

Justification for changes to form TTB F 5100.31

Application Instructions

With the impending changes to the internal procedures associated with the processing of paper applications; changes to the form are necessary to conform to disclosure requirements and to improve clarity. These changes are placed within the instructions, the certification and the allowable revisions. The changes are only technical changes only to these sections and the reasons for the changes are as follows:

Instruction changes:

1. The change associated with item number 1, provides notice to third party representative's about the manner in which processed applications will be returned.
2. The change to item number 8a, provides information to the industry about the available options regarding having the processed application returned at a mailing address that differs from their permit address, located in item number 8.
3. The change to item number 9, indicates that the processed application will be returned electronically - via email - if this box is completed.

Certification Change

The change made to the certification disclosure provides for an acknowledgement on the industry members part that they understand the changes associated with the process.

Allowable Revision Change

The change made to Item number 11, is to clarify the allowable revision that was added to the form previously. The new explanation is written in plain language.