**Ted’s Tobacco**

**Age Verification and Sales Audit**

**Date:** October 22, 2025  
**Prepared by:** Retail Compliance and Audit Team

**Purpose**

This document provides evidence from an internal audit conducted by Ted’s Tobacco to review the company’s sales practices related to age-restricted products.  
The purpose of the audit was to verify adherence to age-of-sale requirements and to ensure that tobacco products are sold only to individuals aged 21 and older.

**Evidence Summary**

| **Audit Area** | **Evidence Description** |
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| **Audit Scope** | The audit covered all store locations operated by Ted’s Tobacco between **January 1 and September 30, 2025**. Transaction data, point-of-sale (POS) logs, and identification-verification records were reviewed. |
| **Methodology** | A random sample of 2,000 sales transactions was selected for review. ID-scan timestamps and verification confirmations were compared against POS records to ensure that each transaction involved an eligible purchaser. |
| **Age Verification System** | Ted’s Tobacco uses an electronic ID-scanning system that cross-checks government-issued identification with a birth-date verification module. System reports show automatic alerts for any attempted purchase by individuals under 21. |
| **Audit Findings** | Audit records indicate that **all verified transactions were completed by customers aged 21 or older**. No exceptions or sales to individuals below the legal age threshold were identified in the sample reviewed. |
| **Documentation and Retention** | ID-verification reports, POS transaction data, and audit review logs are stored in the **Retail Compliance Management System (RCMS)** and retained for a minimum of five years, in accordance with internal record-keeping policy. |

**Supporting Documentation**

1. **POS Transaction Reports** — Detailed sales records including timestamped entries and cashier IDs.
2. **ID Verification Logs** — System-generated reports showing successful verification for each transaction reviewed.
3. **Audit Sampling Plan** — Documentation outlining sampling criteria and transaction-selection methodology.
4. **Employee Training Records** — Evidence of cashier training in ID verification and refusal procedures.
5. **RCMS Audit Trail** — System audit logs confirming data integrity and record retention.

**Observations**

* The audit covered both in-store and online transactions where age verification was required prior to fulfillment.
* Review of ID-verification data confirmed consistent use of the scanning system for all purchases.
* Training logs demonstrate that all retail employees completed age-restriction compliance modules during the 2025 training cycle.
* Audit documentation was reviewed and archived in accordance with company policy and state record-retention requirements.

**Document Control**

| **Document ID** | **Version** | **Effective Date** | **Prepared By** | **Reviewed By** |
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| TTB-AGE-AUD-TBD | 1.0 | October 22, 2025 | **Hannah J. Reeves**, Audit Analyst | **Marcus E. Dunham**, Director of Retail Compliance |