

**DEPARTMENT OF FINANCE - BUSINESS TAX UNIT**

900 E. Broad Street, Room 103
 Richmond, VA 23219
 Phone (804) 646-6498 Fax (804) 646-5641

CIGARETTE SHELF TAX STAMP ORDER FORM (RETAILERS)

Business Name:	Federal Tax ID #:	BPOL/STC-10C #:	(Office Use Only - Business Tax Unit)
Street Address:			
City:	State:	Zip Code:	
Contact Person:	Phone Number:	Email:	
			Wholesaler: __Yes __No Reseller: __Yes __No If Reseller BPOL #: _____ Approved By: _____ Approval Date: _____

	Quantity	Stamps	Roll Tax Value	Tax Value
1		Sheet (20) (80 stamps @ \$.50) @	\$40.00 Ea.	\$
2		Sheet (25) (80 stamps @ \$.625) @	\$50.00 Ea.	\$
3	Total Tax Value This Order (Sum of Lines 1 & 2):			\$
4	Amount Due:			\$
5	Amount Paid*:			\$

Shipping Instructions (Verify Terms with Courier)	
Courier Name:	Account # (For Billing Purposes):
Shipping Insurance Required? ____ Yes / ____ No	If Shipping Insurance, Amount:
Authorized Signature:	Date:

Mail Order Form City of Richmond
and Payment* or Attn: Cash Operations Unit – Cigarette Tax Stamps
Bring in Person 900 E. Broad Street, Room 102
to: Richmond, VA 23219

(Office Use Only - Cash Operations Unit)	
Date Order Received:	Check #:
Beginning Serial #:	Ending Serial #:
Courier Shipping/Tracking #:	
CASHIER: USE MISCELLANEOUS FIN034 - CIGARETTE TAX 0100-02510-41018-1159	

* Payment is accepted in multiple forms. Business and personal checks are accepted but will require a period to clear – as such they are not recommended for in person orders. Payments made with cashier’s checks, credit/debit, cash, or ACH/wire transfer will be fulfilled immediately. For ACH/wire instructions please contact the Cash Operations Unit at (804) 646-6498.