



December 12, 2018

<Business Name>
<Address>
<City, State ZIP>

Business Account Number: <0000000>
Location Identification #: <0000000-00-000>

**NOTICE TO CIGARETTE RETAILERS
REGARDING CIGARETTE LITTER ABATEMENT FEE INCREASE**

On November 28, 2018, the City and County of San Francisco Office of the Controller approved adjustments to the Cigarette Litter Abatement Fee pursuant to Section 105.3(f) of the San Francisco Administrative Code. The full text of Section 105.3(f) can be accessed on the Board of Supervisor's website (<http://www.sfbos.org>) by clicking on "Municipal Codes" under "Most Requested" and then on "Chapter 105 Cigarette Litter Abatement Fee Ordinance."

Effective January 1, 2019, the Cigarette Litter Abatement Fee will increase to **\$0.85 per pack** from the current \$0.75 per pack. You are responsible for collecting the new fee on all packs of cigarettes sold beginning January 1, 2019. Remittance of this fee shall be due with your first quarter payment in April 2019, covering sales for January, February and March 2019.

If you have questions or need further assistance, you may submit your question electronically: <http://sftreasurer.org/contact-us> and a customer service representative will contact you on the same day of the request if submitted prior to 7:00 pm. Requests received after 7:00 pm will receive a response by the next business day. Please note: taxpayers who come to City Hall for in-person assistance or call 311 may experience long wait/hold times.
