

## Schedule K: Cigarettes and "Roll-Your-Own" (RYO) Tobacco Products Acquired from Non-Participating Manufacturers Including Importers on Record (NPM's)\*

Issued under authority of P.A. 327 of 1993, as amended. Filing is mandatory. Schedule K must be filed even though no tobacco products were acquired from NPM's.

1. Name of Licensee	3. Contact Name	▶ 5. FEIN, TR or ME No.
2. Address (No., Street, City, State, ZIP)	4. Telephone Number	▶ 6. Return Period (Year/Month)

Read the instructions on page 2 before completing this schedule. File a separate schedule for each month you are reporting. Attach additional sheets if necessary.

### PART 1 - CIGARETTES AND RYO TOBACCO ACQUIRED FROM NPM'S\*

Tobacco products purchased/acquired must also be reported on Schedule A or F. Report each brand on a separate line.

7. Date on invoice for sale into Michigan	8. Invoice Number for sale into Michigan	9. Non-Participating Manufacturer Name and Address. Use full name - no abbreviations	10. Brand Name. Use full name. No abbreviations.	11. Number of individual cigarettes Acquired/Transferred within the state	12. Quantity of RYO Acquired/Transferred within the State		
					Pounds	Ounces	Kilograms

### PART 2 - RETURNS TO NPM'S OR TRANSFERS TO OTHER STATES\*

Returns or Transfers out of Michigan must also be reported on Schedule C (R) or C (T). Use a separate line for each brand name.

13. Date on invoice of transfer from Michigan	14. Invoice Number of transfer from Michigan	15. Non-Participating Manufacturer Name and Address. Use full name - no abbreviations	16. Brand Name. Use full name. No abbreviations.	17. Number of individual cigarettes Transferred from Michigan	18. Quantity of RYO Transferred from Michigan		
					Pounds	Ounces	Kilograms

\* See definition of Non-Participating Manufacturer (NPM) on page 2 of this form.

Attach to your "Michigan Tobacco Products Tax Return" and mail to:

**This form is for reporting purposes only. It is not used for the calculation of tax.**  
If you have questions, please call the Customer Contact Division, Tobacco Tax Unit at (517) 636-4630. Deaf, hearing or speech impaired persons call (517) 636-4999 (TTY).

Michigan Department of Treasury  
P.O. Box 77628  
Detroit, MI 48277-0628

# Instructions for Schedule K (Form 3669)

## GENERAL INFORMATION

P.A. 244 of 1999 requires that manufacturer's of tobacco products who are not participating in the Master Settlement Agreement, who sell cigarettes, including "Roll-Your-Own" tobacco, within the state, either directly or through intermediaries, place funds into a qualified escrow account.

Sec. 1 (l) of Act 244 defines a tobacco product manufacturer as: "...an entity that after the date of enactment of this act directly (and not exclusively through an affiliate) meets 1 or more of the following:

- (i) Manufactures cigarettes anywhere that such manufacturer intends to be sold in the United States, including cigarettes intended to be sold in the United States through an importer (except where such importer is an original participating manufacturer that will be responsible for the payments under the master settlement agreement with respect to such cigarettes as a result of the provisions of subsection II (mm) of the master settlement agreement and that pays the taxes specified in subsection II (z) of the master settlement agreement, and provided that the manufacturer of such cigarettes does not market or advertise such cigarettes in the United States).
- (ii) Is the first purchaser anywhere for resale in the United States of cigarettes manufactured anywhere that the manufacturer does not intend to be sold in the United States.
- (iii) Becomes a successor of an entity described in subparagraph (i) or (ii)."

The definition of 'cigarette' includes "Roll-Your-Own" tobacco.

The amount to be deposited in escrow is based upon the specified rate per unit sold. 'Units sold' is measured by excise tax collected by the state on tobacco products manufactured by the Non-Participating Manufacturer (NPM).

P.A. 327 of 1993, the Tobacco Products Tax Act, requires that tax be remitted monthly for tobacco products sold by licensed Wholesalers and Unclassified Acquirers to customers within this state. Data relating to cigarettes and "Roll-Your-Own" tobacco manufactured by NPM's must be obtained from licensed Wholesalers and Unclassified Acquirers.

Sec. 7 (2) of Act 327 requires that monthly tax returns be accompanied by any information the department requires.

Licensed Wholesalers and Unclassified Acquirers are required to attach to each monthly tax return a completed Schedule K to report all cigarette and "Roll-Your-Own" tobacco acquired from NPM's during the month. The returns, with Schedule K attached, are to be filed on or before the 20th day of the month following the close of the reporting period.

**Schedule K must be filed even if there were no cigarettes or "Roll-Your-Own" tobacco products acquired from NPM's during the reporting period. Indicate "-0-" or "None" on the schedule.**

## Line-by-Line Instructions

**Line 1:** Enter your business name as it appears on your tobacco tax license.

**Line 2:** Enter the address of where correspondence is to be mailed.

**Line 3:** Enter the name of the person to contact if there are questions regarding this form.

**Line 4:** Enter the phone number of the contact person.

**Line 5:** Enter the Federal Identificaion, TR or ME number that appears on your tobacco tax license.

**Line 6:** Enter the return period that the schedule covers. A separate Schedule K must be completed for each return period.

## PART 1

Cigarettes and RYO tobacco purchased/acquired must also be reported on Schedule A or F. File a separate schedule for each month.

## PART 2

Returns to the manufacturer and transfers to other states must also be reported on schedule C (R) or C (T). File a separate schedule for each month.

**Line 7/13: Invoice Date.** This must be the invoice date indicating when the cigarettes or roll-your-own were sold for delivery into or transferred from Michigan. Complete a separate line for each invoice.

**Line 8/14: Invoice Number.** This must be the invoice number indicating when the cigarettes or roll-your-own were sold for delivery into or transferred from Michigan. Complete a separate line for each invoice.

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**Line 9/15: Non-Participating Manufacturer Name and Address.** Enter the name and address of the non-participating manufacturer (NPM) who manufactured the cigarettes or roll-your-own or, is the importer of record from outside the United States. You may visit the website [www.naag.org](http://www.naag.org) to learn which manufacturers are participating in the Master Settlement Agreement and should not be included on Schedule K, or you may contact the Tobacco Taxes Unit at (517) 636-4630 to determine if a manufacturer is an NPM including and importer of record. The NPM's full name must be entered - Do Not Abbreviate. The distributor of the cigarettes or roll-your-own is XYZ Distribution Co., however the NPM that manufactured or imported the cigarettes or roll-your-own tobacco from outside of the United States is Worlds Best Tobacco. You must enter the name Worlds Best Tobacco.

**Line 10/16: Brand Name.** Enter the full brand name (Do Not Abbreviate) of the cigarettes or roll-your-own tobacco. Complete a separate line for each brand on an invoice. If, however, the brand name comes in a variety of types, such as Kings, 100's, etc., it is not necessary to separate them.

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**Line 11/17: Number of cigarettes.** Entries on all forms must be individual cigarettes, not cases, cartons, or packs (For example, report 120,000 cigarettes, not 10 cases, 600 cartons or 6,000 packs.)

**Line 12/18: Roll-your-own tobacco.** Use the appropriate column to report one of the following: pounds, ounces, or kilograms of RYO tobacco.