

Instructions For Alaska Cigarette Tax Stamp Order Form

General Instructions

The Alaska cigarette excise tax authorized by AS 43.50 must be paid through the use of cigarette tax stamps. Cigarette tax stamps are required to be affixed to packages of cigarettes before sale or distribution in the state. Form 620 is used to purchase cigarette tax stamps. You may order stamps more than once during any month. This form must be completed each time you order tax stamps. You may also designate someone to order and possess cigarette tax stamps on your behalf by completing Form 625 and filing it with the Tax Division.

Specific Instructions

Line 1 - Cigarette tax stamps are available in three denominations, 20 cigarettes per pack and 25 cigarettes per pack for PM cigarettes and 20 cigarettes per pack for NPM cigarettes. The 20 cigarettes per pack stamps are available for machine application in rolls of 15,000 and for hand application in lots of 150. The 25 cigarettes per pack stamps are available only for hand application in sheets of 150. Stamps may not be ordered in quantities smaller than 150.

PM cigarettes are cigarettes manufactured by those companies that signed the tobacco master settlement agreement. NPM cigarettes are cigarettes manufactured by those companies that did not sign the tobacco master settlement agreement. A list of PM and NPM cigarettes approved for sale in Alaska can be found on our website at www.tax.alaska.gov/Tobacco.

Line 2 - Enter the number of rolls, lots, and/or sheets you wish to purchase.

Line 3 - Multiply the number of rolls, lots, and sheets indicated in line 2 by the number of stamps identified in line 1. Enter the product here. This is the total number of stamps you wish to purchase with this order.

Line 5 - Multiply the total numbers of stamps on line 3 by the value of each stamp indicated on line 4.

Line 6 - Add the amounts in all columns from line 5 and enter the sum here. This is your total cigarette tax due on this purchase of cigarette tax stamps.

Line 7 - Enter the amount of tax you have paid or are paying with this order. If you are approved for a deferred payment plan and will be making a deferred payment for this order, enter zero here. Otherwise the amount you have paid or are paying must equal the tax due as calculated on line 6.

Filling Stamp Orders

Stamp orders received before 10:00 a.m. AST will be filled on the same day if you have been pre-approved to purchase tax stamps under a deferred payment plan. Otherwise, stamp orders will be filled once verification of funds has been received by the Department. In all cases, stamps will be available for pick-up or mailing between the hours of 11:30 a.m. and 3:30 p.m. daily. Orders received after 10:00 a.m. will be available for pick-up between the hours of 11:30 a.m. and 3:30 p.m. the next business day. *Under no circumstances will stamp orders be filled on a walk-in basis.*

Payment for Cigarette Tax Stamps

Payment for cigarette tax stamps is due at the time the stamps are ordered unless you have been approved to purchase cigarette tax stamps on a deferred payment basis. You may request to pay under a deferred payment plan by posting a bond and completing Form 623, Application to Purchase Cigarette Tax Stamps on Deferred Payment Basis. If approved for deferred payment, payment is due by the end of the month following the month in which you purchased the tax stamps. Remit payment with your monthly tax return, Form 522. If the amount due on the return is \$100,000 or more, you are required to make a payment using our free Online Payment System (OTIS) or wire transfer or in accordance with 15AAC 05.310.

If you are not approved for deferred payment, payment must be made by certified or cashier's check, U.S. postal money order, cash, OTIS or wire transfer.

Payment Options

Pay your taxes using the Online Tax Information System (OTIS) at www.tax.alaska.gov. Note that you must be an existing taxpayer with the Tax Division to pay electronically. If you are a first-time taxpayer, contact the Tax Division at 907-465-2320 or visit www.tax.alaska.gov for information.

ACH Debit (EFT) - OTIS accommodates Automated Clearing House (ACH) debit payments. **If your bank account has a debit block, your online payment request will be rejected by your bank. Rejected payments may result in late payment penalties and/or interest.**

If you think your bank account has a debit block, contact your bank before making an online payment to register the State of Alaska as an authorized ACH debit originator. The company ID for the Alaska Department of Revenue is 0000902050.

ACH Credit (Credit Cards) - OTIS does not accept ACH credit or credit card transactions.

Wire Transfers - If you are paying by wire transfer, log on to the OTIS website at www.tax.alaska.gov for instructions.

Checks - Note that if your total payment exceeds \$100,000 you are required to pay electronically or by wire transfer. If you are paying by check, make your check payable to the State of Alaska and mail it with your return to:

TAX DIVISION
ALASKA DEPARTMENT OF REVENUE
PO BOX 110420
JUNEAU AK 99811-0420

Shipping Cigarette Tax Stamps

Cigarette tax stamps must be picked up at the Tax Division's Anchorage office at 550 West 7th Avenue, Suite 500 by the licensee or the licensee's agent or designee. Alternatively, the licensee may request that the stamps be shipped or transported in a manner specified by the licensee by completing Form 621 and filing it with the Tax Division prior to ordering stamps. The licensee is responsible for all costs incurred to ship stamps and bears all risk of possible loss or damage while the stamps are in

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transit. *A refund or credit will only be given for lost or damaged stamps if the shipping company substantiates the loss or damage and damaged stamps are returned to the Department.*

Signature

Form 620 must be signed and dated by the licensee or the licensee's designee. Unsigned forms will not be accepted.

Where to Send Form 620

TAX DIVISION
DEPARTMENT OF REVENUE
550 W 7TH AVENUE STE 500
ANCHORAGE AK 99501

It may also be faxed to 907-269-6644.

Questions

If you have questions about this form, please contact the Tax Division at 907-269-6620 or dor.tax.cigarette@alaska.gov.