



# SCHEDULE C – Moist Snuff Sales to Customers Outside Wisconsin

Attach this schedule to Form TT-100.

TT-103M: Page \_\_\_\_\_ of \_\_\_\_\_

Legal Name	Federal Employer ID No.	Permit Number	Month/Year (MM YYYY)
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If you have more than one brand with the same weight and they are on the same invoice, you may combine them as one entry (list all brands).

Line No.	Invoice		Sold To		Brand Name(s)	Column A Quantity of Single Cans	Column B Weight of Single Can (in ounces)	Column C Total Ounces (Column A x Column B)
	Number	Date	Name and Address	State				
1	Balance from prior page of Form TT-103M .....							
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22	<b>Total Weight on Moist Snuff Products</b> – Add lines 1 through 21. Enter this amount on Form TT-100, line 9 .....							

## INSTRUCTIONS

### WHO MUST COMPLETE THIS SCHEDULE

All tobacco products distributors located in Wisconsin must complete this schedule and attach it to their monthly Wisconsin tobacco products tax return (Form TT-100) when claiming credit for moist snuff that have been shipped or transported by them to customers located outside Wisconsin.

### RECORD KEEPING

You must keep for at least four years a complete copy of your return, including this schedule, and all records used in preparing the return. 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 Madison 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)

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., Form TT-103M). Forms are also available on the website below.

### INTERNET ADDRESS

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

- Complete electronic fill-in forms
- Download forms, schedules, instructions, and publications
- View answers to frequently asked questions
- E-mail us comments or request help

### COMPUTER PRINTOUTS

The department will accept computer printouts of moist snuff transactions in lieu of listing individual sales on this schedule. If you submit computer listings, you must:

1. Use this form as a summary sheet for the accompanying printouts. Complete the top portion of this schedule. Indicate "see attached" on line 2. Enter the total credit for moist snuff you are claiming on line 22.
2. Prepare your computer printouts using the same format and columnar sequence as on this form. If your computer cannot duplicate our format, submit a proposed format for our review and approval prior to filing.
3. Use paper measuring 8½ x 11 inches.

### HOW TO COMPLETE THIS SCHEDULE

Use a single line for each transaction and provide all the information requested. Group sales by state. Provide a subtotal for each page and a final total for each state.

### LINE INSTRUCTIONS

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

**Lines 2-21** Enter the invoice number and date; the name and state of the person you shipped to; and the moist snuff shipped by brand name, quantity, ounces per can, and total ounces that you sold (Column A times Column B).

**Line 22** Add the amounts you entered in the Column C for moist snuff. Enter the totals on line 22. Enter the final total of moist snuff ounces that you shipped to customers in each state on Form TT-100, line 9.

**Caution:** The department requires that distributors have proof the moist snuff physically left Wisconsin. Credit will not be allowed without your keeping invoices, delivery tickets signed by the recipient, and/or shipping documents, including bills of lading or freight bills signed by the carrier.