

**MARYLAND FORM 613-1 REMOTE TOBACCO SELLER LICENSE APPLICATION**

**You must attach a list of premium cigars and pipe tobacco that you intend to sell and ship into the state per section 16.9-202**

**Section 1 - Applicant Information**

New License       Renewal (License #) RT- \_\_\_\_\_

A.	Corporate Name and DBA of Remote Tobacco Seller		
B.	Name of Contact	Phone Number	Fax Number
	E-mail address		
C.	Mailing address		
	City	State	Zip
D.	If the mailing address is different provide physical location address		

<b>Office Use Only</b>	
License Number	_____
License Year	_____
Approved	_____
Date	_____
Check Number	_____
Check Amount	\$ _____
Deposit Date	_____

E. Applicant is a:

- Corporation
  - Limited Liability Co.
  - Partnership
  - Individual
- Federal Identification Number
- Social Security Number

			-							
			-			-				

Officers of Corporation, Limited Liability Company, or Partnership:

	1	2	3
Name			
Home Address			
Home Phone No.			
Social Security No.			

F. Please submit a copy of your active license issued in your home state if such a license is required and provide the information below.

State of Issuance (attach separate sheet, if needed)	Type or Class	Expiration Date	License #

G. Section 1-204 of the Tax-General Article of the Annotated Code of Maryland titled "Compliance With Workers' Compensation Laws" requires the evidence of such compliance prior to the issuance of any license by this office. The applicant hereby affirms that the applicant (check one):

- a. Applicant is not an employer required to provide coverage by the Maryland Workers' Compensation Law; or
- b. Applicant is an employer required to provide employee coverage by the Maryland Workers' Compensation Law and has secured such coverage. As evidence of such coverage, list the name of insurance company and policy or binder number:

Name of Insurance Company	Policy or Binder Number
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Section 2 - License Information

- A. Does the applicant have a valid Maryland sales and use tax license? . . . . .  Yes  No  
 If you checked "Yes", enter Maryland Combined Registration Number here: \_\_\_\_\_  
 If you checked "No", complete, sign and attach a Maryland Combined Registration Application or a copy of the confirmation page from your online application. You may apply online for the Combined Registration number at the following link:  
<https://interactive.marylandtaxes.gov/webapps/comptrollercra/entrance.asp>.
- B. Has the applicant ever been convicted of a felony by any state or federal court? . . . . .  Yes  No
- C. Has the applicant ever been convicted of a violation of the laws of the United States, Maryland, or any other state concerning tobacco, gaming, or gambling? (If yes, explain in detail on a separate sheet) . . . . .  Yes  No
- D. Does the applicant agree to conform to all the laws, rules, and regulations of the State of Maryland relating to the business proposed under this License? . . . . .  Yes  No
- E. Does the applicant authorize the Maryland Alcohol, Tobacco, and Cannabis Commission and the Office of the Executive Director's duly authorized personnel to search without warrant any vehicle, railroad car, vessel, aircraft, or premises used in the business to be conducted under this license at any and all hours agreeable to the laws of the State of Maryland? . . . . .  Yes  No
- F. Do you agree to file quarterly tax returns, and remit sales tax and pay tobacco tax due on sales to consumers in Maryland? If you check "No" to this question, this application cannot be approved. . . . .  Yes  No
- G. Do you agree to utilize an age verification service for the point of purchase and one of the following shipping methods? **Please indicate by checking 1, 2, or both of the options below.**
1. Shipment by the holder of a Maryland Alcoholic beverage Common Carrier Permit, and the exterior of any packaging shall be labeled: "Contains Tobacco Products. Signature of Person at least 21 Years of Age Required for Delivery".
2. Shipment by a private delivery service that will conduct age verification at time of delivery to ensure recipient is 21 years of age or older, and the packaging shall be labeled: "Contains Tobacco Products. Signature of Person at Least 21 Years of Age Required for Delivery".  
**Please note:** If this method is utilized, the applicant must identify the private delivery service and provide the policy of the private party delivery service related to age verification at time of delivery.  
**Name the private shipper/delivery service you will be using:** \_\_\_\_\_
3. **Name the third-party age verification service you will be using at the point of purchase:** \_\_\_\_\_
- H. Does the applicant have a financial interest in a Maryland tobacco retailer? . . . . .  Yes  No  
 If yes, please provide an explanation \_\_\_\_\_
- I. Applicants for a Remote Tobacco Seller License must identify the premium cigars and pipe tobacco, by brand and type, that they intend on selling and shipping into the State; have you attached that list? . . . . .  Yes  No  
**ONLY TOBACCO IDENTIFIED ON THIS LIST MAY BE SHIPPED TO CONSUMERS IN MARYLAND BY THE LICENSE HOLDER.**

