

Instructions for Iowa Retail Cigarette Permit Application

(MUST BE PRINTED CLEARLY OR TYPED)

A new application must be submitted every year. A permit will not be issued until the application is properly completed.

Fill in the month, day and year that this application covers. All permits expire June 30th. Normally this period will be the Fiscal Year July 1st through June 30th.

BUSINESS INFORMATION

- Fill in the name the business is known by - DBA (doing business as).
- Fill in the REQUIRED location and mailing address, city, and zip where the business is actually located, i.e. 911 address. Add the post office box if required for mail delivery.
- Check whether the cigarettes will be sold through a vending machine or over the counter.
- Fill in the 10-digit telephone number of the business.
- Check one type of retail establishment, i.e. bar, convenience store-no gas, convenience-with gas, drug, gas station, grocery, hotel/motel, liquor store, restaurant, tobacco store, other (please write in type)

LEGAL OWNER INFORMATION

- Check whether the legal ownership of the business is individual, a partnership, a corporation, a Limited Liability Corporation (LLC) or a Limited Liability Partnership (LLP).
- Fill in the name of the individual, the partnership, the corporation, the LLC or the LLP that is the legal owner of the business. This is NOT the store manager or corporate president.
- Fill in the mailing address, post office box (if required for mail delivery), city, state, zip and telephone number of the above named legal owner.
- Print the name of the individual owner, partner(s) or corporate official signing this application.
- Sign and date the application. The application must be signed by the owner, one of the partners or one of the corporate officers listed above. A preparer's or store manager's signature is not acceptable unless he/she is one of the owners, partners, or corporate officers.
- Return this application to your local jurisdiction City Clerk (within city limits) or County Auditor (outside city limits).