



Before we file your E-Cigarette permit

Fill in what you can, on screen or by hand, and send it back to us. This form consolidates the Texas Comptroller's E-Cigarette Retailer Permit application (Form AP-242) so you only provide each item once. Calibre Licensing Services prepares and files the application and follows up with the Comptroller until the permit is issued and ready to post in your store. If you are missing something, leave it blank and we will help you get it.

The order matters. The e-cigarette permit requires an active Texas sales tax permit for the location, and it is filed after the tobacco permit for the same location. Holding the tobacco permit also cuts the e-cigarette fee in half. Don't have a sales tax permit, tobacco permit, entity, DBA or EIN yet? We file all of them. Just note it on the form.

1. Permit Requested

Do you already hold an active cigarette, cigar and tobacco retailer permit at this location?

☐ Yes ☐ No

Required first. If no, we file the tobacco permit before this one.

If yes: tobacco permit number

Are you renewing an existing permit or replacing one after a change of ownership?

☐ Yes ☐ No

If yes: existing permit number

Are you already selling e-cigarette products at this location?

☐ Yes ☐ No

Selling without a permit carries a \$50 late fee per location. Tell us so we can file right away.

2. Taxpayer Information

11-digit Texas taxpayer number (sales and use tax)

Required before the Comptroller will issue the permit. No sales tax permit yet? We can file it.

Legal name of the entity

Sole owner or partners: first name, middle initial, last name. Otherwise the corporation or LLC name exactly as registered. No entity yet? We can register it.

Mailing address for e-cigarette correspondence

Street, P.O. Box or rural route

City

State

ZIP

County

Business e-mail address

Person primarily responsible for this business

Name

Daytime phone

Mobile

Fax (optional)



3. Commercial Business Location

The store where products are sold or stored. It must have regular, posted business hours and cannot be a residence, a P.O. Box or a storage unit. Attach a page for each additional location.

Location name (store name / DBA)

No DBA yet? We can file it.

Street address (no P.O. Box)

City

State

ZIP

County

Location phone

Planned start date for e-cigarette sales
(mm/dd/yyyy)

Person primarily responsible for this location

Name

Phone

Mobile

Fax (optional)

Is this a commercial business location with regular, posted business hours?

☐ Yes ☐ No

Is the location inside the city limits?

☐ Yes ☐ No

If yes: which city

Will you keep the product books and records at this location?

☐ Yes ☐ No

Will you sell or store e-cigarette products from this location?

☐ Yes ☐ No

4. Internet, Mail Order & Telephone Sales

Texas law requires anyone delivering e-cigarette products to Texas customers by internet, mail or phone order to register and collect tax.

Will you sell e-cigarette products over the internet, by mail order or by telephone?

☐ Yes ☐ No

If yes: e-mail address or website used for those sales

Planned start date for online sales

5. Sales from a Vehicle

Skip this section if you will not sell e-cigarette products from a motor vehicle.

Will you sell e-cigarette products from a motor vehicle?

☐ Yes ☐ No

Vehicle 1:

year

Make

Model

License plate / state

Vehicle ID number (VIN)

In-service date

Vehicle 2:

year

Make

Model

License plate / state

Vehicle ID number (VIN)

In-service date



Where the vehicle records will be kept
(must be a commercial location)

6. Fees & Attachments

The e-cigarette permit costs **\$180 for a two-year permit period** that runs from June 1 of an even-numbered year to May 31 of the next even-numbered year, prorated by the month you apply, or **\$90 (half)** if you already hold a tobacco permit at the same location. Permits are non-transferable, must be displayed in the store, and the Comptroller allows a minimum of 16 business days for processing. Selling without a permit carries a **\$50 late fee per location** and is a Class A misdemeanor.

☐ Copy of your tobacco permit for this location attached

☐ I would like CLS to prepare a power of attorney so CLS can sign and submit on my behalf

What happens next. We confirm the tobacco permit is active, then file the e-cigarette permit for the same location. The permit expires on May 31 of the next even-numbered year; we track the renewal date and remind you before it comes up so you never operate on a lapsed permit.

Completed by (name)

Phone

Date

Questions while filling this in? Call **(346) 767-7855** or e-mail **info@calibretx.com**. We reply within 24 hours.