



**DEFINITIONS AND GENERAL INFORMATION FOR  
TOBACCO PRODUCT MANUFACTURER CERTIFICATION**

**DEFINITIONS**

**“Brand family”** means all styles of cigarettes sold under the same trademark and differentiated from one another by means of additional modifiers or descriptors, including, but not limited to, “menthol,” “lights,” “kings,” and “100s.” “Brand family” includes cigarettes sold under any brand name (whether that name is used along or in conjunction with any other word), trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or other indicia of product identification identical or similar to, or identifiable with, a previous brand of cigarettes.

**“Cigarette”** has the same meaning given that term in R.C. 1346.01.

**“Directory”** means the listing of all Tobacco Product Manufacturers that have provided current and accurate certifications conforming to the requirements of R.C. 1346.05, and all Brand families that are listed in such certifications; except as provided by R.C. 1346.05.

**“Escrow Deposit”** means deposits required to be made into a qualified escrow fund pursuant to R.C. 1346.02(B).

**“Master Settlement Agreement”** has the meaning given that term in R.C. 1346.01.

**“Non-participating manufacturer”** means any Tobacco Product Manufacturer that is not a Participating Manufacturer.

**“Participating manufacturer”** has the meaning given that term in section II (jj) of the Master Settlement Agreement and all amendments to that agreement.

**“Qualified escrow fund”** has the meaning given that term in R.C. 1346.01 and in accordance with R.C. 1346.05.

**“Stamping Agent”** means a person who is authorized to affix tax stamps to packages or other containers of cigarettes under R.C. 5743.03 or a person who is required to pay the excise tax imposed on cigarettes and other tobacco products under sections R.C. 5743.03 and R.C. 5743.51 of the Ohio Revised Code.

**“Tobacco Product Manufacturer”** has the meaning given that term in R.C. 1346.01.

**“Units sold”** has the meaning given that term in R.C. 1346.01.

**“Falsification”** means no person shall knowingly make a false statement, or knowingly swear or affirm the truth of a false statement previously made, when the statement is made with purpose to secure the issuance by a governmental agency of a license, permit, authorization, certificate, registration, release, or provider agreement. R.C. 2921.13(A)(5).

R.C. 1346.01 – 1346.10 may be viewed online at:

<http://codes.ohio.gov/orc/1346>

General Information for Annual and Supplemental Filers

### **Who is required to file this Certification?**

- Any Tobacco Product Manufacturer, as defined in R.C. 1346.01(l)(1), whose cigarettes are sold within the State of Ohio, whether directly or through any distributor, retailer, or similar intermediary. R.C. 1346.05(A)(1)

### **When is Annual Certification due?**

- For manufacturers whose cigarettes are sold in Ohio, this Certification is due on an annual basis no later than **April 30<sup>th</sup>** of each year. Note, however, that escrow deposits for Non-Participating Manufacturers are due no later than **April 15<sup>th</sup>** of each year.
- For manufacturers whose cigarettes are not yet sold in Ohio, submit this Certification before beginning sales in Ohio.
- For manufacturers making any change(s) to their annual certification or initial certification, submit this Certification noting the change(s) at least 30 days prior to that change becoming effective.

### **Where should the Certification be sent?**

All certifications, correspondence, escrow agreements and bank account ledgers pertaining to the Tobacco Product Manufacturer Certificate of Compliance and Quarterly Certificate of Compliance should be mailed to:

Ohio Attorney General's Office  
Executive Agencies  
Tobacco Enforcement Unit – 455000  
30 East Broad St., 26<sup>th</sup> floor  
Columbus, Ohio 43215

### **Records Retention Requirements**

Tobacco Product manufacturers are required to maintain all invoices and documentation of sales and other such information relied upon for this certification for a period of 5 years, unless otherwise required by law to maintain them for a greater period of time. See R.C. 1346.05(A)(5).

**Registered Agent information (for Non-Participating Manufacturers). See R.C. 1346.06.**

Non-participating manufacturers must either register with the Ohio Secretary of State to do business in Ohio, or retain the services of a registered agent located in the State of Ohio, to act as agent for service of process.

If the non-participating manufacturer terminates the agent's appointment, the manufacturer shall provide notice of the termination to the attorney general thirty days prior to the termination, and shall provide proof of appointment of a new agent not less than five days prior to the termination.

If the registered agent terminates the appointment, the manufacturer shall provide notice to the attorney general along with proof of the appointment of a new agent within five calendar days of the termination.

**Cigarette Health-Warning Rotation Plan**

A copy of the **current** Federal Trade Commission (FTC) letter, authorizing your health-warning rotation plan, must be provided for the brand families you currently sell in the State of Ohio. Additional information can be obtained at:

**Federal Trade Commission  
600 Pennsylvania Avenue, N.W.  
Washington, D.C. 20580  
General Information Locater: (202) 326-2222  
<http://www.ftc.gov>**

**Cigarette Ingredient Reporting Requirement**

A copy of the **current** Centers for Disease Control (CDC) letter, approving your ingredient listing for cigarettes, must be provided for the brand families you currently sell in the State of Ohio. Additional information can be obtained at:

**Centers for Disease Control and Prevention  
1600 Clifton Road  
Atlanta GA 30333  
Telephone: 1-800-311-3435  
<http://www.cdc.gov/netinfo.htm>**

**Reduced Ignition Propensity Standards for Cigarettes (Fire Safe Cigarettes)**

Pursuant to R.C. 3739.07, a manufacturer must submit to the State of Ohio Fire Marshal a certification that its brands meet the requirements of the Reduced Ignition Propensity Standards for Cigarettes. Proof of approval of the certification must be submitted with the Tobacco Product Manufacturer Certificate of Compliance, if not previously submitted. Please contact the State of Ohio Fire Marshal's office for certification requirements at:

State of Ohio Fire Marshal  
Bureau of Testing & Registration  
8895 East Main Street, P.O. Box 529  
Reynoldsburg, OH 43068  
Telephone No.: (614) 752-7126  
Toll Free No.: (877) 264-0023  
Fax No.: (614) 995-4206

### Internet Sales

Pursuant to R.C. 2927.023, the shipment of cigarettes directly to consumers is strictly prohibited. R.C. 2927.023(A)(1).

### Prevent All Cigarettes Trafficking (“PACT”) Act

- Pursuant to the federal Prevent All Cigarette Trafficking (“PACT”) Act, 15 U.S.C. §§375, et.seq., all persons who sell, transfer, or ship cigarettes (including roll-your-own tobacco) in interstate commerce for profit must: (1) register with the tobacco tax administrator of the state into which shipment is made; and (2) file monthly reports with the tobacco tax administrator (Ohio Department of Taxation), no later than the 10<sup>th</sup> of each month, identifying the brands, quantities, and recipients of cigarette shipments into such state. These reports should be sent to:

William Ditto, Administrator  
Ohio Department of Taxation  
Excise Tax and Motor Fuel Division  
4485 Northland Ridge Boulevard  
Columbus, Ohio 43229

### Statement of Condition

In order to obtain a statement of condition from the Ohio Department of Taxation, please contact:

Ohio Department of Taxation  
Attn: Joel Mathias  
4485 Northland Ridge Boulevard  
Columbus, Ohio 43229