

Make Cashier's Check Payable to:  
Cook County Collector

# COOK COUNTY DEPARTMENT OF REVENUE

DATE RECEIVED BY CCDOR

**MAIL-IN / WALK-IN ADDRESS:**

Cook County Department of Revenue  
Cigarette Tax  
118 N. Clark St. Room 1160  
Chicago, IL 60602



ORDER NUMBER

## CIGARETTE TAX STAMP PURCHASE ORDER FORM

PURCHASER'S NAME:			DELIVERY METHOD: <input type="checkbox"/> PICK UP <input type="checkbox"/> SHIP TO	
COOK COUNTY REGISTRATION NO:			PROVIDE SHIPPING INFORMATION BELOW	
STREET ADDRESS:			PURCHASER ACCT NO.:	
CITY:	STATE:	ZIP:	CARRIER:	
CONTACT PERSON:			OFFICE USE ONLY	
TITLE:			PICKUP DATE:	
CONTACT NUMBER:			SHIP DATE:	

NOTE: THE COOK COUNTY DEPARTMENT OF REVENUE IS NOT RESPONSIBLE FOR TAX STAMPS LOST IN TRANSIT.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
TAX STAMP TYPE	ROLL / SHEET COUNT	STAMP COUNT	TOTAL TAX STAMP (2) X (3)	TAX RATE	TAX DUE (4) X (5)	ROLL / SHEET SERIAL NUMBERS	ALLOC CODE
COOK COUNTY 20 PACK	Rolls _____	<u>30,000</u>	_____	\$2.00	_____	Beg: _____ / End: _____	2000
	Sheets _____	<u>150</u>				Beg: _____ / End: _____	
COOK COUNTY 25 PACK	Sheets _____	<u>150</u>	_____	\$2.50	_____	Beg: _____ End: _____	2004
CICERO / COOK 20 PACK	Rolls _____	<u>15,000</u>	_____	\$2.16	_____	Beg: _____ End: _____	
CICERO / COOK 25 PACK	Sheets _____	<u>150</u>	_____	\$2.70	_____	Beg: _____ End: _____	2005
EVANSTON / COOK 20 PACK	Rolls _____	<u>15,000</u>	_____	\$2.60	_____	Beg: _____ / End: _____	
EVANSTON / COOK 25 PACK	Sheets _____	<u>100</u>	_____	\$3.25	_____	Beg: _____ End: _____	
<b>(9) TOTAL AMOUNT OF TAX DUE</b>					\$ _____		

<p><b>Authorization:</b> Under penalties provided by law, the undersigned hereby certifies that he/she is authorized to purchase the tax stamps and pay the total amount of tax due noted on this purchase order form.</p> <p style="text-align: center;">_____ AUTHORIZATION SIGNATURE</p> <p style="text-align: center;">_____ DATE</p>	<p>OFFICE USE ONLY</p>
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**COOK COUNTY DEPARTMENT OF REVENUE**  
**CIGARETTE TAX STAMP PURCHASE ORDER FORM INSTRUCTIONS**

1. **Purchaser, Contact and Delivery** - Enter Purchaser name, Cook County Registration Number, street address, all contact information, and select method to be used to deliver tax stamp inventory.
2. **Column (1) Tax Stamp Type** - List of each type of County only, and combined County/municipality tax stamp available for purchase.
3. **Column (2) Roll/Sheet Count** - List the total number of Rolls and/or sheets of tax stamps to be purchased.
4. **Column (3)** – List of the fixed number of stamps on each Roll and Sheet.
5. **Column (4)** – Enter the total number stamps affixed to all Rolls and/or Sheets to be purchased by multiplying Column (2) by Column (3).
6. **Column (5)** - List of standard per stamp tax rate
7. **Column (6)** – Enter Tax due by multiplying Column (4) by Column (5)
8. **Column (7) and (8)** – To be completed by the Cook County Department of Revenue only.
9. **Column (9) Total Amount of Tax Due** – Sum total Column (6)