



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

5020220

MANUFACTURING PROCESSED TOBACCO INFORMATION

Enclosed are the necessary forms in applying for a permit to manufacture processed tobacco. **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.**

FORMS:

1. TTB F 5200.3, Application for Permit to Manufacture Tobacco Products or Processed Tobacco or to Operate an Export Warehouse
2. TTB F 5000.29, Environmental Information
3. TTB F 5000.30, Supplemental Information on Water Quality Considerations

SIGNING AUTHORITY:

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 and LLC Officials. This may be granted by title rather than individual name; or
- Corporate resolution or specific notification in organizational documents granting that 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 to grant that authority.

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. The partnership may use TTB F 5000.8 to document delegations of signing authority on behalf of the partnership.

ORGANIZATIONAL DOCUMENTS:

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

- Copy of the Partnership Agreement;
- List of the partners and their percentage of ownership;
- Copy of the certificate of partnership where required to be filed by any State, county,

or municipality;

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

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

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

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

PERSONNEL INFORMATION

Your application submitted using TTB F 5200.3 must include information specified on the form and instructions regarding certain persons involved in the ownership or control of your business. Please note Items 11 and 12 on the form, and related instructions P and Q. You must complete Item 11 (using copies of Page 2 of the application form) for each person identified.

If an individual listed on the application 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 them complete a Personnel Questionnaire, TTB Form 5000.9, which is available on our web site. www.ttb.gov

OTHER REQUIREMENTS

In order for us to process your application, we ask that you submit a legible copy of the Driver's License or official State ID card of a primary contact person. We will interview this person by phone regarding your application.

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 Office (see enclosed information).

More information can be found on our website - www.ttb.gov. Click on the "Tobacco" tab. If you have any questions, please contact the National Revenue Center at 1-877-882-3277. You may also write us via e-mail at ttbtobacco@ttb.gov

Enclosures

NEW PROCESSED TOBACCO MANUFACTURING CHECKLIST

To be filed with the NRC (Cincinnati, Ohio):

- Application for Permit, TTB F 5200.3
- Personnel Questionnaire, TTB F 5000.9 (if applicable)
- Environmental Information, TTB F 5000.29
- Supplemental Information on Water Quality Considerations, TTB F 5000.30
- Diagram of factory premises
- Signing Authority:
 - Signing Authority for Corporate and LLC Officials, TTB F 5100.1
 - Power of Attorney, TTB F 5000.8
 - Corporate resolution or specific notification in the organizational documents
- Statement advising that the premises is covered by the National Historic Preservation Act (if applicable)
- Organizational Documents:
 - Certificate and Articles of Incorporations (for corporations)
 - Certificate and Articles of Organization (for LLCs)
 - Partnership Agreement (for Partnerships)
 - Bylaws (for corporations)
 - Operating Agreement (for LLCs)
 - List of Stockholders of more than 10% stock, Officers, Directors, Members/Managers, and Partners, with titles, and the amount of shares/interest held
 - Certificate to Operate in a Foreign State (if organized in a different state)
 - 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, SS-4, if applicable