Schedule
OTP-M-S
State Form 55555
(R / 5-14)

Indiana Department of Revenue

OTP-M Transaction Schedule

Name (As It Appears on Permit)	License Number	Reporting Month/Year

Transaction Type

A - Purchases (Resident Distributors)/Shipments (Non-Resident Distributors) of Other Tobacco Products	E - Tax Paid Purchases from Indiana Licensed Distributors
B - Other Tobacco Products Shipped Out of State	F - Untaxed Sales to Indiana Licensed Distributors
C - Other Tobacco Products Returned to Manufacturer	G - Intrastate Sales
D - Other Tobacco Products Sold to Federal Government	

Purchases/Sales/Returns

1. Transaction Type	2. Document Type	3. Document Date	4. Document Number	5. Purchased from/ Sold to Company Name	6. Federal Identification Number	7. License Number	8. Street Address	9. City	10. State	11. Wholesale Price	12. Number of Ounces

13. Total Transaction Type A		
14. Total Transaction Type B		
15. Total Transaction Type C		
16. Total Transaction Type D		
17. Total Transaction Type E		
18. Total Transaction Type F		
19. Total Transaction Type G		

Instructions for Completing
OTP-M Transaction Schedule

Indicate **Name (As it Appears on Permit), Distributor's License Number, and Reporting Month/Year** in the provided spaces.

Transaction Type A – Purchases/Shipments of Other Tobacco Products. Resident distributors will report all purchases of Other Tobacco Products.

Nonresident distributors will report all shipments of Other Tobacco Products into Indiana.

Any product returned to the distributor that is intended for resale should be reported as a negative transaction.

Transaction Type B – Other Tobacco Products Shipped Out of State. Resident distributors will report Other Tobacco Products that were shipped out of state.

Nonresident distributors will not use this transaction type.

Transaction Type C – Other Tobacco Products Returned to Manufacturer. Resident distributors will report Other Tobacco Products that were returned to the manufacturer.

Nonresident distributors will not use this transaction type.

Transaction Type D – Other Tobacco Products Sold to Federal Government. Report sales to the federal government located within the state of Indiana.

Transaction Type E – Tax Paid Purchases from Indiana Licensed Distributors. Resident distributors will report purchases where the seller (Indiana Licensed Distributor) paid the tax. These same purchases must also be reported under Transaction Type A.

Nonresident distributors will not use this transaction type.

Transaction Type F – Untaxed Sales to Indiana Licensed Distributors. Non-resident distributors will report shipments where the purchaser (Indiana Licensed Distributor) will pay the tax. These same shipments must also be reported under Transaction Type A.

Resident distributors will not use this transaction type.

Transaction Type G – Intrastate Sales (Indiana to Indiana). Resident distributors will report Other Tobacco Products sold to Indiana customers.

Nonresident distributors will not use this transaction type.

Itemize each transaction, by invoice, separately.

1. **Transaction Type** – Indicate the transaction type being reported (A, B, C, D, E, F, or G).

2. **Document Type** – Enter the appropriate code from the following list:
   A = Affidavit
   C = Confirmation
   CM = Credit Memo
   I = Invoice
   O = Other
   PO = Purchase Order
   RG = Returned Goods Authorization

3. **Document Date** – Indicate the date of the transaction listed on the given document.

4. **Document Number** – Indicate the document number assigned for each transaction.

5. **Purchased from/Sold to Company Name** – Provide the company name of the entity you purchased from/sold to.

6. **Federal Identification Number** – Indicate the nine-digit federal employer identification number (FEIN). If the person does not have an FEIN, then use the person's Social Security number.

7. **License Number** – Indicate the Distributor's License number of the entity if the transaction involved an Indiana Licensed Distributor.

8, 9, and 10. Address – Indicate the location address for the entity involved in the transaction.

11. **Wholesale Price** – Indicate the wholesale price listed on the document for all Other Tobacco Products except Moist Snuff. "Wholesale price" means the net price shown on an invoice and at which the manufacturer of the tobacco products sells tobacco products to distributors, excluding any discount or other reduction that is not shown on the invoice.

12. **Number of Ounces** – Indicate Moist Snuff ounces listed on the document. Round ounces to the nearest hundredth of an ounce (0.00).

13. **Total Transaction Type A** – Add all quantities from the "Wholesale Price" column and the "Number of Ounces" column for Transaction Type A.

14. **Total Transaction Type B** – Add all quantities from the "Wholesale Price" column and the "Number of Ounces" column for Transaction Type B.

15. **Total Transaction Type C** – Add all quantities from the "Wholesale Price" column and the "Number of Ounces" column for Transaction Type C.

16. **Total Transaction Type D** – Add all quantities from the "Wholesale Price" column and the "Number of Ounces" column for Transaction Type D.

17. **Total Transaction Type E** – Add all quantities from the "Wholesale Price" column and the "Number of Ounces" column for Transaction Type E.

18. **Total Transaction Type F** – Add all quantities from the "Wholesale Price" column and the "Number of Ounces" column for Transaction Type F.

19. **Total Transaction Type G** – Add all quantities from the "Wholesale Price" column and the "Number of Ounces" column for Transaction Type G.