

# Form TP-1 Instructions

## General Instructions

### Who must file Form TP-1?

You must file Form TP-1, Tobacco Products Tax Return, if you are an Illinois-licensed distributor of tobacco products (excluding cigarettes). A distributor is any person engaged in the business of selling tobacco products to retailers (and in some cases to consumers) in Illinois. Distributors include

- in-state manufacturers and wholesalers;
- out-of-state manufacturers and wholesalers who have nexus in Illinois; and,
- retailers who purchase tobacco products directly from unlicensed out-of-state suppliers.

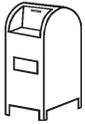
You have nexus in Illinois if you

- have a business site in Illinois; or
- have or maintain within Illinois, directly or by subsidiary, - an office or an agent or other representative operating in this state, even if only occasionally; or - a place (e.g., a warehouse) from which you deliver or produce tobacco products.

### When must I file Form TP-1?

You must file Form TP-1 and pay any tax due on or before the 15th day of each month to report transactions you made during the preceding month.

Mail your completed return and payment to



**ALCOHOL, TOBACCO AND FUEL DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19019  
SPRINGFIELD IL 62794-9019**

**Note:** If you prefer, you can file Form TP-1 using our WebFile program at [tax.illinois.gov](http://tax.illinois.gov).

### What if I fail to file and pay the amount I owe?

You owe a **late-filing penalty** if you do not file a processable return by the due date, a **late-payment penalty** if you do not pay the tax you owe by the date the tax is due, and a **bad check penalty** if your remittance is not honored by your financial institution. Interest is calculated on tax from the day after the original due date of your return through the date you pay the tax. We will bill you for penalties and interest. For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes. To receive a copy of this publication, visit our Web site at [tax.illinois.gov](http://tax.illinois.gov) or call us at **1 800 356-6302**.

### How long must I retain my records?

You must retain the records required to substantiate this return for at least 3.5 years from the due date of the return or the date filed, whichever is later.

### What if I need to correct a previously filed return?

If you need to correct a previously filed Form TP-1, you must complete Form TP-1-X, Amended Tobacco Products Tax Return.

### Where do I get help?

If you have questions or need help completing your return, you can call us weekdays between 8:00 a.m. and 4:30 p.m. at **217 782-6045**.

## Step-by-Step Instructions

### Step 1: Identify your business

Complete Lines 1 through 7 to identify your business.

### Step 2: Figure your cost-based tax (tobacco products *excluding* moist snuff)

Wholesale price is the established list price for which a manufacturer sells tobacco products to a distributor. In the absence of an established list price, the manufacturer's invoice price at which he or she sells the tobacco product to an unaffiliated distributor will be used as the wholesale price. The wholesale price is the price established before any discount, trade allowance, rebate, or other reduction.

**Line 8** - Write the wholesale price for tobacco products you manufactured and then sold or otherwise disposed of during the month for which you are filing this return, regardless of whether you originally manufactured the products during this month.

**Line 9** - Write the wholesale price for tobacco products you purchased and then sold or otherwise disposed of during the month for which you are filing this return, regardless of whether you originally purchased the products during this month.

### Step 3: Figure your weight-based tax (moist snuff *only*)

Beginning on January 1, 2013, "moist snuff" means any finely cut, ground, or powdered tobacco that is not intended to be smoked, but shall not include any finely cut, ground, or powdered tobacco that is intended to be placed in the nasal cavity.

**Line 18** - Write the ounces of moist snuff you manufactured and then sold or otherwise disposed of during the month for which you are filing this return, regardless of whether you originally manufactured the products during this month.

**Line 19** - Write the ounces of moist snuff you purchased and then sold or otherwise disposed of during the month for which you are filing this return, regardless of whether you originally purchased the products during this month.

### Step 4: Figure your payment

**Line 29** - If you have a credit memorandum issued to you by us and wish to apply that toward your balance due, write the amount of credit you wish to apply.

**Line 30** - **Subtract Line 29 from Line 28** to determine the amount of tax you owe. If you do not file a processable return or pay the tax you owe by the due date, you will owe additional penalty and interest. We will bill you for penalties and interest.

### Step 5: Signatures

An owner, partner, officer of the corporation, or other person who is authorized to file your returns must sign Form TP-1. If you use a tax preparer, he or she must also sign and date Form TP-1. Be sure to include a daytime telephone number where we can reach you if we have questions.

