



### **Excel Import Template Instructions**

The Excel Import template is a tool which can be utilized to file the Form 44CT and supporting schedules more efficiently through our electronic filing system, Taxpayer Access Point (TAP).

First, save the template to your computer, then fill the template with your information for the reporting period. Once the form and schedules are completed, save the file.

To import the file into TAP, log into your TAP account, click on your account number, pick the period you want to file, click on the file return link, then follow the instructions to import the template into TAP.

The template will populate the TAP return. Please review all the pages of the return to ensure the import successfully populated TAP. You must correct all errors before submitting the return.

### **Form 44CT Instructions**

Complete the contact information on the top of this page.

Line 1 – Beginning Inventory. For wholesalers with inventory located in North Dakota, enter the number of cigarettes on hand at the beginning of the month (this will be ending inventory from the prior month).

Line 1e – Ending Inventory. For wholesalers with inventory located in North Dakota, enter the number of cigarettes on hand at the end of the month.

#### **Schedule 1**

Enter the numerical manufacturer code; do not enter the manufacturer name. Enter cigarette quantities in stick and RYO in ounces.

A listing of **Manufacturer Codes** can be found at [www.tax.nd.gov/CigaretteTobacco](http://www.tax.nd.gov/CigaretteTobacco).

#### **Schedule 2**

Enter any applicable cigarette and tobacco product deduction information.

#### **Schedule 3**

Enter the wholesale purchase price (exclusive of any discount or other reduction) of cigars and pipe tobacco or ounces of snuff, chewing tobacco and plug tobacco imported or acquired in North Dakota during the reporting period. Use one line for each supplier. Each transaction may be listed separately or all transactions may be totaled and summarized by supplier.

If weight is not identified on packages of product taxed by weight, check the box indicating the weight is estimated. Estimated weights must be reported separately from packages with weights identified.

#### **Schedule 4**

Enter requested information for sales of untaxed cigarettes to Native American retailers on a reservation located in North Dakota. Do not include sales of cigarettes on the Standing Rock Reservation.

A listing of **State Tobacco License Number Codes** for Native American retailers can be found at [www.tax.nd.gov/CigaretteTobacco](http://www.tax.nd.gov/CigaretteTobacco).

#### **Schedule 5**

Enter requested information for cigarette and tobacco products sold onto the Standing Rock Reservation.

### **Wholesalers Certification of NPM Brands**

Enter requested information for NPM Brand sales. Enter numerical code for brand code; do not enter brand name.

A listing of **Brand Codes** can be found at [www.tax.nd.gov/CigaretteTobacco](http://www.tax.nd.gov/CigaretteTobacco).