numbers