



DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
550 Main Street, Suite 8002
Cincinnati, Ohio 45202

5020222

MANUFACTURER OF NONBEVERAGE PRODUCTS (MNBP) INFORMATION

As requested, we are enclosing information about obtaining drawback as a manufacturer of nonbeverage products.

TTB F 5154.1, Formula and Process for Nonbeverage Product, must be completed and submitted following the instructions attached to the form. This form must be sent to:

National Laboratory Center
Attn: Drawback
6000 Ammendale Road
Ammendale, MD 20705-1250

Before you can become eligible for drawback you must file TTB F 5630.5, Special Tax Registration and Return. Your tax payment has been suspended for a three year period from July 1, 2005 through June 30, 2008, but you are still required to register by filing the form. The form must be sent to the following address:

National Revenue Center
550 Main St., Ste 8002
Cincinnati, OH 4520-5215

If you wish to file monthly claims, you must submit TTB F 5154.3, Bond for Drawback Under 26 U.S.C. 5131. If you will file quarterly claims, no bond is required.

An authorized person must sign the claims. You must submit one of the following:

- TTB F 5000.8, Power of Attorney
- TTB F 5100.1, Signing Authority for Corporate Officials, or complete Item 15 of the Brewer's Notice, or
- Corporate resolution or specific notification in organizational documents granting this authority

The Alcohol and Tobacco Tax and Trade Bureau (TTB) offers a service (Vendor Express) which allows TTB to pay companies such as yours through the Automated Clearing House (ACH) Network. Instead of receiving checks for the drawback that you claim, you can enroll in Vendor Express and have payments deposited directly into your company's bank account.

We have enclosed an information pamphlet on Vendor Express, as well as a quick reference guide with step-by-step enrollment procedures. If you are interested in enrolling, please advise this office at the time you submit your first claim for drawback and an SF 3881, ACH

Vendor/Miscellaneous Payment Enrollment Form will be sent to you.

The alcohol regulations can be found on our website www.ttb.gov. Click on "Code of Federal Regulations" under "Laws & Regulations" in the 'Information by Topic' area and select Part 17.

Claims must be submitted to:

Director, National Revenue Center
Alcohol and Tobacco Tax and Trade Bureau
550 Main Street
Suite 8002
Cincinnati, OH 45202-5215

In the event we need to contact you about your claim, please provide your e-mail address and a daytime telephone number in the bottom portion of Item 10 on TTB F 5620.8. If you have any questions, please contact this office at 1-877-882-3277 or 513-684-3335.

Enclosures

NONBEVERAGE CLAIMANT CHECKLIST

To be filed with TTB Laboratory (Ammendale, Maryland)

- Formula and Process for Nonbeverage Product, Form 5154.1

To be filed with TTB (Pittsburgh, Pennsylvania)

- Special Tax Registration and Return, Form 5630.5

To be filed with the NRC (Cincinnati, Ohio)

- Bond for Drawback, Form 5154.3 *(if filing monthly claims)*
- Signing Authority:
 - Power of Attorney, Form 5000.8
 - Signing Authority for Corporate Officials, Form 5100.1
 - Corporate resolution or specific notification in organizational documents granting this authority

To be filed with the IRS

- Application for Employer Identification Number, Form SS-4