



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

5020220

DISTILLED SPIRITS PLANT – BEVERAGE INFORMATION

As requested, enclosed are the necessary forms in applying for a permit to produce beverage alcohol. **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 5110.41, Registration of Distilled Spirits Plant
2. TTB F 5100.24, Application for Basic Permit Under the Federal Alcohol Administration Act
3. TTB F 5110.56, Distilled Spirits Bond **(TWO ORIGINALS, NO PHOTOCOPIES)**
4. TTB F 5000.29, Environmental Information
5. TTB F 5000.30, Supplemental Information on Water Quality Considerations
6. TTB F 5000.9, Personnel Questionnaire, for each officer, director, or stockholder of more than 10 percent in a corporation; individual owner; partner; or member/manager of a limited liability company **(SINGLE COPY)**
7. Signing authority, if applicable
8. Diagram of premises

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. This may be granted by title rather than individual name, 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 Form 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 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 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

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

- Copy of 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 single partner has signing authority on behalf of the partnership, all partners must sign each form sent to this office.

We are also enclosing Industry Circular 2004-2 and the 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).

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 at www.ttb.gov/rulesandregulations.htm. Click on Code of Federal Regulations, Title 27, Part 19.

Please provide your e-mail address and daytime telephone number on the bottom portion of the registration 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 513-684-7150.

Enclosures

NEW DISTILLED SPIRITS PLANT (BEVERAGE) APPLICATION CHECKLIST

TO BE FILED WITH THE NRC IN CINCINNATI, OH

- Registration of Distilled Spirits Plant, Form 5110.41
- Supplemental information required to be attached to Registration
- Distilled Spirits Bond, Form 5110.56
- Surety company representative Power of Attorney
- Personnel Questionnaire, Form 5000.9
- Diagram (plat/plan) of the plant premises
- Legal description of plant premises
- Application for Basic Permit, Form 5100.24
- 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
 - 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)
 - Bylaws (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), Officers, Directors, Members, 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)
- 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