This schedule is to be completed by tobacco tax collectors to report purchases of taxable tobacco products from tax memo suppliers and to report any necessary adjustments to purchases. If more space is required for adjustments, use additional schedules.

Company Name: _____

Business Identification Number (BIN): |_|_|_|_|_|_|_|_|_|_|

Branch/Location: _____

For Period Ending: Y Y Y Y M M D D |_|_|_|_|_|_|_|_|

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	Tax Memo Total	
		Dollars	Cents
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.	HOH		
Choice Tobacco Inc.	CHO		
Dynasty Tobacco Company Inc.	DYN		
Brigham Enterprises Inc.	BRI		

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.

BIN: |___|___|___|___|___|___|___|___|___| Period Ending: |___|___|___|___|___|___|

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
TOTAL TAX MEMO ADJUSTMENT AMOUNT:			$		

Carry this amount forward to the front of this schedule.

* Show credit (negative) amounts in brackets (   ).

AT311(Feb-07)   *Internet*