



Department of the Treasury

Alcohol and Tobacco Tax and Trade Bureau



Announcement

January 4, 2012

Important Information for Sending Postal and Courier Mail to TTB Headquarters

TTB Headquarters in Washington, DC, has a new mailing address for receiving mail as of October 2011.

All correspondence, parcels, and certain forms (see form instructions) addressed to our Headquarters offices in Washington, DC, *must* include the new address or the item(s) may be returned to sender. Please see the important information below to ensure proper delivery.

- **If you are sending mail by way of the U.S. Postal Service (USPS), including Express Mail to TTB [Headquarters Offices ONLY], please use the following address:**

Alcohol and Tobacco Tax and Trade Bureau
[Division] *example*: Advertising, Labeling & Formulation Division
1310 G Street, NW
Box 12
Washington, DC 20005

- **If you are sending mail via courier service such as DHL, UPS, Federal Express or other delivery services (NOT INCLUDING USPS) to TTB [Headquarter Offices ONLY], please use the following address:**

Alcohol and Tobacco Tax and Trade Bureau
[Division] *example*: Advertising, Labeling & Formulation Division
1310 G Street, NW
[Suite] example: Suite 400E
Washington, DC 20005