

---

**Title** Process for the Tobacco Inventory Declaration Form During a Tax Rate Change.

---

**Overview** This bulletin outlines the procedure for completing and submitting the Tobacco Inventory Declaration Form whenever there is a tobacco tax rate change.

---

**Legislation or Regulation** Tobacco Tax Act Sections 3, 8, 12, and 15  
Tobacco Tax Regulations Section 15

---

**Definitions**

**Cigarettes:** Includes any roll or tubular construction that contains tobacco and is intended for smoking, other than a bidi, cigar, kretek, or tobacco stick.

**Loose Tobacco:** Includes all other tobacco products not defined as cigarettes or cigars.

**Retail Dealer:** Means a person who sells or offers for sale, in the Yukon, tobacco to a consumer.

**Tobacco:** Means tobacco and tobacco products in any form in which they may be consumed, by the consumer, and includes snuff.

**Wholesale Dealer:** Means a person who sells or offers for sale, in the Yukon, tobacco for the purpose of resale.

---

**Requirements** Tobacco wholesale and retail dealers in the Yukon are required to fill out the Tobacco Inventory Declaration form whenever there is a tax rate change. The rate change only applies to cigarettes and tobacco products on hand and/or in transit to Yukon at close of business before the effective date of the rate change.

All wholesale and retail dealers will receive a notice of tax rate change

---

---

prior to the effective date. It is the responsibility of the wholesale and retail dealers to record inventory of the cigarette and tobacco products they have in stock and any ordered prior to the new tax rate being implemented. Dealers with zero inventory on hand and/or in transit must submit a NIL inventory form. The form will be due 45 days after the rate change goes into effect.

There are 4 sections to completing the form.

1. The requirements to completing the header portion:
  - Retailer permit number
  - Retailer business name
  - Retailer business address
  - Retailer phone number
  - Retailer email address.
  
2. The requirements to completing Part A – Cigarettes calculation:
  - Calculate the tax rate difference per each cigarette that is on hand or in transit.
  - The form will have the rate difference to multiply the number of cigarettes by.
  
3. The requirements to completing Part B – Tobacco calculation:
  - Calculate the tax rate difference per each gram of tobacco that is on hand or in transit.
  - The form will have the rate difference to multiply the number of grams of tobacco by.
  
4. The requirements to completing the form:
  - Add the total dollar value of cigarettes (Part A) with the total dollar value of tobacco (Part B) in the Total Tobacco Tax Remittance line.
  - Complete the form by signing and providing the date the form was completed.

Payment methods

- By Mail – Cheques can be mailed to Tax Administration, mailing address is below,
- In person – At the cash and inquiry desk by cash, interac debit or cheque at: Jim Smith Building, 2071 2<sup>nd</sup> Avenue, Whitehorse, Yukon.

---

### Filing methods

Inventory declaration forms can be submitted either:

- Electronically – Emailed to [yk.taxreturns@yukon.ca](mailto:yk.taxreturns@yukon.ca)
- By Mail – To Tax Administration, mailing address is below.
- In person – At the cash and inquiry desk at:

Jim Smith Building,  
2071 2<sup>nd</sup> Avenue,  
Whitehorse, Yukon

Tobacco tax payments cannot be made by credit card or over the phone.

### Penalties

Failure to report any inventory by the due date outlined on the form will result in an initial warning letter. If the form is not submitted after the initial warning letter was issued, a final warning letter following a review of the permit holder will be initiated, resulting in the cancellation of the tobacco dealer permit.

If a consumer or business fails to report the tobacco products in possession, a penalty of 10% may be applied on the total amount of tax due and an interest of 10% per annum may also be applied on the penalty.

Failure to report or make a false statement can also result in fines ranging from \$2,000 up to a max of \$25,000 or imprisonment for not more than 6 months, or both.

---

### **For further information contact:**

Department of Finance – Tax Administration

#### Mailing Address

Government of Yukon  
Box 2703 (B-5)  
Whitehorse, Yukon  
Canada Y1A 2C6

#### Street Address

Government of Yukon  
Jim Smith Building  
2071 Second Avenue  
3<sup>rd</sup> Floor – Department of Finance, Tax  
Administration  
Whitehorse, Yukon

Phone: (867) 667-5345

Fax: (867) 456-6709

E-mail: [yk.taxreturns@yukon.ca](mailto:yk.taxreturns@yukon.ca)

---

The information in this bulletin is for your convenience and guidance and is not a replacement for the legislation. The Tobacco Tax Act and regulations can be found on our website at:

[https://laws.yukon.ca/cms/legislation-by-title.html?view=acts\\_alpha](https://laws.yukon.ca/cms/legislation-by-title.html?view=acts_alpha)