



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

5020210

BREWERY INFORMATION

As requested, we are enclosing the necessary forms for your use in setting up a brewery. **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:

1. TTB F 5130.10, Brewer's Notice
2. TTB F 5130.22, Brewer's Bond, or TTB F 5130.25, Brewer's Collateral Bond, whichever is applicable **(TWO ORIGINALS, NO PHOTOCOPIES)**
3. TTB F 5000.9, Personnel Questionnaire, for each officer, director, and stockholders of more than 10 percent, member and partner **(SINGLE COPY)**
4. TTB F 5000.29, Environmental Information
5. TTB F 5000.30, Supplemental Information on Water Quality Considerations
6. Signing authority, if applicable

In addition, you must file:

- Diagram of the brewery premises
- Description of the brewery premises
- Statement describing the security at the brewery

SIGNATURE AUTHORIZATION – If someone will be signing the application and/or supporting documents or act 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 complete Item 15 of the Brewer's Notice, or
- Corporate 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 F 5000.8, Power of Attorney.

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 10 percent or more of stock, including addresses, and showing the number of shares held; and
- Copy of 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 Articles of Organization
- Copy of Operating Agreement
- Copy of certificate of organization executed by an officer of the state in which organized
- List of members/managers, including addresses, and their percentage of interest

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

- Copy of Partnership Agreement
- Copy of certificate of partnership where required to be filed by any State, county or municipality
- List of the partners, including addresses, and their percentage of ownership
- 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 single partner has signing authority on behalf of the partnership, all partners must sign each form sent to this office.

All applicants filing an original brewer's notice must also submit certain documents related to the source of funds and a lease agreement (if applicable) as described in the enclosed instructions. 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.

We are also enclosing Industry Circular No. 2004-2 and Pay.gov User Agreement so you may file your Federal excise tax returns and monthly reports electronically through pay.gov. Please refer to www.ttb.gov/epayment.htm for additional information regarding this service.

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 (see enclosed information).

The alcohol regulations can be found on our website at www.ttb.gov/rulesandregulations.htm. Click on Code of Federal Regulations, Title 27, Part 25.

Please provide your e-mail address in Item 9 of the Notice and a 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 513-684-2238.

Enclosures

NEW BREWER'S NOTICE CHECKLIST

TO BE FILED WITH THE NRC IN CINCINNATI, OHIO

- Brewer's Notice, Form 5130.10
- Brewer's Bond, Form 5130.22 OR Brewer's Collateral Bond, Form 5130.25
- Surety company representative Power of Attorney
- Diagram (plat/plan) of the brewery premises
- Legal description of the brewery premises
- Statement describing the security at the brewery
- Personnel Questionnaire, Form 5000.9
- Environmental Information, Form 5000.29
- Supplemental Information on Water Quality Considerations, Form 5000.30
- Signing Authority:
 - Power of Attorney, Form 5000.8
 - Signing Authority for Corporate Officials, Form 5100.1 (if not granted on the Brewer's Notice)
 - Corporate resolution or specific notification in organizational documents
- Organizational Documents:
 - Certificate and Articles of Incorporation (for Corporations)
 - Certificate and Articles of Organization (for LLCs)
 - Partnership Agreement (for Partnerships)
 - By-Laws (for Corporations)
 - Operating Agreement (for LLCs)
 - Trade Name Registration (if required by state or local government)
 - Certificate to Operate in a Foreign State (if organized in a different state)
 - List of Stockholders of 10% or more of stock, Directors, Officers, members/managers, and partners, including addresses, with titles and amount of shares/interest held
- Statement advising that the premises is covered under the National Historic Preservation Act (if applicable)
- Controlled group listing, if applicable. Include a breakdown of the 60,000 barrel allocation for the reduced rate.
- Source of Funds Documentation
- Lease Agreement (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