

# Oregon Cigarette Tax Stamp Order Form

## Tax Year 2013

Form  
**510**

Revenue use only	
Date received	
License number	BIN number
• <b>510</b> •	• <b>13</b> •
Program code	Year
• <b>1</b> •	• <b>1</b> •
Period	Liability
	• <b>\$</b>
Payment amount	

Business name			Courier name		Service type			
Shipping address			Remarks					
City		State					ZIP code	
Courier confirmation information								

Please mark one box:  **Cash purchase**  
 **Deferred purchase**

Revenue use only	Distributor use (please complete)			
Type of stamps	Number of stamps	Number of each	Purchase price of each roll or pad	Total price
<b>20S</b> — Minimum purchase 1 pad (1,000 \$1.18 stamps) # _____ — _____	<b>1a</b>	<b>1b</b> Pads	X \$ 1,180 =	<b>1</b> \$
<b>Wide 20S</b> — Minimum purchase 1 roll (7,200 \$1.18 stamps) # _____ — _____	<b>2a</b>	<b>2b</b> Rolls	X \$ 8,496 =	<b>2</b> \$
<b>Marlboro</b> — Minimum purchase 1 roll (7,200 \$1.475 stamps) # M- _____ — M- _____	<b>3a</b>	<b>3b</b> Rolls	X \$ 10,620 =	<b>3</b> \$
<b>Large roll</b> — Minimum purchase 1 roll (30,000 \$1.18 stamps) # _____ — _____	<b>4a</b>	<b>4b</b> Rolls	X \$ 35,400 =	<b>4</b> \$
# _____ — _____	<b>5a</b> Total number of stamps		<b>Total order (add boxes 1–4)</b>	<b>5</b> \$
# _____ — _____			<b>Subtract discount (total number of stamps X 0.004 discount rate)</b>	<b>6</b> —
# _____ — _____			<b>Net amount due (box 5 minus box 6)</b>	<b>7</b> \$
# _____ — _____	<p style="margin: 0;"><b>See next page for complete instructions.</b> Deferred customers may fax your order to: Cigarette Tax, 503-947-2255. <b>Please retain a copy of your order for your records.</b></p>			

Distributor use			
Distributor's authorized signer <b>X</b>	Print name	Date / /	Telephone number ( )
Authorized signer for pick-up <b>X</b>	Print name	Date / /	Telephone number ( )

Revenue use only				
Order entered by	Order number	Order filled by	Order verified by	<b>Stamp Inventory System:</b> Order input by
Date entered / /		Date filled / /	Date verified / /	Date / /

## Instructions for ordering cigarette tax stamps

**Note: You must use this form in this format for EACH new order.**

### Complete the Distributor Use area

You must fill in your license number, business identification number (BIN), name, shipping address, city, state, ZIP code, and all courier information. If your order is missing information, it may be returned to you for completion.

**1a–5a: Number of stamps.** Enter number of each type of stamp ordered in appropriate boxes 1a through 4a. Add amounts in boxes 1a through 4a and put total in box 5a.

**1b–4b: Number of each.** Enter the number of pads or rolls ordered in appropriate boxes 1b through 4b.

**1–4: Total price.** Calculate the total price for each type of stamp ordered. Enter the amounts in boxes 1 through 4.

**5: Total order.** Add amounts in boxes 1 through 4. Enter total in box 5.

**6: Calculate discount amount.** To calculate your discount:

Multiply the **Total number of stamps** (box 5a) by the discount rate. The discount rate is \$0.004 per stamp. **Do not** multiply the discount rate by the tax value or purchase price of stamps.

Enter your discount amount in box 6.

**7: Net amount due.** Total order amount (box 5), less discount amount (box 6) equals your net amount due. Enter the net amount due in box 7. This is the amount to pay with your order, or you may defer payment if you have a deferred payment account.

**Mail your order and payment** (payment must be by cashier's check or money order) **to:**

Cigarette Tax  
Oregon Department of Revenue  
PO Box 14630  
Salem OR 97309-5050

Deferred customers may fax orders to:

Cigarette Tax, 503-947-2255.  
Confirm receipt at 503-947-2279.

**Please title your fax cover sheet "Attention Stamp Orders."**

**The deadline to fax a deferred order is 11:00 am.**

*If you fax your order:* When you send the payment with the order form on a previously faxed order, be sure to write on the order: **"COPY ONLY—DO NOT FILL. Order previously faxed."** This will prevent duplicate orders being sent to you.

**For customers who want to pick up stamps:**

Please remember that your order will be available for pick up **after 1:30 p.m., Monday–Friday.**

Please **do not use** stamp order forms when only making a payment towards cigarette tax amounts owing unless it was a previously **faxed** order as indicated above.

### Taxpayer assistance

**General tax information** ..... [www.oregon.gov/dor](http://www.oregon.gov/dor)  
Tax Services..... 503-378-4988  
Tax Services: Toll-free from Oregon prefix ... 1-800-356-4222  
Salem Special Programs Admin. Unit ... 503-945-8120  
Salem tip line ..... 503-947-2106  
Toll-free tip line ..... 1-866-840-2740

### Asistencia en español:

Salem..... 503-378-4988  
Gratis de prefijo de Oregon ..... 1-800-356-4222

### TTY (hearing or speech impaired; machine only):

Salem..... 503-945-8617  
Toll-free from Oregon prefix..... 1-800-886-7204

**Americans with Disabilities Act (ADA):** Call one of the help numbers for information in alternative formats.