

# Tobacco - EDI Guide FAQ

**Question:** Who is required to file electronically?

**Answer:** All tobacco licensees, PACT Act filers, and Manufacturers/First Importers are required to file electronically.

**Question:** How do I determine what StateDesc element to report?

**Answer:** Use Table 3 in the EDI Guide. You must always use a Kentucky code. The Kentucky Codes describe to the state what type of product is being received/disbursed.

**Question:** How do I report on the TaxJurisdiction element if the product is being exported out of Kentucky?

**Answer:** Use Table 4 in the EDI Guide on which state or jurisdiction the product is delivered if tax is being paid to that state/jurisdiction. If selling without tax, then use the "UNSTP" code.

**Question:** Should the amount in the Value or ExtendedTaxableAmount fields include tax?

**Answer:** No. If tax is included, it would result in having tax on tax if reported in this field. This field is displayed on the cover page of the return where tax is calculated.

**Question:** What schedule do I use in the TypeofSchedule element when reporting receipts and disbursements to/from a Kentucky licensee?

**Answer:** Schedule 1B would be used when receiving product from a tobacco distributor. Schedule 2B is only to be used for disbursements to tobacco distributors. If your customer is a Retail Distributor, you would use Schedule 2C.

**Question:** Does an amount need to be included for ExtendedTaxableAmount?

**Answer:** Yes. For all transactions, there should be an amount reported . This is the amount that will be displayed on the cover page of the return for taxable transactions, exemptions, and etc.

**Question:** Do I report all tobacco transactions?

**Answer:** Yes, report all tobacco transactions. Not all transactions will be displayed on the cover page but the information will be there for review.

**Question:** I am a Retail Distributor. What schedule should I report receipt of untaxed product?

**Answer:** A Retail Distributor should report the receipt of untaxed product on Schedule 1A as a receipt from a Tobacco Manufacturer/First Importer.