



## **Instructions for Completing Texas Cigarette / E-Cigarette Delivery Sales Report**

### **General Information**

**Who Must File:** Sellers of cigarette or e-cigarette products who have made a delivery sale or shipped products to a Texas consumer, when the consumer submits an order for sale by telephone, mail, delivery service, through the internet or another online service.

**When to File:** All sales must be reported by the 10th day of the following month in which the sale was made.

### **Specific Instructions**

**Item a** – Taxpayer number – Enter your Texas issued 11-digit taxpayer number as shown on your Texas sales tax and use tax permit.

**Item b** – Filing period - Enter the last working day of the month covered by the report.

**Item c** – Taxpayer name – Enter your entity/taxpayer name as shown on your Texas sales and use tax permit.

**Item d** – Physical address of entity – Do not use a rural route or P.O. Box.

**Item 1** – Enter purchaser's name, address, email address and telephone number.

**Item 2** – Brand – Enter brand name.

**Item 3** – Quantity – Enter the number of cigarette packs purchased OR the quantity of e-cigarette devices and/or e-cigarette accessories (chargers, batteries or liquids).

### **For Assistance**

For questions regarding Texas cigarette/e-cigarette delivery sales, contact the Comptroller's office at 1-800-862-2260 or 512-463-3731.

**Mail your completed form to:**  
Comptroller of Public Accounts  
P.O. Box 149361  
Austin, TX 78714-9361