

## KANSAS DEPARTMENT OF REVENUE

**APPLICATION FOR CIGARETTE LICENSES****FOR OFFICE USE ONLY**

VAL #: \_\_\_\_\_

License #: \_\_\_\_\_

Year: \_\_\_\_\_

Issue Date: \_\_\_\_\_

CHECK the box for each license that you are applying for:

- |   |                    |   |                    |
|---|--------------------|---|--------------------|
| <input type="checkbox"/> Retail Cigarette/E-Cigarette <sup>(1)</sup> Dealer's License | <b>\$25.00 ea.</b> | <input type="checkbox"/> Cigarette Vending Machine Permit   | <b>\$25.00 ea.</b> |
| <input type="checkbox"/> Show, Carnival, or Catering Cigarette Dealer License         | <b>\$50.00 ea.</b> | <input type="checkbox"/> Manufacturer Salesman License      | <b>\$20.00 ea.</b> |
| <input type="checkbox"/> Vending Machine Distributor or Dealers License               | <b>\$50.00 ea.</b> | <input type="checkbox"/> Wholesale Salesman ID Card         | <b>\$20.00 ea.</b> |
| <input type="checkbox"/> Wholesale Cigarette Dealer's License                         | <b>\$50.00 ea.</b> | <input type="checkbox"/> Temporary Retail Cigarette License | <b>\$ 2.00 ea.</b> |
|   |                    | <input type="checkbox"/> Lost License / Change of Location  | <b>\$ 2.00 ea.</b> |

<sup>(1)</sup> **Electronic Cigarettes**

Indicate when business will open: \_\_\_\_\_

**PART I — BUSINESS INFORMATION**1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Business Name Federal Employer ID Number Business Phone Number1a. \_\_\_\_\_  
DBA Name / Salesperson4. \_\_\_\_\_  
Mailing Address, City, County, State, Zip5. \_\_\_\_\_  
Exact Location of Business, City, County, State Zip6. Type of Ownership:  Individual  Partnership  Corporation  LLC  Other \_\_\_\_\_

7. Identify Owners, Officers, and Partners (use additional sheet(s) if necessary):

Name	Title	Home Address	SSN
a. _____			
Email Address: _____			Percentage of Ownership _____ %
b. _____			
Email Address: _____			Percentage of Ownership _____ %
c. _____			
Email Address: _____			Percentage of Ownership _____ %
d. _____			
Email Address: _____			Percentage of Ownership _____ %

Total Amount Enclosed \$ \_\_\_\_\_

The undersigned hereby certifies to be correct to the best of his/her knowledge and belief that all owners, partners, corporate officers and directors are of good moral character and reputation in the community in which they reside and further have not within two years preceding the filing of this application been convicted of any felony or crime involving moral turpitude or any crime involving any law of any state or of the United States pertaining to cigarettes or tobacco products and if so convicted, has completed the sentence, parole, or probation for any such conviction more than two years immediately preceding the date of making application.

**Only owner, partner, or listed corporate officer may sign this application.****SIGN  
HERE** \_\_\_\_\_  
Signature of Owner, Partner or Corporate Officer\_\_\_\_\_  
Title\_\_\_\_\_  
Date**For lost license, enclose Form CG-96 Affidavit. For change of location, enclose current license.**

**PART II — RETAIL CIGARETTE / E-CIGARETTE DEALER'S LICENSE**

Enclose a list of names and addresses of each wholesaler from whom you purchase your cigarettes/e-cigarettes.

Do you make retail sales of motor vehicle fuels or special fuels?  No  Yes If yes, you must also have a Kansas Motor Fuel Retailers License. Complete and submit an application, Form MF-53, for each retail location.

Name of company/corporation with whom you have a fuel supply agreement/retailing agreement and make retail sale of cigarette and tobacco products: (e.g., Shell, BP, Phillips 66, Conoco): \_\_\_\_\_

**PART III — CIGARETTE VENDING MACHINE OPERATOR'S MASTER LICENSE & VENDING MACHINE PERMITS**

PLEASE ENCLOSE CG-83 SEPARATE PAGE LISTING **MACHINE BRAND NAME** AND **SERIAL NUMBER** OF EACH MACHINE.

In addition to the Master License (no fee), a vending machine permit is required for each vending machine in operation. Vending machine permits are \$25.00 each for the license period.

Enclose a list of names and addresses of each wholesaler from whom you purchase your cigarettes.

Number of Permits \_\_\_\_\_ X \$25.00 = \$ \_\_\_\_\_

Distributors: Brand(s) of Machine(s): \_\_\_\_\_

**PART IV — WHOLESALE CIGARETTE DEALER'S LICENSE**

Each application must be accompanied by a \$1,000.00 Wholesale Cigarette Dealer's License Bond. Please complete and return the enclosed bond form CG-106 with this application. Your salesman must also obtain a wholesale salesman ID card. See Part VI.

For additional information on obtaining a Wholesale Cigarette Dealer's Credit Bond please contact this office at the address, email or phone number below.

**PART V — SHOW, CARNIVAL, OR CATERING CIGARETTE DEALER'S LICENSE**

PLEASE ENCLOSE **SEPARATE PAGE LISTING FOR ALL LOCATIONS** WHERE THIS LICENSE IS TO BE USED. (PERTAINING TO SHOW, CARNIVAL, OR CATERING CIGARETTE DEALER'S LICENSE ONLY)

**CAUTION:** If this license will be used at places other than listed, advance notice of designated temporary locations where cigarettes will be sold must be furnished to the Kansas Department of Revenue.

Enclose a list of names and addresses of each wholesaler from whom you purchase your cigarettes

**PART VI — MANUFACTURER SALESMAN'S CIGARETTE LICENSE OR WHOLESALE SALESMAN ID CARD (Enclose a separate sheet with a list of names and addresses if more than one salesman)**

\_\_\_\_\_  
Name of Salesperson

\_\_\_\_\_  
Address of Salesperson

\_\_\_\_\_  
Printed Name of Supervisor

\_\_\_\_\_  
Address of Supervisor

X \_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Phone # of Supervisor

Submit this application and total payment amount to the Kansas Department of Revenue at: Cigarette Tobacco, Customer Relations, PO Box 750680, Topeka, KS 66625-0680. Make your check out to KDOR.

If you have any questions or need additional assistance, please contact our office at 785-368-8222, choose option 5 followed by option 4 from 8 a.m. to 4:45 p.m., Monday through Friday, and email us at: [kdor\\_cigtob@ks.gov](mailto:kdor_cigtob@ks.gov), or if needing forms visit our website at: <http://www.ksrevenue.org/bustaxtypescig.html>