

## TAX MEMO PURCHASES - SCHEDULE A

For Period Ending:

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This schedule is to be completed by tobacco tax collectors to rep memo suppliers and to report any necessary adjustments to pur use additional schedules.	
Company Name:	Business Identification Number (BIN):

Enter the **grand totals** from the tax memo reports for Alberta from both marked products and all unmarked tobacco products delivered to Alberta.

Supplier's Name	Code
Imperial Tobacco Company Limited	IMP
Rothmans, Benson & Hedges Inc.	RBH
JTI - Macdonald Corp.	JTI
The Old Port and Colts Cigar Company Limited	OPC
Van Nelle Canada Limited	VAN
National Tobacco Co. Ltd.	NAT
Tel-Star Marketing Group Ltd.	TEL
House of Horvath Inc.	НОН
Choice Tobacco Inc.	СНО
Dynasty Tobacco Company Inc.	DYN

Branch/Location:

Tax Memo Total						
Dollars	Cents					

TOTAL TAX FROM TAX MEMO PURCHASES:

ADD OR SUBTRACT TOTAL ADJUSTMENTS CARRIED FORWARD FROM PAGE 2 AND FROM ANY ADDITIONAL SCHEDULE A'S:

**NET TAX FROM TAX MEMO PURCHASES:** 

Carry this amount forward to the Tobacco Tax Return (form AT300), line 11.

AT311(Jan-05) Internet

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## TAX MEMO ADJUSTMENTS

Enter the tax memo adjustments in date order starting with the oldest invoice date. Examples of allowable adjustments include, products received in a current period but invoiced in a prior or subsequent period, incorrect billings and products returned to the supplier. Each adjustment must be accompanied by an explanation. Ensure that you retain all supporting documentation (e.g. original invoices and bills of lading) for audit purposes.

Supplier's Code	Invoice Date (YYMMDD)	Invoice Number	Adjustment Amount *	Explanation
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	TOTAL ADJUSTMEN	TAX MEMO NT AMOUNT:	\$	

Carry this amount forward to the front of this schedule.

<sup>\*</sup> Show credit (negative) amounts in brackets ( ).