

**Tobacco Products Exempt/Nontaxable Sales – Schedules 2 & 3 (not including cigars and moist snuff)**

(Attach this schedule to Form TT-105)

Legal Name	Federal Employer ID No.	Permit Number	Month/Year (MM YYYY)
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**SCHEDULE 2 – Sales to Tax-Exempt Organizations**

Enter all sales of tobacco products, except cigars and moist snuff; to tax-exempt organizations (e.g., military post exchanges or state or federally operated veterans' hospitals.)

Caution: Sales to Native American Indian Tribes/retailers in Wisconsin are NOT exempt.

					ROLL-YOUR-OWN (RYO) TOBACCO PRODUCTS (See reverse side for definition of "roll-your-own")			
Line No.	Invoice		Sold To		Manufacturer's List Price	Column A	Column B	Column C
	Number	Date	Name	City		Manufacturer	Brand Name	Total Ounces (per brand)
1	Balance from prior page of Form TT-106 . . . . . ▶					Balance from prior page of Form TT-106 ▶		
2								
3								
4								
5	<b>Total Tax-Exempt Sales</b> – Add lines 1 through 4. Do not enter on cover Form TT-105. ▶					<b>Roll-Your-Own Tobacco Total</b> . . . . . ▶		

**SCHEDULE 3 – Nontaxable Sales**

Enter all nontaxable sales of tobacco products sent to any person or business in Wisconsin who holds a WI tobacco products distributor permit (TPD). Include all samples, "free" products, and promotional products.

					ROLL-YOUR-OWN (RYO) TOBACCO PRODUCTS (See reverse side for definition of "roll-your-own")			
Line No.	Invoice		Sold To		Manufacturer's List Price	Column A	Column B	Column C
	Number	Date	Name	Permit No.		Manufacturer	Brand Name	Total Ounces (per brand)
1	Balance from prior page of Form TT-106 . . . . . ▶					Balance from prior page of Form TT-106 ▶		
2				TPD – _____				
3				TPD – _____				
4				TPD – _____				
5				TPD – _____				
6				TPD – _____				
7				TPD – _____				
8				TPD – _____				
9				TPD – _____				
10				TPD – _____				
11	<b>Total Nontaxable Sales</b> – Add lines 1 through 10. Do not enter on cover Form TT-105. ▶					<b>Roll-Your-Own Tobacco Total</b> . . . . . ▶		

# INSTRUCTIONS

## WHO MUST FILE THIS RETURN

All out-of-state Wisconsin tobacco products distributors must complete this return each month and file it with the department when sales of tobacco products have been sold to exempt organizations or licensed Wisconsin distributors holding a Tobacco Products Distributor (TPD) permit with the Department of Revenue.

## DUE DATE

Your return is due 15 days after the close of the month. To be timely filed, a return must be postmarked by a United States Post Office on or before its due date and received by the department within 5 days of the due date.

## RECORD KEEPING

You must keep a complete copy of your return and all records used in preparing the return for at least 4 years. Keep them at the permit location 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 8906  
Madison WI 53708-8906  
FAX (608) 261-7049  
E-Mail: [excise@revenue.wi.gov](mailto:excise@revenue.wi.gov)

## 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

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-106). Forms are also available on the above website.

## NAME/ADDRESS/OWNERSHIP CHANGES

Immediately notify the department in writing when your business undergoes any change to its name, address or ownership.

Permits are not transferable and must be returned to the department for cancellation. Attach your permit to your final return.

## COMPUTER PRINTOUTS

The department will accept computer printouts of tobacco products transactions in lieu of listing individual sales on your distributor tax return (Form TT-106). If you want to submit computer listings, you must also:

1. Use this form as a summary sheet for the accompanying printouts. Complete the top portion of the form. Indicate "see attached" on line 2 of the respective schedule and then enter the total.
2. Prepare your computer printouts using the same format and columnar sequence as this form. Label each printout to correspond with each schedule (e.g., Schedule 2 – Sales To Exempt Organizations). If your computer cannot duplicate our format, you should submit a proposed format for our review and approval.
3. Use paper measuring 8½ X 11 inches.

## HOW TO COMPLETE THIS FORM

List each invoice separately and provide all the information requested. When listing sales, remember to use the manufacturer's established list price to distributors.

### Columns A, B and C – "Roll-Your-Own" (RYO) Tobacco

For the purpose of Wisconsin's Tobacco Master Settlement Agreement Law (MSA), "roll-your-own" tobacco is tobacco that, because of its appearance, type, packaging or labeling, is suitable for use and likely to be offered to, or purchased by, consumers as tobacco for making cigarettes. Invoices containing "roll-your-own" tobacco products require additional reporting on those products. For each applicable invoice, enter the manufacturer's name, each brand name of "roll-your-own" tobacco, and the total ounces received per brand. Submit in duplicate all pages with Columns A, B and C completed.

## SCHEDULE 2 – SALES TO TAX-EXEMPT ORGANIZATIONS

Enter on this schedule only sales to tax-exempt organizations in Wisconsin such as military post exchanges or state or federally operated veterans' hospitals. These sales are not subject to the Wisconsin tobacco products tax. Caution: Sales to Native American Indian Tribes/Retailers in Wisconsin are not exempt.

## SCHEDULE 3 – NONTAXABLE SALES

Enter on this schedule only nontaxable sales of tobacco products. Include samples, "free" and promotional product sent to and sales to any person or business in Wisconsin who has a Wisconsin TPD permit. Do not confuse this permit with a retail license for tobacco products.

## ADDITIONAL INFORMATION

1. An invoice must accompany the product at the time of delivery.
2. When tobacco products are returned to you by Wisconsin customers, issue a credit invoice and enter the transaction as a negative amount in brackets ( ) on the appropriate schedule.
3. It is not necessary to enter sales of tobacco products 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.
4. When the tobacco products shipped is less than the amount shown on the invoice, issue a credit invoice for the difference and report it as a negative sale (immediately below the original invoice if possible) and labeled "short."
5. When tobacco products that you reported as short during a prior month are shipped in a subsequent month, issue a new invoice (reference the original invoice) and enter the amount you shipped on the appropriate schedule.