



Cigarette, Tobacco, & Vapor Products License – New Applicant

- Complete [CTV-100 Cigarette, Tobacco, & Electronic Vaping Device License Application](#)

Follow instructions on pages 3-4 when completing your application

- Part A.8 Wisconsin DFI Registration Number

Can be found on their [website](#) <https://apps.dfi.wi.gov/apps/corpSearch/Search.aspx>

- Premise Description – see description on application and instructions when writing premise description.

- TIP** Save your form to use for next year

License Fee \$100

- Complete [CTV-101 Cigarette, Tobacco, & Electronic Vaping Device License Individual Questionnaire](#)

Follow instructions on pages 3-4 when completing your application

Who must complete? All persons involved in the business – see instructions, top of page 3

- TIP** Save your form to use for next year

- Agent Completes [CTV-102 Cigarette, Tobacco, & Electronic Vaping Device Appointment of Agent](#)

Follow instructions on pages 2-3 when completing your application

Who must complete? Agent, the person responsible for the premise – see instructions, top of page 2

- Part D Needs two signatures – One from business (manager/officer) and one from the appointed agent

- TIP** Save your form to use for next year

- Review all forms to make sure everything is complete and signed

TIP You can electronically sign all applications in Adobe PDF

- E-mail all completed forms to the [City Clerk lburns@cityofmiddleton.us](mailto:lburns@cityofmiddleton.us) as a PDF [Instructions](#)

- Make Payment

Payments can be made [online](#) Select [Cigarette License](#) from the payment dropdown menu

<https://cityofmiddleton.us/chpayment>

Checks can be mailed to 7426 Hubbard Avenue, Middleton, WI 53562

- Renewals Due Date – All payment and applications are due by **April 15**

TIP Set a **recurring** reminder on your calendar for March 1 of each year to complete your renewal paperwork

Resources

[Publication 302 - Information for WI Alcohol Beverage and Tobacco Retailers](#)

[Department of Revenue Cigarette, Tobacco, and Vapor Products Webpage](#)

<https://www.revenue.wi.gov/Pages/Businesses/Tobacco.aspx>