



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

5020210

Bonded Wine Premises Information

As requested, here is a list of the necessary forms in applying to qualify as a bonded winery or bonded wine cellar. **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.** The following forms must be submitted to this office, as applicable:

1. TTB F 5120.25, Application to Establish and Operate Wine Premises. Your premises will be designated a Bonded Wine Cellar unless such premises will be used in production and you request that they be designated a Bonded Winery by checking the appropriate block on the form.
2. TTB F 5100.24, Application for Basic Permit under the Federal Alcohol Administration Act, if wine will be produced and/or blended.
3. TTB F 5120.36, Wine Bond **(TWO ORIGINALS, NO PHOTOCOPIES)**
4. TTB F 5000.29, Environmental Information
5. TTB F 5000.30, Supplemental Information on Water Quality Considerations
6. Diagram of winery premises.
7. Signing authority, if applicable. 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. This may be granted by title rather or by individual name, or
 - Corporate, Partnership or Limited Liability Company resolution or specific notification in organizational documents granting this authority.

If you are filing as a sole owner and someone will sign documents on your behalf, you must file TTB Form 5000.8, Power of Attorney.

If you are filing as a partnership, you must also file:

- Copy of the Partnership Agreement;

- List of the partners, including addresses, and their percentage of ownership;
- Copy of the certificate of partnership where required to be filed by any State, county, or municipality;
- If there is a verbal agreement rather than written partnership agreement, please provide a written statement to that effect signed by all partners. If no one is given signing authority on behalf of the partnership, all partners must sign all forms sent to this office.

If you are filing as a corporation, you must also file:

- Copy of Articles of Incorporation
- Copy of Bylaws
- List of officers, directors, and anyone holding more than 10 percent stock, including addresses and showing the number of shares held; and
- Copy of the certificate of incorporation executed by an officer of the state in which incorporated

If you are filing as a limited liability company, you must also file:

- Copy of the Articles of Organization;
- Copy of Operating Agreement;
- List of members/managers, including addresses, and their percentage of interest; and
- Copy of the certificate of organization executed by an officer of the state in which organized

All Applications for bonded winery or bonded wine cellar operations received by TTB after January 1, 2008 must include certain documents related to the source of funds and a lease agreement (if applicable) as described in the enclosed instructions.

Please see Industry Circular No. 2004-2 and the Pay.gov User Agreement for information about filing your Federal excise tax return Forms 5000.24 (if any) and Report of wine premises operations Form 5120.17 electronically through Pay.gov. Please refer to www.ttb.gov/epayment.htm for additional information regarding this service.

If an individual involved in the business operations is a citizen of a foreign country, lived in a foreign country for more than two years (after 18 years of age) or has association with a foreign country, please have that person complete and submit the enclosed Personnel Questionnaire, TTB Form 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 have contacted the State

Historic Preservation Officer and received written permission to proceed (see enclosed information).

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 24 for information about the establishment of wine premises, and Part 1 for Basic Permit requirements.

Provide a legible photocopy of the Driver’s License or official State ID card of the primary contact person. A TTB representative will interview, by phone, this individual regarding the application.

Please provide the information requested in Item 15 of TTB F 5100.24 and daytime telephone number in the event we need to contact you about your application. If you have any questions, please contact this office at 1-877-882-3277 or 513-684-6882.

Please see the “New Wine Premises Checklist” on the following pages, to help you determine if you have all of the necessary forms ready for submission to TTB.