



Northern Virginia Cigarette Tax Board

14150 Newbrook Dr, Suite 210, Chantilly, VA 20151
 Phone: 703-802-0373
 Fax: 703-802-0375

For Office Use Only

Application for NVCTB Stamp Credit

- Mail completed application to: Northern Virginia Cigarette Tax Board, 14150 Newbrook Drive, Suite 210, Chantilly, VA 20151
- Completed applications may also be emailed to info@nvctb.org or faxed to 703-802-0375
- **Please print or type.**

Company Name		Permit Number	
Address			
City	State	Zip	
Contact Name	Title	Phone Number	Email

- The above named NVCTB authorized tobacco wholesaler hereby makes application to the Northern Virginia Cigarette Tax Board for an NVCTB Stamp Credit for the reason or reasons and in the amount stated below. Any credit will be used for audit purposes in order to account for NVCTB stamp usage. Refund for State Tax paid must be requested from VA TAX.

Reason	Number of Stamps
1. Unusable Stamps on Defective Rolls a. Dual VA/NVCTB Stamps must be returned to NVCTB. NVCTB will notify VA TAX of the return during processing.	
2. Usable Stamps on Unopened Rolls a. Dual VA/NVCTB Stamps must be returned to NVCTB. NVCTB will notify VA TAX of the return during processing.	
3. Stamps on Unsalable Tobacco Products Returned to Manufacturer: Attach Cigarette Manufacturer Affidavit a. Cigarette Manufacturer Affidavit is required for stamp credit b. You may consolidate multiple affidavits on this application	
4. Total (Add Lines 1 Through 4)	

- I certify that this application is true and accurate.

Authorized Signature

Date

Printed Name

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Instructions for Returning Unused Stamps

- Complete an application for NVCTB stamp credit and submit
 - Stamps must be returned to the NVCTB office directly
- Once received and processed, the NVCTB will make the Virginia Department of Taxation aware of the return. VA Tax will handle any credits for VA State Cigarette Taxes.
- For reporting purposes, make note of the quantity of NVCTB stamps returned on the “Stamp Usage” tab of the monthly cigarette tax return workbook during the month in which unused stamps were returned as seen in figure 1 on the next page.

Instructions for Returning Packages of Cigarettes to Manufacturer with NVCTB Stamp Affixed

- Once the manufacturer has processed your return and issued a notarized affidavit, send a completed application for stamp credit with the notarized affidavit to the NVCTB.
 - Bills of lading are not acceptable forms of documentation to verify a return.
- For reporting purposes, make note of the quantity of cigarette packages affixed with NVCTB stamps return on the “Stamp Usage” tab of the monthly cigarette return workbook during the month the return took place as seen in figure 1 on the next page.

Should you have any questions or concerns when applying for NVCTB stamp credit, please call our office at 703-802-0373 or email at info@nvctb.org

Figure 1

Wholesaler Name: _____
Permit # _____
Reporting Period: _____

At Beginning of Period	Packs
Affixed	_____
Unaffixed	_____
Total	0
Received during Period	0 (complete Schedule A below)
Total NVCTB Stamps Available	0
At End of Period	
Affixed	_____
Unaffixed	_____
Total	0
Returned to Manufacturer	_____
Total Credits	0
Total Stamps Used	0

Schedule A (Rolls of 20 packs)

Date Received	Roll #	Quantity
Total		0