

**Licensed Distributor Report**

**LDR File Creation Instructions**

 **LDR Requirements Update**

**Filing Requirements Effective January 1, 2016**

**12/03/2015**

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**Introduction**

The LDR File Creation Instructions are intended to provide guidance in the development of the file structure required to submit files in compliance with LDR filing obligations as found in Tennessee Code Ann. § 67-4-2604(a), effective January 1, 2016 as per **Important Notice 15-23**, refer to:

<http://tn.gov/assets/entities/revenue/attachments/15-23tob.pdf>

**Overview**

These instructions are intended for use by technical staff in creation of a comma delimited file, intended to be uploaded in conjunction with the Tobacco Filing & Reporting portal. Filing requirements differ between Licensed Agents located in Tennessee and those located outside the state. In addition, filing requirements of tobacco products manufactured by Participating Manufacturers (PM) and Non-Participating Manufacturers (NPM) differ.

**In-State Overview**

Licensed Agents located within Tennessee must report stamping activity for all cigarettes and little cigars by state taxing jurisdiction. Tax paid for all roll-your-own tobacco (RYO) must also be reported by state taxing jurisdiction. Licensed Agents located in the state are also required to report inventory, sales, and purchases for the following: TN stamped and TN tax-paid PM product; stamped little cigars by state tax jurisdiction; stamped and tax-paid NPM product by state tax jurisdiction; and unstamped and non-tax paid little cigars, cigarettes, and RYO. Inventory reporting will include beginning inventory, ending inventory, and inventory adjustments. Please see the In-State Licensed Agent Grid on Page 4 of this document.

**Out-of-State Overview**

Licensed Agents located outside of Tennessee are required to report all TN stamping and tax payment activity for cigarettes, little cigars, and RYO as well as stamping activity and tax payment activity of NPM cigarettes and NPM RYO for all state tax jurisdictions. In addition, inventory, purchases, and sales will be reported for unstamped and non-taxed NPM product and Tennessee stamped and Tennessee tax-paid cigarettes, little cigars, RYO. Inventory reporting will include beginning inventory, ending inventory and inventory adjustments. Please see the Out-of-State Licensed Agent Grid on page 5 of this document.

**In-State Reporting Requirements Grid**



**Out-of-State Reporting Requirements Grid**



**General Instructions**

**Important Reminders:**

* This report is to be a CSV comma delimited file, please refer to the Tobacco LDR File Upload Layout:

<http://tn.gov/assets/entities/revenue/attachments/LDR_File_00Layout_10-8-15.pdf>

* Reports are due the 15th day of the following month.
* Report tobacco products in individual increments – cigarettes and little cigars in sticks and RYO in ounces.
* Do not use commas in your data
* Do not separate thousands with a comma in number fields.
* Do not include the header row in the submitted report.

**Record Type:** Indicate the activity description of the Brand Family reported – Stamped, On Hand – Beginning, Purchased, Sold, Adjustments, or On-Hand Ending.

**Manufacturer ID:**  Indicate the manufacturer of the Brand Family reported. Manufacturers are identified by their Federal Employer Identification Number (FEIN). This is information you will need to maintain and provide ongoing for this purpose.

If Manufacturer is not on the directory, enter -1 for “Other” and provide complete information on Manufacturer – name and address. Indicate Yes (Y) or No (N) in the “Foreign Manufacturer” field and if Y, report complete information on First Importer.

**Brand ID:** Indicate the brand family of the cigarettes, RYO, or little cigars reported. Do not separate types of brands – Lights and 100s of the same brand should be identified as one brand. Please refer to the eligible brands list at: <http://tn.gov/assets/entities/revenue/attachments/TN_Manufacturers_BRAND_FAMILY_ID_Definitions_20151203.xlsx>.

If brand is not on the list, enter -1 for “Other”.

**Participating Manufacturer (PM) or Non-Participating Manufacturer (NPM):** To determine if a brand family is a PM or a NPM, please visit the Directory of approved tobacco product manufacturers at:

<http://www.tn.gov/revenue/article/tennessees-directory-of-approved-tobacco-product-manufacturers>

**Corrections / Amendments:** If you file a return between the end of the reporting period, but prior to the filing deadline and need to make corrections, you may make corrections by uploading a new file or by manually making changes within the portal. Any changes made after the filing deadline require an Amendment.

The department is currently working on the Amendment process, therefore, please do not send any amended files without first contacting us at (615) 741-9300.

