

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
Justification for Non-material Changes to TTB F 5100.1
OMB Control Number 1513–0036

Form Name and Number:

TTB F 5100.1 — Signing Authority for Corporate and LLC Officials

Abstract:

Industry members use TTB F 5100.1 to document the authority of an individual or officer to sign for a corporation or LLC in TTB matters. The form identifies the corporation or LLC, the individual or officer authorized to sign, and documents the authorization.

Changes and Justification

TTB is requesting two non-material changes to TTB F 5100.1, Signing Authority for Corporate and LLC Officials:

- (1) TTB is adding the specific mailing addresses for its National Revenue Center and its Puerto Rico office to the beginning of the instructions. The lack of each offices' specific mailing address in the form's instructions creates confusion for respondent who have to search the TTB website or use other resources to obtain these mailing addresses. Placing the specific addresses in the form's instructions will eliminate confusion among TTB-regulated industry members who use this form.
- (2) TTB also is updating the mailing address for its Records Management Reports Officer listed in the form's Paperwork Reduction Act statement because TTB no longer receives its mail via the Treasury Department mail room, which uses the 20220 zip code mailing address currently shown in the statement. Instead, TTB will update the address for its Reports Management Reports Officer to its current headquarter's mailing address of 1310 G Street, NW, Box 12, Washington, DC 20005. This will eliminate delays in receiving TTB mail mistakenly sent to the Treasury Department mailroom. TTB also will update this address in the Paperwork Reduction Act notice used for this form within its electronic "Permits Online" (PONL) system (see this "PONL" PRA notice at <https://www.ttbonline.gov/permitsonline/h/pr.htm>)

These non-material changes merely clarify where respondents should send the completed form or comments concerning the form. These non-material changes do not alter any information collected on the form, the number of respondents, or the information collection's burden.