Section 3 - Affidavit of Remote Tobacco Seller's License Applicant

I do solemnly declare and affirm, under penalty of perjury, that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief. By signing this application, you consent to use a Maryland permitted common carrier as defined in Alcoholic Beverages Article 2-151(e) or a third-party shipper/private delivery service that requires the recipient at the address on the shipping label, who is at least 21 years old, to provide a government issued photographic identification as proof of age and execute a signature for the delivered package.

\_\_\_\_\_  
Signature of Owner, Partner, or Corporate Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Type or Print Name of Owner, Partner, or Corporate Officer

\_\_\_\_\_  
Date

**MARYLAND  
FORM  
613-1**    **REMOTE TOBACCO SELLER  
LICENSE APPLICATION  
INSTRUCTIONS**

**Section 4 - Remote Tobacco Seller License - Requirements**

1. The holder of a Remote Tobacco Seller License may only sell Tobacco to a personal consumer who is at least 21 years of age, is a resident of Maryland, and who purchases tobacco for personal consumption only and not for resale or other commercial purposes.
2. A Remote Tobacco Seller License entitles the holder to sell through the holder of a common carrier permit or a third-party shipper/private delivery service that requires the recipient at the address on the shipping label, who is at least 21 years old, to provide a government issued photographic identification as proof of age and execute a signature for the delivered package to a Maryland consumer by receiving and filling orders that the consumer transmits by electronic or other means.
3. The term of a Remote Tobacco Seller License is one year and begins on July 1st. The License must be renewed annually.
4. A Remote Tobacco Seller shall:
  - a. Ensure that all containers of tobacco shipped directly to a consumer in the State are conspicuously labeled with:
    - (i) The entity name on the Remote Tobacco Seller License;
    - (ii) The name and address of the consumer who is the intended recipient; and
    - (iii) The words "Contains Tobacco: Signature of Person at Least 21 Years of Age Required for Delivery".
  - b. File a quarterly tobacco tax return and a quarterly sales and use tax return with the Comptroller of Maryland and collect and remit sales tax and pay tobacco tax due on sales to consumers in Maryland. The tobacco tax return must state the exact amount of tobacco, by brand, shipped into the State.
  - c. Maintain for a period of 3 years complete and accurate records of all information needed to verify compliance with the requirements of the Remote Tobacco Sellers License.
  - d. Allow the Office of the Executive Director and Comptroller of Maryland to perform an audit of the remote tobacco seller's records on request.
  - e. Consent to the jurisdiction of the Office of the Executive Director or other State unit and the State courts concerning enforcement of the Remote Tobacco Seller License and any related law.

5. "Pipe tobacco" means any tobacco that, because of its appearance, type, packaging, or labeling, is suitable for use and likely to be offered to, or purchased by, consumers as tobacco to smoke in a pipe.

"Premium cigars" means cigars that:

- (1) have hand-rolled wrappers made from whole tobacco leaves where the filler, binder, and wrapper are made of all tobacco, and may include adhesives or other materials used to maintain size, texture, or flavor as defined by COMAR 03.02.02.09; or
  - (2) are designated as premium cigars by the Executive Director by regulation. Administrative Release No. AB-42 for additional information.
6. See Maryland Annotated Code, Business Regulation § 16.9 for additional information.

**Section 5 - Application Instructions**

1. Submit the \$25.00 annual license fee with the application. License fees are not pro-rated. The renewal fee is \$30.00 plus the annual license fee.
2. Incomplete applications will be rejected and returned.
3. Make checks payable to "Maryland Alcohol, Tobacco, and Cannabis Commission."
4. Sign, date and mail your application to:

**Maryland Alcohol, Tobacco, and Cannabis Commission**  
Regulatory & Research Section  
1215 E Fort Ave, Ste 300  
Baltimore, MD 21230

410-260-7314  
Email: [atcc.licensing@maryland.gov](mailto:atcc.licensing@maryland.gov)  
[atcc.maryland.gov](http://atcc.maryland.gov)