

# SELLER TRAINING REPORT

Vendor name and mailing address

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Report period

## INSTRUCTIONS FOR COMPLETING SELLER TRAINING REPORT

### WHO MUST FILE —

Each vendor certified by the Comptroller of Public Accounts to conduct tobacco-related seller training must report statistical data for classes presented during the preceding month.

### WHEN TO FILE —

This report must be filed on or before the 15th day of the month following the month in which the training was completed.

### FOR ASSISTANCE —

If you have a question concerning this report or seller training reporting requirements, contact the Comptroller of Public Accounts toll free, nationwide, at 1-800-531-5441, ext. 6-5946, or in Austin, call (512) 936-5946. If you're calling from a Telecommunications Device for the Deaf (TDD), the toll-free number is 1-800-248-4099, or in Austin, (512) 463-4621.

### REQUIRED DOCUMENTATION —

Attach the Seller Training Roster (Form 69-204) for each class completed during the period of this report.


### MAIL THIS REPORT WITH CLASS ROSTERS TO —

COMPTROLLER OF PUBLIC ACCOUNTS  
 P.O. Box 12010  
 Austin, Texas 78711-2010

### ***ENTER TRAINING SESSION DATA FOR THE REPORT PERIOD***

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|--|----------|
| 1. Total number of classes scheduled _____                   | 1. _____ |
| 2. Total number of classes conducted _____                   | 2. _____ |
| 3. Total number of participants who attended training _____  | 3. _____ |
| 4. Total number of participants who completed training _____ | 4. _____ |

I declare that the information in this document and any attachments is true and correct to the best of my knowledge.

Vendor or authorized agent 	Business phone	Date
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