

# Monthly Pact Act Report — Cigarette Sales (Traditional and Roll-Your Own)

Use this form to report cigarette sales as defined by 15 U.S. Code 375-378.

PART 1: IDENTIFY YOUR BUSINESS				
Name (please print)				Reporting Period (MM/YYYY)
State Identification Number	Federal Employer Identification Number (FEIN)		E-mail Address	
Location Address (number and street)	City	State/Province	ZIP Code	Country/Territory
Mailing Address	City	State/Province	ZIP Code	Country/Territory

PART 2: IDENTIFY YOUR SALES				Total Cigarette Sticks Sold *	Sales Price (\$) **
Customer Name*	Type of Customer	Fed Desc	Brand Family*		
Address*					
Invoice Date	Invoice Number	Quantity			
Customer Name*	Type of Customer	Fed Desc	Brand Family*		
Address*					
Invoice Date	Invoice Number	Quantity			
Customer Name*	Type of Customer	Fed Desc	Brand Family*		
Address*					
Invoice Date	Invoice Number	Quantity			
Customer Name*	Type of Customer	Fed Desc	Brand Family*		
Address*					
Invoice Date	Invoice Number	Quantity			
Customer Name*	Type of Customer	Fed Desc	Brand Family*		
Address*					
Invoice Date	Invoice Number	Quantity			
Customer Name*	Type of Customer	Fed Desc	Brand Family*		
Address*					
Invoice Date	Invoice Number	Quantity			
Customer Name*	Type of Customer	Fed Desc	Brand Family*		
Address*					
Invoice Date	Invoice Number	Quantity			
Customer Name*	Type of Customer	Fed Desc	Brand Family*		
Address*					
Invoice Date	Invoice Number	Quantity			

				Total Cigarette Sticks Sold *	Sales Price (\$) **
Customer Name*	Type of Customer	Fed Desc	Brand Family*		
Address*					
Invoice Date	Invoice Number	Quantity			
<b>Total</b>					

**PART 3: IDENTIFY YOUR DELIVERY SERVICE (Required for Delivery Sellers ONLY)**

Delivery Service Name*	Address*	Phone Number*

\* Required by PACT Act

\*\* Delivery Sellers Only

**PART 4: CERTIFICATION**

*I declare under penalties of perjury that I have examined this report and all attachments and, to the best of my knowledge and belief, it is true, correct, and complete.*

Signature of Responsible Party	Responsible Party's Name (Please print)	Title	Phone Number	Date

## INSTRUCTIONS FOR FORM 4855, Monthly Pact Act Report — Cigarette Sales Report

If you are a person who sells, transfers or ships cigarettes and/or transfers or ships roll-your-own tobacco into the state of Michigan, **you are required by Federal Law to file this report (Form 4855)** with the state of Michigan. Note that sales of Little Cigars, Smokeless Tobacco, or Electronic Nicotine Delivery Systems must be reported on separate forms.

Complete this report to show each invoice reflecting a sale of cigarettes and/or invoice reflecting a sale of roll-your-own tobacco into Michigan and every brand and quantity of cigarettes listed on each of those invoices.

This report is due by the 10th day of the month following the month in which the cigarettes were shipped. Mail the completed report to:

Michigan Department of Treasury  
Tobacco Tax Enforcement  
P.O. Box 30140  
Lansing, MI 48909

It is important to note that other requirements of Michigan law may apply to persons who sell or plan to sell cigarettes or other tobacco products in, or into, Michigan. These requirements may include, but are not limited to, licensing and stamping of tobacco products. Note, too, that Michigan imposes serious penalties on those who violate these laws. If you have any questions about your responsibilities, contact the Tobacco Tax Enforcement Unit at 517-636-0680.

Per the **Federal PACT Act**, a cigarette is defined as: Any roll of tobacco wrapped in paper or in any substance not containing tobacco.