

Town of Kennan
Cigarette/Tobacco/Vaping Application Checklist

Complete	Description	Form		
<input type="checkbox"/>	<p style="text-align: center;"><u>Cigarette, Tobacco, and Vaping Device Application</u></p> <ul style="list-style-type: none"> - This is a fillable electronic form you can save <ul style="list-style-type: none"> o <i>Follow instructions on pages 3-4 when completing your application</i> - Parts A-D Required <ul style="list-style-type: none"> o Part A.8 Wisconsin DFI Entity ID can be found on their website. o Premise Description-A complete description is required, include outdoor spaces, attach floor plan if possible. Licensed or Permitted Premises Description Fact Sheet 3103 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; text-align: center; padding: 5px;">Cigarette & Tobacco Application Fee</td> <td style="width: 60%; text-align: center; padding: 5px;">\$5.00</td> </tr> </table> <p style="text-align: center;"><input type="checkbox"/> <i>TIP: Save your completed electronic form to use for next year.</i></p> <p><i>If submitting a Liquor License, you may copy and paste much of the same information from AB-200 to CTV-100</i></p>	Cigarette & Tobacco Application Fee	\$5.00	CTV-100
Cigarette & Tobacco Application Fee	\$5.00			
<input type="checkbox"/>	<p style="text-align: center;"><u>Cigarette, Tobacco, and Vaping Device Individual Questionnaire</u></p> <ul style="list-style-type: none"> - Complete for EACH member of the business. Follow instructions on pages 3-4 when completing your application - Parts A-E Required <p>Who must complete? All persons involved in the business.</p> <ul style="list-style-type: none"> o Example: If two people are listed on form CTV-100 Part C, submit the application with two questionnaires; one for each person. <p style="text-align: center;"><input type="checkbox"/> <i>TIP: Save your completed electronic form to use for next year.</i></p> <p><i>If submitting a Liquor License, you may copy and paste much of the same information from AB-100 to CTV-101</i></p>	CTV-101		
<input type="checkbox"/>	<p style="text-align: center;"><u>Cigarette, Tobacco, and Vaping Device Appointment of Agent</u></p> <ul style="list-style-type: none"> - Complete form if reporting for a new Agent or changes to previously reported Agent - Parts A-E Required <ul style="list-style-type: none"> o <i>Follow instructions on pages 2-3 when completing your application</i> <p>Who must complete? Agent, the person responsible for the premise-see instructions, top of page 2</p> <ul style="list-style-type: none"> - Part D Attestation: <u>signature required</u> <p style="text-align: center;"><input type="checkbox"/> <i>TIP: Save your completed electronic form to use for next year.</i></p> <p><i>If submitting a Liquor License, you may copy and paste much of the same information from AB-101 to CTV-102</i></p>	CTV-102		
<input type="checkbox"/>	Review all forms to make sure everything is complete and signed			
<input type="checkbox"/>	<p style="text-align: center;"><u>Submit Completed Forms and Payment</u></p> <p style="text-align: center;">Town of Kennan PO Box 211 Kennan WI 54537</p>			