**In-State Wholesaler File Creation Information**

Identify pack sizes for cigarettes and little cigars. Report all Brand Family of the same pack size on a single line. If for a Brand Family there are multiple pack sizes, utilize a separate line for each pack size. Only report little cigars which are considered by Tennessee to be cigarettes and would need to be stamped if sold in Tennessee. For clarification as to what constitutes a little cigar in Tennessee, please refer to **Notice 11-15**:

<http://www.tn.gov/assets/entities/revenue/attachments/11-15tob.pdf>

**Stamping/Tax-Paid: STP-xxx**

On stamped/tax-paid tobacco products, report the Manufacturer ID, the First Importer (for foreign manufactured brand families only), and Product Source (the entity from whom each Brand Family was purchased).

Cigarettes and Little Cigars Record Types: STP-C, STP-LC

Report the number of cigarettes and little cigars on which you affixed a tobacco tax stamp and/or paid the tobacco tax on during the reporting period for all state tax jurisdictions. If you sold cigarettes and/or little cigars in or into a state that does not have tobacco tax stamps, report the product in the month that you paid the tax due for the transaction.

RYO Record Type: STP-RYO

Report the ounces of RYO that you paid tax on during the reporting period. This applies to all state tax jurisdictions.

**Beginning Inventory: OHB-xxx**

Report the Manufacturer ID. Stamped/tax-paid PM brand families for a state tax jurisdiction other than Tennessee are not required to be reported but can be reported as optional.

Cigarettes Record Type: OHB-C

Report the beginning inventory of stamped/tax-paid and unstamped/non-tax paid brand families manufactured by NPMs for all state tax jurisdictions. Report beginning inventory of Tennessee tax-stamped and unstamped brand families manufactured by PMs. “Unstamped” cigarette means the wholesaler has not affixed a tobacco tax stamp to the product or otherwise paid tobacco tax for the product to any state. This requirement is not limited to Brand Families listed on Tennessee’s Directory but extends to inventory of Brand Families not listed on Tennessee’s Directory.

Little Cigars Record Type: OHB-LC

Report beginning inventory of stamped/tax-paid and unstamped/non-tax paid little cigars for all state tax jurisdictions. “Unstamped” little cigar means the wholesaler has not affixed a tobacco tax stamp to the product or paid the tobacco tax due for the product to any state.

RYO Record Type: OHB-RYO

Report beginning inventory of non-tax paid and tax-paid RYO Brand Families manufactured by NPMs for all state tax jurisdictions. Report non-tax paid and Tennessee tax-paid RYO brand families manufactured by PMs. To determine if a Brand Family is a PM or a NPM, please refer to the Tennessee Directory of approved tobacco product manufacturers. This requirement is not limited to Brand Families listed on Tennessee’s Directory but extends to inventory of Brand Families not listed on Tennessee’s Directory.

**Purchased: PU-xxx**

On purchased tobacco products, report the Manufacturer ID, complete information on the First Importer (for foreign manufactured brand families only), and Product Source (the entity from whom each Brand Family was purchased). Purchases of stamped/tax-paid PM brand families for a state tax jurisdiction other than Tennessee are not required to be reported but can be reported as optional.

Cigarettes Record Type: PU-C

Report purchases of unstamped and stamped cigarette brand families manufactured by NPMs and “Other” Brand Families for all state tax jurisdictions. Report purchases of unstamped and TN-stamped cigarette brand families manufactured by PMs.

Little Cigars Record Type: PU-LC

Report purchases of unstamped and stamped little cigars for all state tax jurisdictions.

RYO Record Type: PU-RYO

Report purchases of non-tax paid and tax-paid RYO brand families manufactured by NPMs and “Other” brand families for all state tax jurisdictions. Report purchases of unstamped and Tennessee tax-paid RYO brand families manufactured by PMs.

**Sold: SO-xxx**

On tobacco product sales, report the complete information – *business type, name, address* – on the company to whom the tobacco products were sold. Invoice information must be

reported, including invoice date, invoice number, number of tobacco products sold, and Brand Family. Please note: invoice date must be within the current filing period. Sales of stamped/tax-paid PM brand families for a tax jurisdiction other than Tennessee are not required to be reported but can be reported as optional.

Cigarettes Record Type: SO-C

Report sales of unstamped and stamped cigarette brand families manufactured by NPMs for all state tax jurisdictions. Report sales of unstamped and Tennessee tax stamped cigarette brand families manufactured by PMs.

Little Cigars Record Type: SO-LC

Report sales of unstamped and stamped little cigars for all state tax jurisdictions.

RYO Record Type: SO-RYO

Report sales of non-tax paid and tax-paid RYO brand families manufactured by NPMs for all state tax jurisdictions. Report non-tax paid and Tennessee tax-paid sales of RYO brand families manufactured by PMs.

