



SCHEDULE OF UNSTAMPED CIGARETTE CREDITS

(attach to your Wisconsin CT-100)

CT-102: Page _____ of _____

Name	Federal Employer ID No.	Wis. Permit Number	Month & Year
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IMPORTANT! Please read the instructions on the reverse side before completing this form.
 For reporting purposes, UNSTAMPED cigarettes include cigarettes stamped for other states.

* (PM) Participating Manufacturer of MSA (NPM) Non-Participating Manufacturer of MSA

DISTRIBUTOR PERMITTEES MUST COMPLETE

Non-Participating Manufacturer's brands and excluded brands of Participating Manufacturers.
Submit in duplicate when E, F, G & H are completed.

Line No.	Column A Claim/Credit Information			Column B Purchase Entry From CT-101			Column C Manufacturer/WI Distributor Claim Filed Against:		Column D UNSTAMPED Invoice Total Single Cigarettes	Column E Purchased From	Column F Manufacturer	Column G Brand Name	Column H Single Cigarettes	
	Date	Number	Nature	Invoice No.	Pg.	Line	Name	*PM/NPM or (F)CD-_____						
1	Balance Brought Forward								(000)				(000)
2														
3														
4														
5														
6														
7														
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17														
18														
19														
20														
21														
22	Unstamped Cigarette Credits - Enter the grand total from Column D on your CT-100, line 6. TOTAL →									Do NOT transfer to CT-100 TOTAL →				

INSTRUCTIONS

WHO MUST COMPLETE THIS SCHEDULE

All cigarette permittees located in Wisconsin who purchase unstamped cigarettes must complete this schedule and attach it to their monthly Wisconsin cigarette tax return (CT-100). For reporting purposes, “unstamped” cigarettes include cigarettes stamped for another state. Use this schedule to claim credit for purchases that have been short-shipped, refused, lost in transit, or returned to the manufacturer or its warehouse.

RECORD KEEPING

You must keep a complete copy of your return, including this schedule, and all records pertaining to your business for at least four years. The records must be kept at the permit location and in a place and manner easily accessible for review by department representatives.

ASSISTANCE AND FORMS

Information, forms and assistance are available at our following office:

2135 Rimrock Road
Madison, Wisconsin 53713
(608) 266-8970

or write to:
Mail Stop 5-107
PO Box 8900, Madison WI 53708-8900
FAX (608) 261-7049
E-mail: excise@revenue.wi.gov
Website: www.revenue.wi.gov

When ordering forms, include your Wisconsin permit number and the department’s form number that appears in the lower left corner on each form (e.g. CT-102).

HOW TO COMPLETE THIS SCHEDULE

Use a single line for each transaction and provide all the information requested. **Each entry must be stated in terms of single cigarettes.** Do not enter packs or cartons.

It is not necessary to claim credit for missing cigarettes if the cigarettes in question are received later in the same month in which the shortage occurs. It is also unnecessary to claim credit for an invoice that has been canceled in its entirety before shipment takes place. The canceled invoice should not be reported on the purchase schedule (CT-101) either.

Column A – Enter the date and number of the credit memo issued by the supplier and/or the claim form filed with the carrier. Also indicate the nature of the loss (e.g. shortage, refused goods, lost in transit, or returned merchandise).

Column B – Enter the invoice number as well as the page and line number of the entry on form CT-101, for which credit is being claimed.

Column C – Enter the name of the manufacturer or WI Distributor against which you are filing a claim. For manufacturers, enter “PM” for Participating Manufacturer or “NPM” for Non-Participating Manufacturer of the MSA. For WI Distributors, enter their WI permit, including the prefix (F)CD and 4 digit number. *Manufacturers must notify you of their status in their Letter of Direct Buy.*

Column D – Enter the number of single cigarettes for which credit is being claimed. The total of lines 1 through 21 should be entered on line 22, and then transferred to your monthly return, CT-100, line 6.

Column E, F, G & H – Enter who you purchased the product from, the name of the manufacturer, brand name(s) and the number of single cigarettes per brand for all cigarettes that are (1) brands of a Non-Participating Manufacturer of the MSA (NPM), and (2) MSA-excluded brands of Participating Manufacturers (PM). Breakdown by brand type (e.g. Menthol, Lights, 100’s, Kings, etc.) is not required. *Manufacturers must notify you of any excluded brands in their Letter of Direct Buy.* **Submit in duplicate all pages with Columns E, F, G & H completed.**

CAUTIONS IN HANDLING CLAIMS FOR CREDIT

Credits for Short-Shipments – Short-shipments occur when the amounts shipped are less than the amounts invoiced. This may be confirmed by comparing the supplier’s invoice with the carrier’s freight bill or bill of lading. The department will allow credit for this type of shortage providing: (1) the freight bill, bill of lading or delivery ticket shows that the actual number of cigarettes shipped was less than the amount invoiced, and (2) the supplier furnishes you with a credit memo.

Credits for Concealed Shortages – Occasionally a case of cigarettes that was sealed at the factory is found to be missing a few cartons. You then bring this to the attention of the manufacturer. If the manufacturer honors your claim by giving you a credit memo for the missing cigarettes, the department will also allow your claim providing the credit memos are available for inspection by department representatives.

Credits for Refused Cigarettes – Cigarettes may be refused at the time of delivery when it is found that they have not been ordered, an order was improperly filled, or the product has been damaged. The department will allow credit for refused cigarettes providing: (1) the freight bill or delivery ticket indicates the specific goods that were refused along with a notation signed by the carrier, and (2) the supplier gives you a credit memo.

Credits for Lost or Missing Cigarettes – Cigarettes for which your supplier has a signed bill of lading from the carrier, and which failed to reach you, are eligible for credit under the following circumstances:

1. **Cigarettes lost by the carrier enroute between a Wisconsin cigarette manufacturer’s warehouse and your premises.** Credit is allowed only to the extent that the lost cigarettes are later recovered and subsequently re-entered on your purchase schedule (CT-101).

Cigarettes that are not recovered are subject to the Wisconsin cigarette tax because the terms of sale between a cigarette distributor and manufacturer established that title to the cigarettes passes to the distributor upon receipt by the carrier. Consequently, your claim against the carrier should include the Wisconsin cigarette tax even though a subsequent arrangement between the carrier and the manufacturer may result in a credit memo being issued to you by the manufacturer for the cost of the cigarettes only.

2. **When cigarettes are lost by the carrier while enroute from a supplier located out-of-state and your premises.** Credit is allowed providing: (1) the cigarettes were not received at a later date, (2) the shipping documents indicate that the loss occurred while in interstate commerce, and (3) that the shipper issued a credit memo to you covering the loss or you have evidence on file that the carrier honored your claim for loss.

Credit for Returned Cigarettes – Credit will be allowed for unstamped cigarettes, including cigarettes with another state’s stamps affixed, that are returned to a cigarette manufacturer’s warehouse or directly to an out-of-state supplier providing: (1) you have a bill of lading from the carrier accepting the shipment, and (2) the supplier issues a credit memo to cover the receipt of the cigarettes.

Credit will not be allowed in any of the preceding instances when the required credit memo needed to substantiate missing cigarettes is either not received by you or not retained in your records. This includes where you have reduced your remittance to your supplier in anticipation of receiving a credit memo but have not physically received one.