Maryland Alcohol, Tobacco, and Cannabis Commission
Regulatory & Research Section
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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 https://bit.ly/wholesaler-reporting-form.

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.

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