

**DEPARTMENT OF THE TREASURY**  
**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)**  
**SCHEDULE OF TOBACCO PRODUCTS, CIGARETTE PAPERS OR TUBES**  
**WITHDRAWN FROM THE MARKET**

(See Instructions Below)

1. SERIAL NUMBER  
 (Begin with "1" January  
 1 each year)

**REQUEST FOR DISPOSITION AUTHORIZATION**

Operation is desired, as indicated, of the cigars, cigarettes, chewing tobacco, snuff, pipe tobacco, roll-your-own tobacco, cigarette papers, and cigarette tubes described below, withdrawn from the market after removal from factory or customs custody.

2. NAME AND MAILING ADDRESS OF TAXPAYER (Number and street or P.O. Box, city, State and ZIP Code)	5. <input type="checkbox"/> These articles taxed under 26 U.S.C. 5701 (Produced in U.S.A. or a foreign country) or <input type="checkbox"/> These articles taxed under 26 U.S.C. 7652(a) (Produced in Puerto Rico) or <input type="checkbox"/> These articles taxed under 26 U.S.C. 7652(b) (Brought in from U.S. Virgin Islands)
3. LOCATION WHERE ARTICLES ARE ASSEMBLED (Number and street, city and State)	6. <input type="checkbox"/> Tax has been paid on articles listed hereon or <input type="checkbox"/> Tax has not been paid on articles listed hereon but such tax was determined on _____ in accordance with the provisions of applicable regulations.
4. IDENTITY OF FACTORY OR FACTORIES FROM WHICH ARTICLES WERE REMOVED	
7. DISPOSITION TO BE MADE OF ARTICLES	8. DATE DISPOSITION DESIRED

**9. DESCRIPTION OF ARTICLES**

KIND OF ARTICLES <i>(small cigarettes, large cigars, chewing tobacco, snuff, etc.)</i> (a)	NUMBER OF CONTAINERS (b)	SALE PRICE PER M <sup>1</sup> (c)	NUMBER OF LBS./OZ. IN EACH CONTAINER (d)	TOTAL NUMBER OF POUNDS/OUNCES (e)	TOTAL SALE PRICE <sup>2</sup> <i>(col. (c) x col. (e) ÷ 1000)</i> (f)	RATE OF TAX (g)	AMOUNT OF TAX (h)

10. TOTAL \$

FOOTNOTES: <sup>1</sup> Complete only for large cigars. Enter the taxable sale price per thousand. (See instructions.)

<sup>2</sup> Complete only for large cigars with a sale price of not more than \$763.222 per thousand.

**THIS FORM IS NOT A CLAIM** and its submission does not affect the statutory period of limitations for filing claims. Claim must be filed by separate document on TTB F 5620.8 within the period prescribed by law. See instruction (4.) on reverse.

11. SIGNATURE AND TITLE OF TAXPAYER (This schedule must be signed by the individual owner, member of firm, officer of corporation, or other person duly authorized by the taxpayer to sign.)	12. DATE OF SCHEDULE
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**DISPOSITION AUTHORIZATION**

The taxpayer is authorized to dispose of the articles listed hereon, in the manner indicated, without TTB supervision.

Table with 2 columns: SIGNATURE OF TTB OFFICER, DATE

**DISPOSITION OF ARTICLES**

Table with 5 columns: DISPOSITION, and four columns under QUANTITY (Kind of article). Rows include RECEIVED INTO FACTORY, REDUCED TO MATERIALS, DESTROYED BY, and TOTAL.

