

Comptroller of Maryland  
Revenue Administration Division  
**Licensing and Registration**  
P.O. Box 2999  
Annapolis, MD 21404-2999  
Phone: 410-260-7980 Toll-Free: 888-784-0142 Fax: 410-974-3201

**CHECKLIST FOR CIGARETTE AND  
OTHER TOBACCO PRODUCTS (OTP) LICENSE APPLICATION**

**All Applicants:**

- \_\_\_\_\_ 1. Completed Application for Cigarette and OTP License, form COM/ATT-637.
- \_\_\_\_\_ 2. Copy of completed Combined Registration Application. The original should be forwarded to the address on the form.
- \_\_\_\_\_ 3. List of cigarette and OTP licenses held by you or your company, in any jurisdiction, to include the issuing authority, license number and expiration date.
- \_\_\_\_\_ 4. A tax security (Bond) as indicated in Bulletins TT-1 and TT-69.

**Cigarette and OTP Wholesaler's License applicants must also include:**

- \_\_\_\_\_ 5. A confirmation letter from each cigarette and OTP manufacturer advising that they agree to supply cigarette and OTP to your company for distribution in Maryland.
- \_\_\_\_\_ 6. Written advice of your intended method of payment for cigarette tax stamps, i.e. certified check or credit. Credit purchases are allowed up to 95% of the face value of your Cigarette Bond. For credit purchases, your Cigarette Bond amount must be increased accordingly.
- \_\_\_\_\_ 7. A Signature Card must be submitted showing the name and signature of each person authorized by your company to order and/or pick up tax stamps. The individual certifying the authorizations should be an officer of the corporation.
- \_\_\_\_\_ 8. A list of your proposed customers, including all vendors, subwholesalers, and retailers.
- \_\_\_\_\_ 9. Complete and submit, to the Office of the Attorney General, the Licensed Wholesaler Address Reporting Form (enclosed). The form can also be found at <http://www.oag.state.md.us/tobacco/statedirectory.htm>

*Cigarette Subwholesaler's License applicants must provide a list of proposed retail customers, in addition to completing items 1, 2, 3 and 4.*

*Cigarette Vending Machine Operator's License applicants must submit a list of each cigarette vending machine location, in addition to completing items 1, 2, 3 and 4.*