# Form TT-2 Order for Virginia Cigarette Tax Stamps

**Virginia Department Of Taxation**
**P. O. Box 1301**
**Richmond, VA 23218-1301**

- Print or type all applicable information requested below.
- If purchasing dual rolls, List each regional stamp board on the number of rolls for that board on Lines 2a through 2e below.

| Name | Permit Number | (For Office Use Only) |
|---|---|---|
| Street Address | | Check Number _____ |
| City | State / ZIP | |
| Contact Person | Telephone Number ( ) | |
| Email | | |

| | A<br>**Quantity** | B<br>**Stamps** | C<br>**Unit Tax Value** | D<br>**Tax Value** |
|---|---|---|---|---|
| 1 | | Rolls (20 cigarettes) @ | $18,000.00 Ea. | $ |
| 2 | Dual Rolls (20 cigarettes). *Failure to list the name of the regional board(s) will delay your order.* | | | |
| a. | | @ | $18,000.00 Ea. | $ |
| b. | | @ | $18,000.00 Ea. | $ |
| c. | | @ | $18,000.00 Ea. | $ |
| d. | | @ | $18,000.00 Ea. | $ |
| e. | | @ | $18,000.00 Ea. | $ |
| 3 | | Rolls - 8000 (20 cigarettes) @ | $4,800.00 Ea. | $ |
| 4 | | Rolls - 7200 (25 cigarettes) @ | $5,400.00 Ea. | $ |
| 5 | Total Tax Value This Order (Sum of Lines 1 thru 4) | | | $ |
| 6 | Less 2% Statutory Discount | | | $ |
| 7 | Net Charge (Line 5 less Line 6) | | | $ |
| 8 | Less Credit By Certificates (Form TT-9 must be attached.) | | | $ |
| 9 | Plus Bad Debts Recovered | | | $ |
| 10 | Amount Due (Line 7 minus Line 8 plus Line 9) | | | $ |
| 11 | Amount Paid<br>(Full payment due at point of purchase and must be in the form of cashiers or certified check. *) | | | $ |
| | * **Stamps may be purchased on credit and/or by company check with the posting of a valid bond or letter of credit. Complete this section only if a bond or letter of credit is on file with the Department of Taxation.** | | | |
| 12 | **Balance Due Within 30 Days** | | | $ |

**Shipping Instructions** (Verify terms with courier.)

Courier Name _____

Account Number _____

Insurance Required? ☐ Yes ☐ No If Yes, Amount $ _____

**Authorized Signature** _____ **Date** _____