



## Uniform Tobacco and Vapor Products Transaction Schedule – Instructions

This schedule is used to report all transactions related to receipts and disbursements of tobacco and vapor products.

### Introduction

Form TT-101, *Uniform Tobacco and Vapor Products Transaction Schedule*, is an attachment to your monthly Wisconsin Tobacco and Vapor Products Tax Return (Form TT-100) to report purchases, related credits, and sales.

### Due Date

This schedule is due 15 days after the close of the month as an attachment to Form TT-100.

### Filing Method

This schedule must be filed electronically through My Tax Account (MTA) or by a department approved XML schema.

### Definitions

**Delivery Seller** – For Wisconsin purposes, a person who holds a remote retail seller permit from the Wisconsin Department of Revenue.

**Remote Retail Sale** – Any sale of cigars or pipe tobacco to a consumer if –

- the consumer orders by telephone or other method of voice transmission, the mail, or the Internet or other online service, or the seller is otherwise not in the physical presence of the buyer when the request for purchase or order is made; or
- the cigars or pipe tobacco are delivered to the buyer by common carrier, private delivery service, or other method of remote delivery, or
- the seller is not in the physical presence of the buyer when the buyer obtains possession of the cigars or pipe tobacco.

### Schedule Details

**Schedule Code** – There are two types of schedules that show movement of product. Refer to the electronic filing [Table of Codes](#).

- **Schedule Codes 1A-1D** provide detail in support of tobacco and vapor products received. Each receipt of product is listed on separate lines.
- **Schedule Codes 2A-2D** provide detail in support of tobacco and vapor products disbursed. Each disbursement of product is listed on separate lines.

**Document Date** – Enter the date as provided on the vendor’s invoice. When multiple dates are listed on the invoice, the document date is the date the product is picked up by the carrier for delivery.

**Document Number** – Enter the vendor’s invoice number as provided on the invoice.

**Type of Customer** – Enter the appropriate code for the type of customer. Refer to the electronic filing [Table of Codes](#).

**Name** – Enter the name of the entity purchased from or sold to, depending on the type of transaction being reported. Report the entity as invoiced. Invoices are to show the name(s) and address(es) of permittees as permitted or licensed (legal name, “doing business as” name (DBA) and street address).

**Address, City, State, and Zip Code** – Enter the physical address, city, state, country and zip code of the entity purchased from, sold to, or shipped/billed to depending on the type of transaction being reported. Do not enter Post Office box information. More than one address may be entered.

**Customer FEIN** – Enter the Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number. The FEIN is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

**Customer ID** – Enter the Wisconsin tax ID number of your customer.

**Description** – Enter the type of tobacco or vapor product.

- **Federal** – Enter the type of tobacco or vapor product based on the Federal definition. Refer to the electronic filing [Table of Codes](#).
- **State** – Enter the type of tobacco or vapor product based on Wisconsin’s statutes and regulations. Refer to the electronic filing [Table of Codes](#).

**MSA Status** – If RYO is entered as the Fed type, you must enter OPM, SPM, or NPM to indicate if the RYO was manufactured by an original participating, subsequent-participating, or non-participating manufacturer to the Master Settlement Agreement.

## Uniform Tobacco and Vapor Products Transaction Schedule – Instructions (*continued*)

**Price** – Enter the actual cost of the cigars or pipe tobacco for this line item.

**Tax Jurisdiction** – Enter the appropriate taxing jurisdiction code. Refer to the electronic filing [Table of Codes](#).

**Product Description** – Enter a narrative description of the product being reported. This information is typically taken from the line item on the invoice.

**Manufacturer** – If RYO is entered as the Fed type, enter the manufacturer of the product being reported. Refer to the reporting state’s tobacco directory.

**Manufacturer FEIN** – Enter the Federal Employer Identification Number of the Manufacturer of the product being reported.

**Brand Family** – Enter the brand name for the product being reported.

**Unit Description** – Refer to the electronic filing of Tobacco [Table of Codes](#).

**Unit** – Enter the lowest number of consumable units in the retail package being reported.

**Weight/Volume** – Enter the total weight or volume of the retail package being reported.

**Value** – Enter the dollar value for the unit of the product being reported. For Wisconsin, the excise tax base is as follows:

- Tobacco Products (other than moist snuff, cigars, pipe tobacco, and vapor products – 71% of the manufacturer’s established list price
- Moist Snuff – 100% of the manufacturer’s established list price
- Cigars – The lower of 71% of the actual cost to distributors or remote retail sellers or 50 cents per single cigar
- Pipe Tobacco – 71% of the actual cost to distributors or remote retail sellers
- Vapor Products – 5 cents per milliliter

**Quantity** – Enter the total quantity of the retail package being reported.

**Stick Count** – If large or small cigar is entered as the Fed type, multiply the “unit” by quantity. If RYO is entered as the FED type, divide the total ounces by .09.

**Extended Taxable Amount** – Multiply the “quantity” by either the “unit”, “weight”, or “value.” Check with the specific state into which the tobacco or vapor products are being shipped for any rules regarding rounding which may apply.

**Delivery Service** – Enter only if you are a delivery seller.

### Assistance

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

- Access My Tax Account (MTA)
- Complete electronic fill-in forms
- Download forms, schedules, instructions, and publications
- View answers to commonly asked questions
- E-mail us for assistance

#### Madison Office Location

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Email: [DORExcise@wisconsin.gov](mailto:DORExcise@wisconsin.gov)

#### Mailing Address

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Wisconsin Department of Revenue  
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### Additional Information

[Publication 304](#), *Cigarette, Tobacco, and Vapor Products Tax and Regulatory Information*