

ARKANSAS TOBACCO CONTROL VENDOR PERMIT APPLICATION

INSTRUCTION SHEET

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM. ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED. Your permit cannot be processed until **ALL** of the information requested has been provided. For assistance, please call (501) 682-9756.

1. **Our office is open for applying for retail permits on Monday – Thursday from 8:00 am to 4:30 pm and on Friday from 8:00 am to 2:30 pm excluding holidays.**
2. Make sure the location of vending machine meets all Federal & State guidelines to be a legal machine.
3. Permits are non-transferable. If purchasing an existing business, you must have in your possession a new permit before purchasing or selling any cigarettes or tobacco products or stocking any vending machines with tobacco products.
4. The permit fee is one hundred dollars (\$100.00). A Surety Bond shall be filed with Arkansas Tobacco Control and the amount of the Surety Bond is based on the number of tobacco vending machines operated. If you are purchasing an existing business, please base your Surety Bond on the previous owner's number of tobacco vending machines.

1 to 30 machines	\$2,000.00
31 to 60 machines	\$3,000.00
61 to 90 machines	\$4,000.00
91 to 120 machines	\$5,000.00
Over 120 machines	\$6,000.00
5. If you are purchasing an existing business, even if you are going to change the name, you must provide the business' existing name and permit number (7 digits in upper right hand corner of the previous owner's permit).
6. No cash is accepted. Please enclose a check or money order for the appropriate amount of your permit.
7. The application must be signed by the owner, corporate officer, managing partner or managing member. If the business is a partnership, then it must be signed by the managing partner. If the business is an LLC, then it must be signed by the managing member.
8. This application, when returned, must be accompanied with a cigarette vending machine stamp application and a complete listing of all vending locations.
9. It is unlawful to purchase or sell cigarettes or any tobacco products until you have your permit **in your possession**. Selling tobacco products without a permit is a criminal offense.

Permit Application Checklist

- _____ Completed application and color copies of the Driver's Licenses of all Owners/Partners/LLC Members/Officers
- _____ Check or money order
- _____ Copy of Sales and Use Tax Certificate
- _____ Copy of Articles of Incorporation, Partnership Agreement, or Operating Agreement (if applicable)
- _____ Copy of lease agreement, bill of sale, or purchasing agreement
- _____ Itemized cigarette and tobacco inventory purchased from previous owner (if applicable)
- _____ Surety Bond
- _____ Cigarette Vending machine stamp application
- _____ Complete list of ALL vending locations

CLASS CODE: 5351

STATE OF ARKANSAS
VENDOR PERMIT
APPLICATION

Mail with payment to: **Arkansas Tobacco Control**
101 East Capitol Avenue, Suite 401
Little Rock, AR 72201-3824

Amount of Permit: \$100.00

Read instructions carefully before completing this form. For assistance, please call (501) 682-9756.

SECTION I – OWNER INFORMATION

Name of Business _____

DBA: (Enter “Doing Business As” Name, if applicable) _____

Owner / Corporate Officer / Managing Partner / Managing Member (Enter full legal name as it appears on your birth certificate):

Name _____ Title _____

SSN _____ FEIN _____

Residential Address _____

City _____ State _____ Zip _____ Email address _____

Home Phone Number _____ Cell Phone Number _____

Driver’s License/ID Number _____ State of Issuance: _____ Alien Registration No. _____

Business organized as (check one): Corporation Partnership LLC Sole Proprietorship

Please provide copy of Articles of Incorporation, Partnership Agreement or Operating Agreement (if applicable)

Full Legal Name of Partners, LLC Members or Corporate Officers (if applicable) (attach extra pages as needed):

Name _____ Title _____

Residential Address _____

City _____ State _____ Zip _____ Email address _____

Home Phone Number _____ Cell Phone Number _____ SSN _____

Driver’s License/ID Number _____ State of Issuance: _____ Alien Registration No. _____

Name _____ Title _____

Residential Address _____

City _____ State _____ Zip _____ Email address _____

Home Phone Number _____ Cell Phone Number _____ SSN _____

Driver’s License/ID Number _____ State of Issuance: _____ Alien Registration No. _____

Name _____ Title _____

Residential Address _____

City _____ State _____ Zip _____ Email address _____

Home Phone Number _____ Cell Phone Number _____ SSN _____

Driver’s License/ID Number _____ State of Issuance: _____ Alien Registration No. _____

SECTION II – BUSINESS INFORMATION

Physical Address of Business _____

City _____ County _____ Zip Code _____

Sales Tax # _____ Type of business _____ w/Gas? _____

(Attach copy of certificate)**

Mailing Address _____

City _____ State _____ Zip Code _____

Business Telephone # _____ Business Fax Number _____

Date you will begin operating your business: _____

Is the business property leased, rented, or owned by you or your business? _____

(Attach copy of lease agreement, bill of sale or purchasing agreement)**

Did you purchase the inventory of an established business? _____

(If so, provide a copy of the itemized cigarette and tobacco inventory)**

A Surety Bond shall be filed with Arkansas Tobacco Control based on the number of vending machines operated:

1 to 30 machines	\$2,000.00
31 to 60 machines	\$3,000.00
61 to 90 machines	\$4,000.00
91 to 120 machines	\$5,000.00
Over 120 machines	\$6,000.00

BONDING COMPANY NAME: _____

BONDING COMPANY ADDRESS: _____

AMOUNT OF BOND \$ _____

(Attach Surety Bond)

This application must be accompanied with a cigarette vending machine stamp application.

This application must be accompanied with a complete listing of all vending locations.

If purchasing or leasing an existing business:

Name of Business Purchased: _____

Relationship to previous owner: _____

Tobacco Permit Number of Previous Owner _____

Date of Purchase _____

I declare under penalty of law that the information I have provided is complete, true and correct and that I will faithfully comply with Arkansas Tobacco Laws, A.C.A. § 4-75-701 through 4-75-713, 5-27-227, 26-57-201 through 26-57-262, 26-57-801 through 26-57-805, 26-57-1101 through 26-57-1108, 26-57-1301 through 26-57-1307, and 20-27-2101 through 20-27-2122 and the Rules of the Arkansas Tobacco Control Board.

Date: _____

Signature of Owner, Corporate Officer, Managing Partner/Member

Printed Name of Owner, Corporate Officer, Managing Partner/Member

Subscribed and sworn to before me, a Notary Public, by _____, to me well known or identified to me by government issued photo identification, on this _____ day of _____, 20_____.

My Commission Expires: _____

Notary Public

**** Required Items – Application will not be processed unless required items are attached.**