**Inventory Adjustments: ADJ-xxx** Record Types: ADJ-C, ADJ-LC, ADJ-RYO

Report the number of cigarettes, little cigars, and/or ounces of RYO tobacco that were returned and require and adjustment to inventory during the reporting period. Returns from the retailer to the Licensed Agent (you) will increase your inventory. Returns from the Licensed Agent (you) to the manufacturer will decrease your inventory. You may only report returns of stamped/tax-paid products to the manufacturer once you have obtained all backup documentation, including the manufacturer’s statement and an affidavit, certifying that the unsalable or otherwise unused tobacco products were returned to the manufacturer with a properly executed refund claim. See Reason Codes Table on page 15 to determine the correct adjustment reason code.

Report either the Manufacturer ID to whom you returned tobacco product or the complete information on the customer who returned the tobacco product to you. Credit memo information must be reported, including credit memo date, credit memo number, number of tobacco products returned, and Brand Family. Please note: credit memo date must be within the current filing period. Adjustments of stamped/tax-paid PM brand families for a tax jurisdiction other than Tennessee are not required to be reported.

**Ending Inventory: OHE-xxx**

Report the Manufacturer ID. Stamped/tax-paid PM brand families for a tax jurisdiction other than Tennessee are not required to be reported but can be reported as optional.

Cigarettes Record Type: OHE-C

Report ending inventory of stamped/tax-paid and unstamped/non-tax paid cigarette brand families manufactured by NPMs for all state tax jurisdictions. Also, report ending inventory of Tennessee tax stamped and unstamped cigarette brand families manufactured by PMs.

Little Cigars Record Type: OHE-LC

Report ending inventory of unstamped and stamped little cigars for all state tax jurisdictions.

RYO Record Type: OHE-RYO

Report ending inventory of non-tax paid and tax-paid RYO brand families manufactured by NPMs for all state tax jurisdictions. Report ending inventory of non-tax paid and Tennessee tax-paid RYO brand families manufactured by PMs.

**Out-of-State Wholesaler File Creation Information**

Identify pack sizes for cigarettes and little cigars. Report all Brand Family of the same pack size on a single line. If for a Brand Family there are multiple pack sizes, utilize a separate line for each pack size. However, only report little cigars which are considered by Tennessee to be cigarettes and would need to be stamped if sold in Tennessee. For clarification as to what constitutes a little cigar in Tennessee, please refer to **Notice 11-15**:

<http://www.tn.gov/assets/entities/revenue/attachments/11-15tob.pdf>

**Stamping/Tax-Paid: STP-xxx**

On stamped/tax-paid tobacco products, report the Manufacturer ID, complete information on the First Importer (for foreign manufactured brand families only), and Product Source (the entity from whom each Brand Family was purchased). Stamped/tax-paid PM brand families and little cigars for a tax jurisdiction other than Tennessee are not required to be reported.

Cigarettes Record Type: STP-C

Report the number of PM cigarettes on which you affixed a Tennessee tobacco tax stamp during the reporting period. Report the number of NPM cigarettes on which you affixed a tobacco tax stamp and/or paid the tobacco tax on during the reporting period. If you sold cigarettes in or into a state that does not have tobacco tax stamps, report the product in the month that you paid the tax due for the transaction. In addition to the cigarettes you stamped for sale in Tennessee, you must also report stamping/tax-paid activity for NPM cigarettes for all states.

Little Cigars Record Type: STP-LC

Report the number of little cigars on which you affixed a Tennessee tobacco tax stamp during the reporting period.

RYO Record Type: STP-RYO

Report the ounces of PM RYO that you paid Tennessee tax on during the reporting period. Report the ounces of NPM RYO that you paid tax on during the reporting period for any tax jurisdiction.

**Beginning Inventory: OHB-xxx**

Report the Manufacturer ID. Stamped/tax-paid PM brand families and little cigars for a tax jurisdiction other than Tennessee and unstamped/non-tax paid PM brand families are not required to be reported.

Cigarettes Record Type: OHB-C

Report beginning inventory of all Tennessee tax stamped cigarettes. Report beginning inventory of unstamped brand families manufactured by NPMs.

Little Cigars Record Type: OHB-LC

Report beginning inventory of Tennessee tax stamped little cigars.

RYO Record Type: OHB-RYO

Report beginning inventory of all Tennessee tax-paid RYO. Report beginning of non-tax paid RYO brand families manufactured by NPMs.

**Purchased: PU-xxx**

On purchased tobacco products, report the Manufacturer ID, complete information on the First Importer (for foreign manufactured brand families only), and Product Source (the entity from whom each Brand Family was purchased). Purchases for stamped/tax-paid PM and NPM brand families and little cigars for a tax jurisdiction other than Tennessee and unstamped/non-tax paid PM brand families are not required to be reported.

Cigarettes Record Type: PU-C

Report purchases of Tennessee tax stamped/tax-paid cigarettes. Report purchases of unstamped cigarette brand families manufactured by NPMs.

