



## Instructions for Completing Form 4256, T-108: Schedule of Other Tobacco Product Sales (Disbursements)

This schedule along with the return must be filed each month by all Michigan Licensed Wholesalers and Unclassified Acquirers of Other Tobacco Products. A return must be filed even if you do not have any tax due. In this instance simply check the "No Tax Due" box on the WT-100 or AT-100 form, sign the return and send it to the department.

### How to Complete This Schedule

Check the appropriate box to indicate the schedule type. Only mark one schedule type per form. Use a single line for each transaction or invoice. In some instances an invoice may be recorded more than once if there is more than one manufacturer's product on the invoice. Invoices that contain NPM's product must be recorded by each brand purchased from the NPM. Invoices that have more than one NPM Brand of Roll-Your-Own must have a separate line entry to report each different brand name.

### Schedule Descriptions

**Schedule T-108a:** This schedule is to be used to record all untaxed OTP transferred to in-state Michigan Wholesalers from out-of-state Unclassified Acquirers.

**Schedule T-108b:** This schedule is to be used to record all tax paid OTP sales to your Michigan Customers that were disbursed from your tax-unpaid inventory. Unclassified acquirers located in Michigan if you did not sell the product to another business enter your name as the Michigan Customer.

**Schedule T-108c:** This schedule is to be used to record all tax paid OTP sales to your Michigan Customers that were disbursed from your tax-paid inventory.

**Schedule T-108d:** This schedule is to be used to record all tax unpaid sales to Federal Agencies located in Michigan.

**Line 1.** Enter your business name as it appears on the tobacco tax license.

**Line 2.** Enter the account number (FEIN, TR or ME Number) that appears on your tobacco tax license.

**Line 3.** Enter the license number from your state of Michigan Tobacco Products License.

**Line 4.** Enter the tax period for which you are reporting. (i.e. 01/2005).

**Schedule Type:** Select the appropriate schedule type. (Choose one).

**Column 5.** Enter the date the tobacco products were shipped to a Michigan customer. Unclassified acquirers located in Michigan if you did not sell the product to another business enter the date you received the product.

**Column 6.** Enter the date on the invoice. Unclassified acquirers located in Michigan if you did not sell the product to another

business enter the date on the the purchase invoice.

**Column 7.** Enter the invoice number. Unclassified acquirers located in Michigan if you did not sell the product to another business enter the invoice number on the the purchase invoice.

**Column 8.** Enter the branch code if you have more than one location that submits its tax information under the same FEIN. The branch code is the State of Michigan License number assigned to the branch. Unclassified acquirers located in Michigan if you did not sell the product to another business enter your branch code, if applicable

**Column 9.** Enter the federal employer identification number of the company that you sold the tobacco to. Unclassified acquirers located in Michigan if you did not sell the product to another business enter your federal identification number.

**Column 10.** Enter the name of the person/business whom the product was sold to. Unclassified acquirers located in Michigan: if you did not sell the product to another business enter your name.

**Column 11.** Enter the two-digit code indicating the type of business you sold to. Visit [www.michigan.gov/tobaccotaxes](http://www.michigan.gov/tobaccotaxes) to obtain the codes. Unclassified acquirers located in Michigan: if you did not sell the product to another business enter your business type.

**Column 12.** Enter the city that the company that purchased the tobacco products is located in. Unclassified acquirers located in Michigan: if you did not sell the product to another business, enter the city you are located in.

**Column 13.** Enter the state that the company that purchased the tobacco products is located in. Unclassified acquirers located in Michigan: if you did not sell the product to another business, enter the state you are located in.

**Column 14.** Enter the wholesale price which is defined as the actual price paid for the tobacco product including any tax, excluding any discounts.

**Complete columns 15 through 19 only if the roll-your-own that you are reporting is manufactured by a non-participating manufacturer.**

**Column 15.** Enter the Federal Employer Identification Number, TR ME Number of the NPM.

**Column 16.** Enter the Name of the NPM.

**Column 17.** Enter the Non-participating manufacturer's three-digit brand code for Roll-Your-Own that can be obtained from our website [www.michigan.gov/tobaccotaxes](http://www.michigan.gov/tobaccotaxes).

**Column 18.** List each brand of the NPM's Roll-Your-Own that was sold on a separate line for each invoice number. Some invoices may be recorded more than once.

**Column 19.** Enter the total weight of Roll-Your-Own sold for each manufacturer's brand.

**Line 20.** Total the wholesale price column and carry over to WT-100 and AT-100.

**Line 21.** Total the ounces column.

### Due Date

Your return is due 20 days after the close of the month. To be timely filed, a return must be postmarked on or before the 20th of the month following the reporting period.

### Late filed Returns

Returns which are not timely filed are subject to the following statutory charges:

1. No tax due return \$10.00 a day up to \$400.00.
2. Interest on tax due accrues at 1% above current prime rate; adjusted on 1/1 and 7/1 each year.
3. Penalty is 5% of tax due if not more than 2 months late with an additional 5% penalty for each additional month or fraction of month late. Maximum penalty 25%.

### Assembling Your Return for Mailing

Assemble the supporting schedules that you attach to your return (WT-100 or AT-100) in ascending numerical order (i.e. T-101, T-102, etc.).

### Record Keeping

You must keep a complete copy of your return and all records pertaining to your business for at least four years. The records must be kept in a place and manner easily accessible for review by department representatives.

### Assistance

You may contact the Tobacco Taxes Unit by phone at (517) 636-4630, by Fax at (517) 636-4631, by e-mail at [treas\\_tobaccotaxes@michigan.gov](mailto:treas_tobaccotaxes@michigan.gov). Mailing address: Tobacco Taxes Unit, P.O. Box 30748, Lansing, MI 48909. Information and forms are available at [www.michigan.gov/tobaccotaxes](http://www.michigan.gov/tobaccotaxes).

### License Cancellation

See instructions on WT-100 or AT-100.

### Name/Address/Ownership Changes

See instructions on WT-100 or AT-100.

### Mailing Address

Mail completed return and schedules with the appropriate payment to:

Michigan Department of Treasury  
P.O. Box 77628  
Detroit, MI 48277