



Tobacco Retailer's Guide
Sample Form

A collaborative effort of:

- Kansas Department of Social and Rehabilitation Services/Addiction and Prevention Services
- Kansas Department of Revenue/Alcoholic Beverage Control
- Kansas Department of Health and Environment/Tobacco Use Prevention Program
- Tobacco Free Kansas Coalition, Inc.
- Kansas Family Partnership, Inc.

Employee Agreement

(Please read and sign)

Employee's Name: _____

I understand that in Kansas it is against the law to sell cigarettes or other tobacco products to persons under 18 years of age. I have read the information on the sale of tobacco products to persons under 18 and the store policy. I understand that if I do not obey the law I can be charged with a crime and fined \$200 or more for each offense. I also understand that this conviction stays on my permanent record.

I agree to the following rules and company policy about the sale of tobacco products:

- I will not sell cigarettes or tobacco products to any person under the age of 18.
- If a customer appears to be under 27, I will ask for identification. If there is any doubt about the person's age or any question about his or her identification, I will not make the sale.
- I will not sell tobacco to any adult providing it for use by someone under the age of 18. If I think someone of legal age is purchasing tobacco products for someone under 18, I will not make the sale.
- I will not accept a written note from a parent, guardian or any other person, giving permission to sell to someone under 18.

I understand that management will support my judgment in refusing a sale in any of the above cases.

Employee's Signature

Date

Manager's Signature

Date

This agreement will be maintained in our personnel file as part of your permanent employee record.