

Make Cashier's Check Payable to:
Cook County Collector

COOK COUNTY DEPARTMENT OF REVENUE

DATE RECEIVED BY CCDOR

MAIL-IN / WALK-IN ADDRESS:

Cook County Department of Revenue
Cigarette Tax
118 N. Clark St. Room 1160
Chicago, IL 60602



ORDER NUMBER

CIGARETTE TAX STAMP PURCHASE ORDER FORM

PURCHASER'S NAME:			DELIVERY METHOD: <input type="checkbox"/> PICK UP <input type="checkbox"/> SHIP TO	
COOK COUNTY REGISTRATION NO:			PROVIDE SHIPPING INFORMATION BELOW	
STREET ADDRESS:			PURCHASER ACCT NO.:	
CITY:	STATE:	ZIP:	CARRIER:	
CONTACT PERSON:			OFFICE USE ONLY	
TITLE:			PICKUP DATE:	
CONTACT NUMBER:			SHIP DATE:	

NOTE: THE COOK COUNTY DEPARTMENT OF REVENUE IS NOT RESPONSIBLE FOR TAX STAMPS LOST IN TRANSIT.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
TAX STAMP TYPE	ROLL / SHEET COUNT	STAMP COUNT	TOTAL TAX STAMP (2) X (3)	TAX RATE	TAX DUE (4) X (5)	ROLL / SHEET SERIAL NUMBERS	ALLOC CODE
COOK COUNTY 20 PACK	Rolls _____	<u>30,000</u>	_____	\$3.00	_____	Beg: _____ / End: _____	2000
	Sheets _____	<u>150</u>				Beg: _____ / End: _____	
COOK COUNTY 25 PACK	Sheets _____	<u>150</u>	_____	\$3.75	_____	Beg: _____ End: _____	2004
CICERO 20 PACK	Rolls _____	<u>15,000</u>	_____	\$3.16	_____	Beg: _____ End: _____	
CICERO 25 PACK	Sheets _____	<u>150</u>	_____	\$3.95	_____	Beg: _____ End: _____	2005
EVANSTON 20 PACK	Rolls _____	<u>15,000</u>	_____	\$3.60	_____	Beg: _____ / End: _____	
	Sheets _____	<u>100</u>				Beg: _____ / End: _____	
EVANSTON 25 PACK	Sheets _____	<u>100</u>	_____	\$4.50	_____	Beg: _____ End: _____	
(9) TOTAL AMOUNT OF TAX DUE					\$		

Authorization:

Under penalties provided by law, the undersigned hereby certifies that he/she is authorized to purchase the tax stamps and pay the total amount of tax due noted on this purchase order form.

OFFICE USE ONLY

AUTHORIZATION SIGNATURE

DATE

COOK COUNTY DEPARTMENT OF REVENUE
CIGARETTE TAX STAMP PURCHASE ORDER FORM INSTRUCTIONS

1. **Purchaser, Contact and Delivery** - Enter Purchaser name, Cook County Registration Number, street address, all contact information, and select method to be used to deliver tax stamp inventory.
2. **Column (1) Tax Stamp Type** - List of each type of County only, and combined County/municipality tax stamp available for purchase.
3. **Column (2) Roll/Sheet Count** - List the total number of Rolls and/or sheets of tax stamps to be purchased.
4. **Column (3)** – List of the fixed number of stamps on each Roll and Sheet.
5. **Column (4)** – Enter the total number stamps affixed to all Rolls and/or Sheets to be purchased by multiplying Column (2) by Column (3).
6. **Column (5)** - List of standard per stamp tax rate
7. **Column (6)** – Enter Tax due by multiplying Column (4) by Column (5)
8. **Column (7) and (8)** – To be completed by the Cook County Department of Revenue only.
9. **Column (9) Total Amount of Tax Due** – Sum total Column (6)

Revised: 02/2013