

Indiana Department of Revenue  
**Uniform Tobacco Transaction Schedule**  
**Transactions**

Include all transactions related to the receipts and disbursements of tobacco products.

- ☐ Amended
- ☐ No Activity

| Reporting Period (MM-YYYY) | Document Date | Document Type | Document Number | Schedule Code | Type of Customer | TID and Location |
|----------------------------|---------------|---------------|-----------------|---------------|------------------|------------------|
|----------------------------|---------------|---------------|-----------------|---------------|------------------|------------------|

| Purchased From, Sold To, Ship/Bill To |                                                        |       |                                     |          |
|---------------------------------------|--------------------------------------------------------|-------|-------------------------------------|----------|
| Name                                  | Customer Federal Employer Identification Number (FEIN) |       | Customer Indiana Distributor Number |          |
| Street Address                        | City                                                   | State | Country                             | ZIP Code |

[illegible]

\*Price is required for For Delivery Sellers only

### Delivery Service – Required for Delivery Sellers Only

| Name | FEIN | Address, City, State, ZIP | Phone Number |
|------|------|---------------------------|--------------|
|------|------|---------------------------|--------------|

## Instructions for Uniform Tobacco Transaction Schedule

This schedule is used to report all transactions related to receipts and disbursements of other tobacco products.

### Document Information from the Invoice

**Document Date.** Enter the date as provided on the vendor/customer invoice or other document. When multiple dates are listed on the invoice, the document date is the date the product is picked up by the delivery carrier.

### Document Type

- Invoice
- Purchase Order
- Credit Memo
- Affidavit
- Returned Goods Authorization
- Confirmation
- Bill of Lading
- Other

**Document Number.** Enter the invoice or other document number as provided.

**Schedule Codes.** Schedule of Receipts and/or Schedule of Disbursements.

Please enter the schedule code used for the movement of product.

- 1A – OTP received from a manufacturer or first importer
- 1B – OTP received from a person other than a manufacturer or first importer, (e.g., a wholesaler, distributor, or other licensee)
- 1C – OTP received from a customer
- 1D – OTP received by a manufacturer or first importer from a person other than a manufacturer or first importer, (e.g., a wholesaler, distributor, or other licensee)
- 2A – OTP disbursed by a manufacturer or first importer
- 2B – OTP disbursed to a person other than a manufacturer or first importer, (e.g., a wholesaler, distributor, or other licensee)
- 2C – OTP disbursed to a customer
- 2D – OTP returned to the manufacturer or importer

**Type of Customer.** Enter the appropriate customer type.

- Distributor
- Manufacturer
- Retailer
- Sub jobber
- Employee
- Customer
- Wholesaler
- Delivery Seller
- Native American
- Military
- Government
- Interbranch Transfer
- Distribution Center

### Customer Information

- Name
- Street address
- City, State, Country, ZIP Code
- Federal Employer Identification Number (FEIN)
- Indiana Distributor Number

### Federal Description

- Chewing Tobacco
- Cigarette
- Cigarette Paper
- Cigarette Tube
- Large Cigar
- Pipe Tobacco
- Roll Your Own
- Small Cigar
- Snuff
- Alternative Nicotine Product
- E-liquid Product
- Vapor Products
- Other

### State Description

- INOTP1 – All OTP except Moist Snuff, Alternative Nicotine Products and Closed System Cartridges (wholesale price)
- INOTP2 – Cigars capped at \$3.00 each (Any cigar tax under \$3.00 should be “INOTP1”)
- INOTP3 – TBD for future use
- INOTP4 – TBD for future use
- INECG1 – Electronic Cigarette (Reserved for PACT-Act Filers)
- INANP1 – Alternative Nicotine Products (ounces)
- INMS1 – Moist Snuff (ounces)
- INCSC1 – Closed System Cartridges (wholesale price)

### MSA Status

- OPM – Original Participating Manufacturer
- NPM – Non-Participating Manufacturer
- SPM – Subsequent Participating Manufacturer
- N/A – Not Applicable
- PM – Participating Manufacturer
- NPM1 – Non-Participating Manufacturer 1
- NPM2 – Non-Participating Manufacturer 2
- NSM – Texas

**Price.** Enter the sales price of the tobacco product. **Required For Delivery Sellers only.**

**Tax Jurisdiction.** Enter the applicable tax jurisdiction code. Refer to the Electronic Filing Guide Table of Codes.

**Product Description.** Enter a narrative description of the product being reported.

**Manufacturer.** Enter the manufacturer of the product being reported. Refer to reporting state's tobacco directory.

**Manufacturer FEIN.** Enter the Federal Employer Identification Number of the manufacturer of the tobacco product being reported.

**Brand Family.** Enter the brand family for the product being reported. This should agree with the UPC identified in the UPC number field.

**Unit.** Enter the lowest number of consumable units in the retail package being reported.

**Unit Description**

- PAK – Pack
- STK – Stick
- BOX – Box
- ECH – “Eaches” (each defined unit of taxable product)
- BAG – Bag
- TIN – Tin
- FOI – Foil
- CAN – Can
- BUL – Bulk
- TUB – Tub
- PCH – Pouch
- BUN – Bundle
- PLG – Plug
- CUT – Cut
- BOT – Bottle
- JAR – Jar
- OTH – Other

**Weight/Volume.** Enter the total weight (tobacco products) or volume (vape products) of the retail package being reported.

**Value.** Enter the dollar value for the product being reported.

**Quantity.** Enter the total quantity of the retail package being reported.

**Stick Count.** If large or small cigar is entered as the Fed Description, multiply the “unit” by quantity.

**Extended Taxable Amount.** Multiply the “quantity” by either the “unit,” “weight,” or “value.” Check the state guide for calculations for each State Description Type. All values should be rounded to five decimal places.

**UPC Number.** Enter the Universal Product Code (UPC) assigned to the product brand you are reporting.