Little Cigars Record Type: PU-LC

Report purchases of Tennessee tax stamped little cigars.

RYO Record Type: PU-RYO

Report purchases of Tennessee tax-paid RYO. Report purchases of non-tax paid RYO brand families manufactured by NPMs.

**Sold: SO-xxx**

On tobacco product sales, report the complete information – *business type, name, address* – on the company to whom the tobacco products were sold. Invoice information must be reported, including invoice date, invoice number, number of tobacco products sold, and Brand Family. Please note: invoice date must be within the current filing period. Sales of stamped/tax-paid PM and NPM brand families and little cigars for a tax jurisdiction other than Tennessee and unstamped/non-tax paid PM brand families are not required to be reported.

Cigarettes Record Type: SO-C

Report sales of Tennessee tax stamped/tax-paid cigarettes. Report sales of unstamped cigarette brand families manufactured by NPMs.

Little Cigars Record Type: SO-LC

Report sales of Tennessee tax stamped little cigars.

RYO Record Type: SO-RYO

Report sales of Tennessee tax-paid RYO. Report sales of non-tax paid RYO brand families manufactured by NPMs.

**Inventory Adjustments: ADJ-xxx** Record Types: ADJ-C, ADJ-LC, ADJ-RYO

Report the number of cigarettes, little cigars, and/or ounces of RYO tobacco that were returned and require and adjustment to inventory during the reporting period. Returns from the retailer to the Licensed Agent (you) will increase your inventory. Returns from the Licensed Agent (you) to the manufacturer will decrease your inventory. You may only report returns of stamped/tax-paid products to the manufacturer once you have obtained all backup documentation, including the manufacturer’s statement and an affidavit, certifying that the unsalable or otherwise unused tobacco products were returned to the manufacturer with a properly executed refund claim. See Reason Codes Table on page 15 to determine the correct adjustment reason code.

Report either the Manufacturer ID to whom you returned tobacco product or the complete information on the customer who returned the tobacco product to you. Credit memo information must be reported, including credit memo date, credit memo number, number of tobacco products returned, and Brand Family. Please note: credit memo date must be within the current filing period. Adjustments of stamped/tax-paid PM and NPM brand families and little cigars for a tax jurisdiction other than Tennessee and unstamped/non-tax paid PM brand families are not required to be reported.

**Ending Inventory: OHE-xxx**

Report the Manufacturer ID. Stamped/tax-paid PM and NPM brand families and little cigars for a tax jurisdiction other than Tennessee and unstamped/non-tax paid PM brand families are not required to be reported.

Cigarettes Record Type: OHE-Report ending inventory of Tennessee tax stamped cigarettes. Report ending inventory of unstamped cigarette brand families manufactured by NPMs.

Little Cigars Record Type: OHE-LC

Report ending inventory of Tennessee tax stamped little cigars.

RYO Record Type: OHE-RYO

Report ending inventory of Tennessee tax-paid RYO. Report ending inventory of non-tax paid RYO brand families manufactured by NPMs.

**Reason Codes**

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| **Adjustment Reason Codes** |
| **Code** | **Description** |  |
| **A**  | Product did not sell |
| **B** | Outdated or damaged product |
| **C**  | Removed from directory |
| **D** | Tennessee stamp returns |
| **E** | Other jurisdiction stamp returns |
| **O** | Other free form entry of reason |

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| --- |
| **Amendment Reason Codes** |
| **Code** | **Description** |  |
| **A**  | Product did not sell |
| **B** | Outdated or damaged product |
| **C**  | Removed from directory |
| **D** | Tennessee stamp returns |
| **E** | Other jurisdiction stamp returns |
| **O** | Other free form entry of reason |

**Format Examples**

* SO-C, SO-LC, SO-RYO [Sold to] selection Wholesaler (W), Retailer (R), Exempt Agency (E) will set the flag to display the associated [Sold to] Address fields for the selection made
* ADJ-C, ADJ-LC, ADJ-RYO [Adjustments] Adjustment Direction - Increase (I) and Decrease (D)
* OHB, PU, SO, ADJ, OHE – Product Stamped/Tax-Paid Yes (Y) and No (N)
* STP, OHB, PU, SO, ADJ, OHE [Amendment] selection - Yes (Y) and No (N)

**Glossary**

STP – Stamped

OHB – On Hand Beginning

PU – Purchased

SO – Sold

ADJ – Adjustments

OHE – On Hand End

C – Cigarettes

LC – Little Cigars

RYO – Roll Your Own

PM – Participating Manufacturer

NPM – Non-Participating Manufacturer

**Questions**

If you have questions or need additional assistance, please contact us.

To e-mail questions, please use e-mail: resale.data@tn.gov

Contact us by phone at 615-741-9300 or toll free at 855-286-7423