

**CITY OF COLONIAL HEIGHTS, VIRGINIA**

BILLING AND COLLECTIONS OFFICE  
201 JAMES AVENUE  
COLONIAL HEIGHTS, VA 23834

PHONE (804) 520-9320  
FAX (804) 520-9253

**CIGARETTE TAX STAMPS ORDER FORM**

APPLICANT: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

FEIN: \_\_\_\_\_ CIGARETTE TAX LIC. NO.: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

THE ABOVE-NAMED APPLICANT HEREBY APPLIES FOR THE FOLLOWING CIGARETTE TAX STAMPS:

**HEAT SEALED STAMPS**

NO. OF ROLLS \_\_\_\_\_ X 15,000 STAMPS PER ROLL = \_\_\_\_\_ STAMPS (MUST PURCHASE WHOLE ROLLS)

NUMBER OF STAMPS \_\_\_\_\_ @ \$0.35 EACH = \$ \_\_\_\_\_

LESS DISCOUNT: STAMPS \_\_\_\_\_ @ \$0.01 EACH = - \_\_\_\_\_

AMOUNT DUE \$ \_\_\_\_\_

**STICKER-STYLE STAMPS**

NO. OF SHEETS \_\_\_\_\_ X 80 STAMPS PER SHEET = \_\_\_\_\_ STAMPS (MUST PURCHASE WHOLE SHEETS)

NUMBER OF STAMPS \_\_\_\_\_ @ \$0.35 EACH = \$ \_\_\_\_\_

LESS DISCOUNT: STAMPS \_\_\_\_\_ @ \$0.01 EACH = - \_\_\_\_\_

TOTAL TAX \$ \_\_\_\_\_

TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

**A UPS OR FED EX ACCOUNT NUMBER MUST BE PROVIDED IF THE STAMPS ARE NOT BEING PICKED UP IN PERSON**

**Please make checks payable to City of Colonial Heights**

**OFFICE USE ONLY**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BOX NUMBER(S) \_\_\_\_\_

DATE PAYMENT RECEIVED: \_\_\_\_\_

AMOUNT RECEIVED: \_\_\_\_\_

DATE PICKED UP: \_\_\_\_\_

DATE MAILED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FED EX/ UPS NUMBER: \_\_\_\_\_

(AUTHORIZED REPRESENTATIVE OF COMPANY TO PICK UP STAMPS)