



INSTRUCTIONS: JENKINS ACT REPORT OF TOBACCO PRODUCT SALES

The Jenkins Act, 15 U.S.C. §§ 375, *et. seq.*, as amended, requires all persons who sell, transfer, or ship for profit cigarettes (including roll-your-own tobacco) and smokeless tobacco in interstate commerce to file reports, no later than the 10th of each month, listing the quantities, brands, and recipients of all applicable shipments. Reports of shipments into Oregon should be made to both the Oregon Department of Revenue and the Oregon Department of Justice. The Jenkins Act authorizes criminal and civil penalties for violation of the Act. *See* 15 U.S.C. §§ 377-378.

Instructions for Completing the Oregon Jenkins Act Report:

PART 1: Please provide the name of the business entity on whose behalf the form is submitted, including name, address, and telephone number. Please provide the name and email address of the person completing the form.

PART 2: Please check the appropriate box for the method of compliance with the Jenkins Act reporting obligations. Reports can be made by providing copies of invoices of shipments or by submitting a summary memorandum of shipments. Part 4 is a template for a summary memorandum that contains all information required under 15 U.S.C. § 376(a)(2).

PART 3: An authorized representative must sign and date the report.

PART 4: If electing to comply with 15 U.S.C. § 376(a)(2) by memorandum, a reporting entity may complete and submit Part 4. A reporting entity may submit its memorandum in a different format, so long as all the information required under 15 U.S.C. § 376(a)(2) is included. Please list quantities of cigarettes in sticks and quantities of smokeless tobacco and RYO in ounces. If any of the shipments are delivery sales, as defined by 15 U.S.C. § 375(5), please include the name, address, and telephone number of the person delivering the shipment. Additional sheets may be used as necessary.

Instructions for Submitting the Oregon Jenkins Act Report:

Jenkins reports are due the 10th day of each month. Reports should be submitted to both the Oregon Department of Revenue and the Oregon Department of Justice, either electronically or by mail.

Oregon Dept. of Revenue
Attn: Special Programs Admin.
P.O. Box 14630
Salem, OR 97309
lorie.d.jensen@state.or.us

Oregon Dept. of Justice
Attn: Tobacco Enforcement
1162 Court St. NE
Salem, OR 97301
dena.spaulding@doj.state.or.us

Department of Revenue Contact:
Department of Justice Contact:

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