

## NEW WINE PREMISES CHECKLIST

*To be filed in duplicate with TTB's National Revenue Center in Cincinnati, Ohio*

### ALL OF THESE DOCUMENTS APPLY FOR EVERY NEW APPLICATION:

- Application to Establish and Operate Wine Premises, Form 5120.25, including the answers to the questions on the back of the form.
- Application for Basic Permit, Form 5100.24, if wine will be produced and/or blended (not required for storage-only bonded wine cellars)
- Wine Bond, Form 5120.36
- Surety company representative Power of Attorney, if filing a Surety Bond
- Diagram (plat/plan) of the winery premises.
- Environmental Information, Form 5000.29
- Supplemental Information on Water Quality Considerations, Form 5000.30
- Signing Authority:
  - Power of Attorney, Form 5000.8 or
  - Signing Authority for Corporate Officials Form 5100.1 or
  - Other evidence of signature authority, such as a specific notification in organizational documents.
- Statement advising that the premises is covered under the National Historic Preservation Act (if applicable)
- Source of Funds Documentation
- Lease Agreement (if applicable)
- Trade Name Registration statement (if required by state or local government)
- 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

**THE FOLLOWING MUST BE SUBMITTED FOR ALL CORPORATIONS:**

- List of Stockholders of more than 10% which includes their addresses and amount of shares held
- By-Laws
- Certificate to Operate in a Foreign State (if organized in a different state)
- Certificate and Articles of Incorporation

**THE FOLLOWING MUST BE SUBMITTED FOR ALL PARTNERSHIPS:**

- Partnership Agreement

**THE FOLLOWING MUST BE SUBMITTED FOR LLCs:**

- Signing Authority for Corporate Officials, Form 5100.1
- Corporate resolution or specific notification in organizational documents
- List of Interest holders of more than 10% which includes their addresses and amount of interest held
- Operating Agreement
- Certificate and Articles of Organization

***To be filed with the IRS***

- Application for Employer Identification Number, Form SS-4