

# CTP-134: Cigarette and/or Tobacco Products Salesperson's Permit Application

**DEPARTMENT USE ONLY**

Permit Number
Period Covered
Date of Issuance

*Read instructions before completing.*

Enclose \$20 BTR Fee (if applicable)

The undersigned hereby makes application for a permit to sell, solicit orders for, or engage in the sale for future delivery of cigarettes and/or tobacco products for a specific employer.

Last Name ( <i>please print</i> )	First	M.I.	Phone Number ( ) ____ - ____	Date of Birth (mm/dd/ccyy) / /
Mailing Address			Social Security Number (required)	
City			State	Zip Code

1. Current Business or Occupation (be specific)

2. Business or Occupation (if different than above during last three calendar years)

3. Have you as a sole proprietor, partner(s), limited liability company, member(s) or corporate officer(s) ever held, or now hold, a permit or certificate issued by the Wisconsin Department of Revenue?  Yes  No

If Yes, indicate: Type of permit or certificate \_\_\_\_\_  
 Permit or certificate number \_\_\_\_\_  
 Location for which permit or certificate was issued \_\_\_\_\_

4. Have you been found guilty of crimes relating to loaning money or anything of value to persons holding licenses or permit issued pursuant to ch. 125, Wis. Stats.?  Yes  No

5. Have you been convicted of violating federal or state laws or local ordinances other than traffic violations?  Yes  No  
 If Yes, check type of law violated:  Federal  State  Local Ordinances

Also indicate details of the violation, including nature of violation, date, place, court, and disposition.

6. If you have been convicted of a felony for which you received a pardon, describe the nature of the felony and date/place of the pardon.

7. Check the box(es) below which apply:

- Application for permit to solicit sales for future delivery of cigarettes
- Application for permit to solicit sales for future delivery of other tobacco products (OTP)

8. Name of the permittee which applicant will represent.			Permit Number (prefix(es) and number)	
Address	City	State	Zip Code	

*I declare under penalties of the law that I have examined this information and to the best of my knowledge and belief, it is true, correct and complete.*

<b>APPLICANT SIGN HERE</b> →	Signature ( <b>do not</b> print or type)	Date
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# CTP-134 Instructions: Cigarette and/or Tobacco Products Salesperson's Permit Application

## 1. Who Needs Cigarette and/or Tobacco Products Salesperson's Permit?

Any person in Wisconsin who solicits orders for or engages in the sale of cigarettes and/or tobacco products for future delivery must obtain a salesperson's permit. A permit is not needed if you will only be soliciting orders by correspondence or telephone from outside Wisconsin.

NOTE: No person may solicit on-the-spot sales (peddling) of cigarettes or tobacco products in Wisconsin. Violators are subject to the enforcement provisions provided under the Wisconsin Statutes. Products sold in violation of the statute are unlawful property and subject to seizure.

## 2. How to Obtain a Cigarette and/or Tobacco Products Salesperson's Permit

Send your completed application along with your \$20 Business Tax Registration (BTR) fee, if applicable, to the mailing address below.

## 3. Business Tax Registration Fee (BTR Fee)

A \$20 BTR fee applies to all persons who apply for a Cigarette and/or Tobacco Products Salesperson's Permit. Include the applicable fee with your application.

Exceptions – The \$20 BTR fee is not due with this application if:

- a. You held any active permits or certificates on December 31, 1995, issued by the department that are covered by the BTR provisions.
- b. You paid the \$20 BTR fee with a previous application for another permit or certificate which the department issued.

## 4. Assistance

You can access the department's website 24 hours a day, 7 days a week, at [revenue.wi.gov](http://revenue.wi.gov). From this website, you can:

- Access *My Tax Account* (MTA)
- Complete electronic fill-in forms
- Download forms, schedules, instructions, and publications
- View answers to common questions
- Email us for assistance

### Physical Address

2135 Rimrock Road  
Madison WI 53713

Phone: (608) 266-6701

Email: [excise@revenue.wi.gov](mailto:excise@revenue.wi.gov)

Fax: (608) 261-7049

### Mailing Address

Excise Tax Unit  
Wisconsin Department of Revenue  
PO Box 8900  
Madison WI 53708-8900

## 5. Employment Changes

When employment changes, the current permit must be returned to this department before a new permit can be issued.