



## **INSTRUCTIONS FOR APPLICATION FOR A WHOLESALE CIGARETTE LICENSE OR LICENSE TO OPERATE CIGARETTE VENDING MACHINES**

### **NOTICE TO ALL WHOLESALE CIGARETTE DEALERS (Jobbers, Sub-Jobbers, and Vending Machine Operators)**

The annual application for a Wholesale Cigarette License is Form CTX-AW. Beginning with the License Year starting February 1, 2000, the annual application fee is \$600.

Jobbers and Sub-Jobbers must file a separate application for each business location.

All questions are to be completed to the best of the applicant's knowledge. The Department of Finance will not process any incomplete or incorrect applications and will instead return them to the filer.

In connection with the license granted to you by the City of New York, you are required to notify the Department of Finance of any and all changes affecting the information furnished regarding your personnel, vending machines, motor vehicles, and principal firms from whom your purchase cigarettes.

Those dealers who are licensed jobbers or sub-jobbers must list any changes in motor vehicles, including the make and year, license plate number, and state registration. In addition, changes in salesmen representing the jobber or sub-jobber must be reported.

Vending machine operators are required to report any and all changes in business or machine locations, the full names of all persons replacing cigarettes in your vending machines, as well as any changes in the motor vehicles used to carry cigarettes, including the make and year, license plate number, and state of registration.