



**TENNESSEE DEPARTMENT OF REVENUE**  
**Delivery Service Information Report**

Please complete this form each month in full and mail to:  
 TENNESSEE DEPARTMENT OF REVENUE  
 P.O. BOX 190590  
 Nashville, TN 37219

1. Filing Period

Filing Period	
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2. Business Information

Name		FEIN	
Address			
City	State	Zip	
Telephone Number		Email Address	

3. Sales Information

Date of Shipment	Shipped to: Name	Shipped to: Address and Telephone Number	Brand Family of Cigarettes, RYO or Smokeless Tobacco	Designate C, RYO or S	Quantity Sold	Sales Price	Delivery Service Company Name	Delivery Service Company Address and Telephone Number

Title 15 U.S. code §§ 375-378, the Jenkins Act, as amended by the PACT Act, requires that any person who sells or transfers cigarettes for profit into Tennessee, must file a memorandum with DOR showing each and every shipment of cigarettes made into Tennessee during the previous calendar month. The memorandum, which is due no later than the 10<sup>th</sup> day of each month, must include the name and address of the person to whom the shipment was made and the quantity of cigarettes.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature of Preparer

\_\_\_\_\_  
 Date

## GENERAL INFORMATION

### Who must file this report?

You must file this report if you advertise, offer for sale, sell, transfer or ship for profit cigarettes, roll-your-own (“RYO”) tobacco, or smokeless tobacco into Tennessee through interstate commerce.

### When do I file?

The report is due no later than the 10<sup>th</sup> day of each calendar month for the previous calendar’s month’s shipments.

### Where to I send the report?

Send the report to:

TENNESSEE DEPARTMENT OF REVENUE  
P.O. BOX 190590  
Nashville, TN 37219

### Instructions:

1. Filing period – enter the period for which you are filing the report.
2. Business Information – enter the business name, FEIN, address, telephone number, and E-mail address.
3. Sales Information
  - Date of Shipment – enter the date the tobacco product was shipped.
  - Shipped To: Name – Enter the name of the person to whom the tobacco product was shipped.
  - Shipped To: Address & Telephone Number – enter the street address and telephone number of the person to whom the tobacco product was shipped.
  - Brand Family – enter the brand family of the cigarettes, RYO, or smokeless tobacco shipped.
  - Designate C, RYO, or S – Designate the type of product shipped as follows: Enter “C” for cigarettes, “RYO” for roll-your-own tobacco and “S” for smokeless tobacco.
  - Quantity sold – enter the quantity sold. For cigarettes, enter the **number of sticks** sold. For RYO and smokeless tobacco, enter the **number of ounces** sold.
  - Sales price – enter the sales price for the tobacco product sold.
  - Delivery Service Company Name – enter the name of the delivery service company used to ship the tobacco product.
  - Delivery Service Company Address and Telephone Number – enter the street address and telephone number of the delivery service company used to ship the tobacco product.