

# OR-318

## Cigarette Vending Machine Location Change

### Instructions

If you own and operate a cigarette vending machine or machines and have been issued either a cigarette dealer's license or cigarette distributor's license by the Department of Revenue Services (DRS), you are required to report the following changes to DRS by fax or e-mail no later than 30 days after the change:

- **Change in location of an existing cigarette vending machine;**
- **Removal from service of an existing cigarette vending machine; or**
- **Placement of a new cigarette vending machine.**

**FAX:** 860-297-4818

**e-mail:** walkin.reg@po.state.ct.us

**Mail:** ATTN: Walk-In Unit, Department of Revenue Services, State of Connecticut, PO Box 2937, Hartford CT, 06104-2937

If you have any questions, please contact the Registration Unit at **860-297-5770**, Monday through Friday, 8:00 am to 5:00 pm.

### Taxpayer Information

Name	CT Tax Registration Number	FEIN
Address	Date	Telephone Number

### Registered Machine(s) Moved to a New Location *(attach additional sheet if necessary)*

Make of Machine	Model Number	Name and Address of Premises
		Old Location:
		New Location:
		Old Location:
		New Location:
		Old Location:
		New Location:
		Old Location:
		New Location:

### Registered Machine(s) Removed From Service *(attach additional sheet if necessary)*

Make of Machine	Model Number	Name and Address of Premises

### Unregistered Machine(s) Brought into Service *(attach additional sheet if necessary)*

Make of Machine	Model Number	Name and Address of Premises