

# SCHEDULE OF WISCONSIN STAMPED CIGARETTES RECEIVED

(attach to your Wisconsin CT-105)

Please read the instructions on the reverse side before completing this form.

CT-106: Page \_\_\_\_\_ of \_\_\_\_\_

Name		Federal Employer ID No.		Wis. Permit Number	Month & Year			
Line No.	Date Rec'd	Invoice		Received From		Wisconsin Stamped Single Cigarettes	(000)	
		Date	Number	Name	Wis. Permit No.			
1	Balance Brought Forward .....							
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32	<b>TOTAL</b> - Enter the grand total from the last page into the formula on CT-105, line 3.							

# INSTRUCTIONS

## WHO MUST COMPLETE THIS SCHEDULE

You must complete this schedule if you are an out-of-state Wisconsin cigarette permittee and you purchased Wisconsin stamped cigarettes from another permittee during the month. Attach this schedule to your monthly Wisconsin cigarette tax return (CT-105).

## 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 WI 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](mailto:excise@revenue.wi.gov)  
website: [www.revenue.wi.gov](http://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-106).

## COMPUTER PRINTOUTS

The department will accept computer printouts of cigarette transactions in lieu of listing individual purchases on this schedule. If you want to submit computer listings, you must also...

1. Use this form as a summary sheet for the accompanying printouts. Simply complete the top portion of this schedule. Indicate "see attached" on line 1, and then enter the total of all Wisconsin stamped single cigarettes you purchased on line 32.
2. Prepare your computer printouts using the same format and columnar sequence as on this form. If your computer cannot duplicate our format, you should submit a proposed format for our review. We will let you know if it is satisfactory or what changes will be required.
3. Use paper 8½ X 11 inches.

## 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. Provide a subtotal for each page and a grand total on the last page.

**Line 1** Enter the balance from the previous page. If there is no previous page, enter zero.

**Lines 2–31** Enter each purchase of Wisconsin stamped cigarettes. Indicate the date received, the invoice date and number, name of supplier, their Wisconsin permit number (prefix plus 4-digit number), and the number of single cigarettes as invoiced. Amounts over or short should be entered on the next line and labeled accordingly.

**Line 32** Add lines 1 through 31, and enter the total on line 32. Enter the grand total from the last page of this schedule into the formula on your CT-105, line 3.