



Department of the Treasury

Alcohol and Tobacco Tax and Trade Bureau



Announcement

Date: October 28, 2011

Subject: Mailing Address Change Affects TTB Headquarters Only

We have been publicizing that our mailing address changed, but we wish to clarify that this change **ONLY** affects mail that is sent to TTB Headquarters in Washington, DC.

Forms and reports, including tax returns, permit applications and operational reports, which are mailed to addresses outside of Washington, DC, ARE NOT affected, and you should continue to send those items to the appropriate address as shown on the forms.

The **new address** must be used when mailing items to TTB Headquarters, including the following (Note: this is not a complete list):

- Paper applications for Certificates of Label Approval
- Paper applications for domestic and imported beverage alcohol formulas
- Registration forms for COLAs Online and Formulas Online
- AVA Petitions
- Correspondence from Industry members seeking general guidance
- Rulemaking petitions
- Methods and procedures request
- 5010 Tax Credit determinations
- Alcohol export certificates

The new address applies **ONLY** to mail sent to the TTB Offices and divisions that are located in our Headquarters building in Washington, DC. These offices include:

- The Office of the Administrator
 - Equal Employment Opportunity and Diversity Advancement
 - Executive Liaison for Industry and State Matters
 - Congressional Liaison and Media and Public Relations
- Office of Chief Counsel
- Office of the Assistant Administrator, Field Operations
 - Trade Investigations Division
 - Tax Audit Division
 - Intelligence Division
- Office of the Assistant Administrator, Headquarters Operations
 - Advertising, Labeling and Formulation Division
 - Regulations and Rulings Division

- International Trade Division
- Knowledge Management Staff
- Office of the Assistant Administrator, Management (CFO)
 - Finance and Performance Budgeting Division
 - Acquisitions and Facilities Management Division
 - Human Resources Division
 - Training and Professional Development Division
- Office of the Assistant Administrator, Information Resources (CIO)

The change of address **DOES NOT** affect any items mailed to TTB's National Revenue Center in Cincinnati, Ohio or to any other address outside of Washington, DC. We apologize for any confusion we have caused on this matter. If you are unsure about what address to use when mailing items to TTB you may contact us at 202-453-2000 or ttbquestions@ttb.gov.

The new TTB Headquarters address is (**changes in red**):

Alcohol and Tobacco Tax and Trade Bureau

[Office and/or Division]

1310 G Street, NW, Box 12

Washington, DC 20005