**TTB OFFICER'S CERTIFICATE: I have inspected the articles and find that they are correctly described in this schedule, except as indicated below, and have supervised their disposition as shown under "Disposition of Articles." (If no exceptions, so indicate below.)**

EXCEPTIONS:

Table with 2 columns: SIGNATURE AND TITLE OF TTB OFFICER, DATE

**CERTIFICATE OF DISPOSITION BY TAXPAYER: Under the penalties of perjury, I declare that this schedule is true and correct and that the articles listed on it were disposed of as shown under "Disposition of Articles."**

Table with 2 columns: SIGNATURE AND TITLE OF TAXPAYER (This certificate must be signed by the individual owner, member of firm, officer of corporation, or other person authorized by the taxpayer to sign.), DATE

**INSTRUCTIONS**

- 1. ASSEMBLY OF ARTICLES - Prior to submitting this schedule to the National Revenue Center, Alcohol and Tobacco Tax and Trade Bureau for disposition authorization, the taxpayer assembles the articles according to the applicable rate of tax, (1) in or adjacent to a factory if the articles are to be returned to bond, or (2) at any suitable place if the articles are to be destroyed or reduced to materials.
2. PREPARATION OF SCHEDULE - This schedule is prepared by the taxpayer in triplicate to show the following information: In block 7, whether the articles are to be destroyed or returned to bond (or, in the case of imported articles, to a nontaxpaid status) or are to be reduced to materials, and the permit number of the factory receiving such articles. In block 4, the permit number or location of the factory or factories from which the articles were removed or, in the case of imported articles, the location of the port director of customs or identity of other office where the tax was paid. In block 9: In column (a), each kind of articles such as small cigarettes, large cigarettes, small cigars, large cigars, chewing tobacco, snuff, pipe tobacco, roll-your-own tobacco, cigarette papers, or cigarette tubes. In column (b), number of containers (packages) of cigars, cigarettes, chewing tobacco, snuff, pipe tobacco, roll-you-own tobacco, cigarette tubes or cigarette papers. In column (c), the sale price per thousand of large cigars. Show either the taxable sale price as supported by records, or else the lowest sale price applicable to that brand and size of cigars shown on the manufacturer's basic record of sale prices during the period that this record is required to be retained. In column (d), the number or weight of the article in each container. In column (e), the total number or weight of cigars, cigarettes, chewing tobacco, snuff, roll-you-own tobacco, pipe tobacco, cigarette tubes, or cigarette papers. In column (f), the total sale price only of large cigars with a sale price of not more than \$235,294 per thousand. In column (g), the rate of tax applicable to that article. In column (h), the respective amount of tax.
3. REQUEST FOR DISPOSITION - When the articles are assembled and this schedule is prepared, the taxpayer (or his authorized representative) executes the form in block 11 and forwards all three copies to the Director, National Revenue Center, Alcohol and Tobacco Tax and Trade Bureau. The National Revenue Center will either assign a TTB officer to verify the schedule and supervise disposition of the articles or authorize the taxpayer to dispose of the articles without supervision by executing the disposition authorization on two copies of the schedule returned to the taxpayer. Where a TTB officer is assigned, he/she, upon completion of his inspection, returns to the taxpayer two verified copies of the schedule where claim for credit or refund is to be made and one verified copy where claim for allowance is to be made. Where the Alcohol and Tobacco Tax and Trade Bureau authorized the taxpayer to dispose of the articles without supervision, the taxpayer (or his/her authorized representative), upon completion of the disposition executes the taxpayer's certificate of disposition on both copies of the schedule.
4. MANNER OF FILING CLAIM - The original of this schedule, after the proper certificate has been executed, may be used to support a claim on TTB F 5620.8. The duplicate of the schedule is, in any case, retained by the taxpayer. Where claim is made, TTB F 5620.8 is filed by the taxpayer with the:
Director, National Revenue Center, TTB
550 Main St, Ste 8002
Cincinnati, Ohio 45202-5215

**PAPERWORK REDUCTION ACT NOTICE**

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used to support claims for tax credit or refund on tobacco products to be withdrawn from the market. The information is mandatory by statute (26 U.S.C. 5705).

The estimate average burden associated with this collection of information is 45 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G Street, NW., Box 12, Washington, D.C. 20220.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current, valid OMB control number.