



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

Inspecting Agent:

Date:

Cigarette Retailer Transfer Request Form

- 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.**

A. Current Location of Cigarettes

Business Name

Address (Include Unit Number)

City

State

ZIP

B. Proposed New Location – Attach any other business information if proposal includes transferring to multiple locations

Business Name

Address (Include Unit Number)

City

State

Zip

C. Personal Information

Owner/Franchisee Name

Telephone

Email

D. Licenses

Please Attach Copies of a Valid and Up to Date Business Licenses, and ST-10c (Certificate of Cigarette Tax Exemption).

NOTE: Selling cigarettes without proper licenses is a violation of the Cigarette Tax Ordinance in all 25 NVCTB jurisdictions. If awaiting licensure and/or certification of cigarette tax exemption for new location, please attach documentation confirming the business has begun the application process.

E. Cigarettes Subject to Transfer

Cigarettes to be transferred to new location(s) – Attach additional locations

Qty.

F. Declaration

I certify under penalty of perjury that the information above is true

Signature

Date

Printed Name