

Schedule of Untaxed Purchases of Moist Snuff Products

Attach this schedule to Form TT-100.

TT-101M: 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		Purchased From		Brand Name(s)	Column A Quantity of Single Cans	Column B Weight Each (in ounces)	Column C Total Ounces (Column A x Column B)
	Number	Date	Name	State				
1	Balance from prior page of Form TT-101M ▶							
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22	Total Ounces – Enter the final total from the last page of this schedule on Form TT-100, line 7 ▶							

INSTRUCTIONS

WHO MUST COMPLETE THIS SCHEDULE

All tobacco products distributors located in Wisconsin who purchase or acquire untaxed moist snuff from outside Wisconsin must complete this schedule and attach it to their monthly Wisconsin tobacco products tax return (Form TT-100).

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 your 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 (608) 266-8970
Madison WI 53713

or write to: Mail Stop 5-107
PO Box 8900
Madison WI 53708-8900
FAX (608) 261-7049
E-mail: 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-101M). 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. 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 receipts on this schedule. If you submit computer listings, you must also:

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 moist snuff ounces you received 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, you should 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. Report each receipt in single cans and ounces. Provide a subtotal for each page and a final total on the last page.

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

Lines 2-21 Enter each receipt of untaxed moist snuff on the report for the month in which it was received (see 3. below). Include all "free" samples and promotional products you receive. Enter the date you received the product, invoice number and date, name of the supplier, state that you acquired the moist snuff from, and total moist snuff by brand name, single cans, ounces per can, and total ounces that you received.

ADDITIONAL INFORMATION

1. An invoice must accompany the product at the time of delivery. If you do not receive an invoice from your supplier at the time of delivery, immediately inform the supplier of this requirement.
2. It is not necessary to enter purchases of moist snuff when you cancel the invoice in its entirety before the order is shipped. However, you should retain the invoice and offsetting credit memo in your files.
3. When the moist snuff received is less than the amount shown on the invoice, report the shortage on your Moist Snuff Credit Schedule B – Moist Snuff Returned to Manufacturers or Short-Shipped (Form TT-102M). When the product received is greater than the amount invoiced, report the overage on the line immediately below the original entry on your Form TT-101M labeled "overage."
4. When moist snuff that you reported as short during a prior month is received in a subsequent month, enter the amount you receive on Form TT-101M with a cross-reference to Form TT-102M, indicating where the original shortage was claimed.