



**DEPARTMENT OF THE TREASURY**  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
8002 FEDERAL OFFICE BUILDING  
550 MAIN STREET  
CINCINNATI, OHIO 45202

5020220

**SPECIALLY DENATURED SPIRITS USER INFORMATION**

As requested, we are enclosing the necessary forms for your use in filing an application for an industrial alcohol user permit to withdraw and use specially denatured spirits. **Please be sure to provide an Email address, when you submit your paperwork, for contact purposes. This will enable us to notify you when we receive your application and possibly process your paperwork more quickly.**

If your annual withdrawal and use of specially denatured spirits does not exceed 5,000 gallons, you must file the following forms:

- TTB F 5150.22, Application for Industrial Alcohol User Permit
- TTB F 5000.29, Environmental Information
- TTB F 5000.30, Supplemental Information on Water Quality Considerations
- Signing authority, if applicable

If your annual withdrawal and use of specially denatured spirits will exceed 5,000 gallons, you must file the following forms:

- TTB F 5150.22, Application for Industrial Alcohol User Permit
- TTB F 5000.29, Environmental Information
- TTB F 5000.30, Supplemental Information on Water Quality Considerations
- TTB F 5000.9, Personnel Questionnaire, for the person(s) responsible for the specially denatured spirits **(SINGLE COPY)**
- Organizational documents as stated below
- Signing authority, if applicable

**SIGNATURE AUTHORIZATION** - If someone will be signing the application and/or supporting documents on your behalf, you must submit one of the following with your application:

- TTB F 5000.8, Power of Attorney
- TTB F 5100.1, Signing Authority for Corporate Officials, or
- Corporate resolution or specific notification in organizational documents granting this authority.

A corporation or LLC intending to use over 5,000 gallons of specially denatured spirits annually must include the following organizational documents with their application:

Corporation

LLC

Copy of Articles of Incorporation

Copy of Articles of Organization

Copy of Bylaws

Copy of Operating Agreement

Copy of certificate of incorporation which has been filed with the state in which incorporated

Copy of certificate of organization which has been filed with the state in which organized

Statement designating who is directly responsible for the SDS part of business

Statement designating who is directly responsible for the SDS part of business

List of names and addresses of the Officers, directors and stockholders (holding 10 percent or more stock) with number of shares held

List of names and addresses of the members/managers of the LLC, and anyone holding 10 percent or more interest and amount held

If you are applying as an individual owner or partnership, your application must include a list of the names and addresses of every person interested in the business. A partnership must submit a true copy of the Partnership Agreement. If there is a verbal agreement rather than a written partnership agreement, please provide a statement to that effect signed by all partners. If no single partner has signing authority on behalf of the partnership, all partners must sign each form sent to this office.

Effective June 11, 2002, Treasury Decision TTB-476, Notice 923, eliminated the requirement for applicants to submit an Industrial Alcohol Bond. Due to the change in regulations, you may disregard all references to bonds in Part 20 of the Federal regulations.

If an individual involved in the business operations is a citizen of a foreign country, lived in a foreign country for more two years (after 18 years of age) or has association with a foreign country, please complete the enclosed Personnel Questionnaire, TTB F 5000.9.

If the premises to be used for this operation are eligible for the National Register of Historic Places, you should not begin construction or remodeling until you contact the State Historic Preservation Officer (see information enclosed)

Enclosed is TTB P 5150.3, Information for Specially Denatured Spirits Applicants. This gives an overview of the qualification requirements of SDS applicants.

A legible photocopy of the Driver's License or official State ID card of the primary contact person who will be interviewed by phone by TTB regarding the application must also be submitted.

The alcohol regulations can be found on our website [www.ttb.gov/regulations/rulesandregulations.htm](http://www.ttb.gov/regulations/rulesandregulations.htm). Click on Code of Federal Regulations, Title 27, Parts 20 and 21.

Please provide your e-mail address and daytime telephone number on the bottom portion of the application in the event we need to contact you about your application. If you have any questions, please contact this office at 513-684-7150 or 1-877-882-3277.

Enclosures

## NEW SDA USER APPLICATION CHECKLIST

TO BE FILED WITH THE NRC IN CINCINNATI, OH

### **IF ANNUAL WITHDRAWAL IS 5,000 GALLONS OR LESS:**

- Application for Permit, Form 5150.22
- Environmental Information, Form 5000.29
- Supplemental Information on Water Quality Considerations, Form 5000.30
- Signing authority:
  - Signing Authority for Corporate Officials, Form 5100.1
  - Power of Attorney, Form 5000.8
  - Corporate resolution or specific notification in organizational documents
- Statement advising that the premises is covered by the National Historic Preservation Act (if applicable)
- Personnel Questionnaire, Form 5000.9 (if applicable)
- Legible photocopy of the Driver's License or official State ID card of the primary contact person who will be interviewed by phone by TTB regarding the application

### **IF ANNUAL WITHDRAWAL IS MORE THAN 5,000 GALLONS:**

- Application for Permit, Form 5150.22
- Environmental Information, Form 5000.29
- Supplemental Information on Water Quality Considerations, Form 5000.30
- Personnel Questionnaire, Form 5000.9, for the person responsible for the specially denatured spirits and any foreign citizen, if necessary
- Signing Authority:
  - Signing Authority for Corporate Officials, Form 5100.1
  - Power of Attorney, Form 5000.8
  - Corporate resolution or specific notification in organizational documents
- Organizational Documents:
  - Certificate and Articles of Incorporation (for Corporations)
  - Certificate and Articles of Organization (for LLCs)
  - Bylaws (for Corporations)
  - Operating Agreement (for LLCs)
  - List of Stockholders (of 10% or more stock), Officers, Directors, and Members, including addresses, with titles and amount of shares/interest held
  - Statement designating person directly responsible for the SDS part of business

- List of persons interested in business, including addresses (for sole owner or partnership)
- Trade Name Registration (if required by state or local government)
- Certificate to Operate in a Foreign State (if organized in a different state)
- Statement advising that the premises is covered by the National Historic Preservation Act (if applicable)
- Legible photocopy of the Driver's License or official State ID card of the primary contact person who will be interviewed by phone by TTB regarding the application

TO BE FILED WITH THE IRS:

- Application for Employer Identification Number, Form SS-4 (if applicable)