

## Application for Non-Cigarette Tobacco Products Stamp

Issued under the authority of P.A. 327 of 1993, as amended. Filing is mandatory. You will not receive a stamp unless this form is filed.

Treasury will approve your application and send it to the stamp manufacturer **approved by the department**. The manufacturer will deliver the stamp to you. Please pay the manufacturer directly. **Do not order a new, replacement or repaired stamp directly from the manufacturer.** Your request must be approved before the stamp can be made.

### PART 1: APPLICANT NAME AND ADDRESS

Name of Owner or Trade Name		FE, ME or TR Number	
Corporate Office Street Address	City	State	ZIP Code

Reason for Stamp Order:

#### Enter Quantity

Stamp For: ☐ Main Location

☐ Branch Location

New	Replacement	Repair
New	Replacement	Repair

Currently only one hand stamp manufacturer (listed below) is approved by the Michigan Department of Treasury. Any hand stamp manufacturer who wants to qualify as an approved manufacturer may apply to the Department of Treasury for approval.

Volk Corporation  
23936 Industrial Park Dr.  
Farmington Hills, MI 48335

Owner's Signature	Owner's Name	Daytime Phone Number
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### PART 2: SHIPPING ADDRESS

Provide address of Main or Branch placing Stamp Order
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### PART 3: MICHIGAN DEPARTMENT OF TREASURY APPROVAL

Stamp Number to be Inserted in Seal	Treasury Authorizing Signature
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### PART 4: MANUFACTURER ENDORSEMENT

A stamp(s) as described above was delivered to the applicant on (date):	Manufacturer Signature
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If you have questions, call (517) 636-4630.

#### Return To:

Michigan Department of Treasury  
Special Taxes Division  
Tobacco Taxes  
P.O. Box 30474  
Lansing, MI 48909-7974  
Fax: (517) 636-4631

## **INFORMATION REGARDING USE FOR NON-CIGARETTE TOBACCO PRODUCTS (OTP) STAMP**

### **What is the purpose of the OTP stamp? When is it used?**

Generally, only licensed OTP wholesalers or unclassified acquirers receive other tobacco products in original manufacturers' shipping cases. Secondary wholesalers, vending machine operators, and retailers purchase OTP from wholesalers or unclassified acquirers that break down the products from their original manufacturers' shipping cases into smaller containers for shipment to their customers.

Since secondary wholesalers, vending machine operators, or retailers are prohibited from possessing other tobacco products in containers that do not bear the proper markings, wholesalers and unclassified acquirers **MUST** mark containers they ship to their customers with their OTP stamp. It is a violation of the Tobacco Products Tax Act (TPTA) for a secondary wholesaler, vending machine operator, or retailer to possess a shipping container without an OTP stamp of its supply source, and OTP found in unmarked containers can be seized.

**Exception:** Products in the possession of a retailer acquired from a licensed secondary wholesaler will not have an OTP stamp. Secondary wholesalers cannot purchase from the manufacturer, and are not required to have an OTP stamp. In these instances, determination regarding seizure will be based upon a review of the retailer's records.