

# Instructions for Alaska Transfer of Cigarette Tax Stamps

## General Instructions

Effective January 1, 2004, the 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. Cigarette licensees may not sell, exchange or transfer unaffixed cigarette tax stamps without prior written approval by the Department of Revenue. Form 622 is used to request approval for the transfer of cigarette tax stamps.

If this transfer is approved, the number of stamps transferred as reported in Part III, Column C must be reported on Schedule C, Cigarette and Cigarette Tax Stamp Inventory Report of form 522, Cigarette and Tobacco Products Monthly Tax Return, for the period in which the stamps were transferred.

## Questions

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

## Specific Instructions

**Part I.** Enter information regarding the licensee transferring the cigarette tax stamps.

**Part II.** Enter information regarding the licensee receiving the cigarette tax stamps.

**Part III.** Enter information regarding the cigarette tax stamps being transferred.

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 web site at:

<http://www.tax.alaska.gov/tobacco>

## Penalties

Unauthorized transfer of unaffixed stamps. A licensee may not sell, exchange or otherwise transfer stamps not affixed to a package of cigarettes to another person without the prior written approval of the Department. The Department may assess a civil fine of not less than \$1,000 nor more than \$10,000 for a violation of this provision.

## Signatures

Form 622 must be signed and dated by the licensee transferring the cigarette tax stamps and the licensee receiving the cigarette tax stamps.

## Where to Send Form 622

TAX DIVISION  
ALASKA DEPARTMENT OF REVENUE  
550 W 7TH AVE STE 500  
ANCHORAGE AK 99501-3566

After the form has been approved or unapproved, a copy will be returned to both the licensee transferring the cigarette tax stamps and the licensee receiving the cigarette tax stamps. The form may also be faxed to 907-269-6644.