



The City of Lowell • Health Department
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TOBACCO PRODUCT SALES PERMIT

Permit Fee: \$125.00 (Check or Money Order)

Establishment Name: _____

Business Address: _____
Please Include Zip Code

Owner's Name: _____

Manager's Name: _____

Establishment Phone Number: _____

If the Establishment is owned by a Corporation or the mailing address is not the business address, please complete the section below.

Corporation Name: _____

Mailing Address: _____
Please Include Zip Code

Contact Person: _____

Corporation Phone Number: _____

PLEASE SIGN BELOW:

I have read and understand all of the conditions for obtaining a tobacco vendor permit, including that by applying I am consenting to unannounced inspections and compliance checks. I understand the Massachusetts General Laws Chapter 270, Section 6 and the City of Lowell Board of Health Tobacco Regulations, which regulate the sale of tobacco and state, among other things, that the sale of tobacco to anyone younger than 21 is illegal. I further understand that if my establishment is not in compliance with the above-stated Board of Health Tobacco Regulations, it will be subject to fines and permit suspensions issued by agents of the Lowell Board of Health.

Signature

Date

.....●
For Office Use Only

State License #: _____ TC Permit #: _____ Permit Date: _____ Check #: _____

Important! Please have this notice translated immediately.

¡Importante! Por favor haga traducir este aviso inmediatamente.	[Spanish]
Importante! Fate tradurre questo avviso immediatamente.	[Italian]
Prè inpòtan! Fè tradui nòt sa a tousuit.	[Haitian Creole]
Important! Faites traduire cet avis immédiatement.	[French]
Importante! Mande traduzir este aviso imediatamente.	[Portuguese]
QUAN TRỌNG ! CẦN DỊCH CÁO THỊ NÀY LIỀN	[Vietnamese]
重要！請立刻將本通知翻譯成中文。	[Chinese]
ສົ່ງສໍາຄັນ ! ຈົ່ງຮີບແປ ການປະກາດນີ້ ໂດຍດ່ວນ	[Laotian]
Կարեւոր. այս յայտարարութիւնը անմիջապէս թարգմանել տուէք:	[Armenian]
Προσοχή! Δώστε να σας μεταφράσουν αμέσως αυτή την ανακοίνωση.	[Greek]
សារសំខាន់! សូមបកប្រែនៅការប្រកាសនេះជាបន្ទាន់	[Cambodian]

YOU ARE REQUIRED TO SUBMIT COPIES OF VALID STATE TOBACCO LICENSE(S):
Follow these instructions to apply for 1) “Retailer License for Sale of Cigarettes”AND 2) “Retailer License for Sale of Cigars and Smoking Tobacco

Disclaimer: The instructions below are provided only as guidelines. The city of Lowell is not responsible for any changes made to the process by the Department of Revenue (DOR). If you wish to sell only cigarettes, license number “2”is not needed.

For establishments that have previously used the Massachusetts WebFile for Business, and have a user name and password, please complete the following steps:

1. Please go to <https://wfb.dor.state.ma.us/webfile/business/Public/Webforms/Login/Login.aspx> to log into the Massachusetts DOR WebFile for Business.
2. Click on to the Tobacco Retailer Licenses option on:
 - a. The Home Page (public) and My Page (authenticated home page) – **or-**
 - b. The “**Manage Registration>Apply for Tobacco Retailer Licenses**” menu item – **or-**
 - c. The “**Manage Registration**” landing page, “**Apply for Tobacco Retailer Licenses**” option.

If you have not previously obtained an account for the Massachusetts DOR WebFile for Business, and wish to renew your license online, please complete the following steps:

1. Go to the Massachusetts DOR website at www.mass.gov/dor
2. Click on “**WebFile for Business.**”
3. Click on “**Register**” link under the “Register Online” section.
4. Click on “**I am registering to file, pay taxes or submit new hire reports for my company only**” radio button.
5. Click the “**Next**” button.
6. Select “**My business is not registered with the Massachusetts Department of Revenue to file/pay taxes. I now wish to register my business to file/pay electronically.**” and follow the instructions.

Upon completing the registration process, you should then be able to log into the WebFile for Business and apply for the required license(s).

For questions regarding the renewal process or online application, please call the Commonwealth of Massachusetts Cigarette and Tobacco Excise Unit at (617) 887-5090 for assistance.