

Permits Online (PONL) Screen Shots for Manufacturer of Processed Tobacco Application

General PONL log-in page:

The screenshot shows a web browser window displaying the TTB Permits Online (PONL) login page. The browser's address bar shows the URL <https://www.ttonline.gov/permitsonline/>. The page header includes the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below the header, there are navigation tabs for "Home", "Alcohol Permits & Registrations", and "Tobacco Permits & Firearms Registration". The main content area features the "PERMITS ONLINE" logo and a welcome message: "Welcome to the Alcohol and Tobacco Tax and Trade Bureau (TTB) Permits Online System". A paragraph of text explains the services provided and includes a link to a "description of application types currently available..". A "Login" form is present with fields for "User Name or E-mail:" and "Password:", a "Login >" button, and a "Remember me on this computer" checkbox. Below the login form, there are links for "Forgot my password" and "New Users: Register for an Account". The page also includes an "Announcements" section and a "WARNING!" section with legal disclaimers. The footer contains links for "Privacy Act Statement", "Privacy Impact Assessment", and "Basecock Reduction Act Notice". The browser's taskbar at the bottom shows the system time as 10:50 AM on 4/26/2016.

➤ MANUFACTURER OF PROCESSED TOBACCO

Manufacture of Processed Tobacco

Application Contact

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

Application Contact: This information pertains to the primary person who will track the application in Permits Online and receive email notifications from TTB. The Person listed as the Application Contact must be a registered user of Permits Online and have signature authority.

Business Headquarters: This section pertains to the business entity or person, if sole proprietor applying for approval. Supply your Legal Business Name as shown registered with the Internal Revenue Service (IRS). Individuals applying as a sole proprietor should use their given name.

Mailing Address: Provide the address where your mail is received.

Officer-Owner: This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. All address fields refer to the legal residence (home address) for the application contact person identified in this section. A separate Officer/Owner Information Application must be filed for each individual.

Auto-fill with ?

*First Name: Middle Name: *Last Name:

Position/Title

Business Name: ?

*Address:

*City: *State: *Zip:

Country:

Primary Phone: Alternate Phone: Fax:

E-mail:

Business Headquarters

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

Application Contact: This information pertains to the primary person who will track the application in Permits Online and receive email notifications from TTB. The Person listed as the Application Contact must be a registered user of Permits Online and have signature authority.

Business Headquarters: This section pertains to the business entity or person, if sole proprietor applying for approval. Supply your Legal Business Name as shown registered with the Internal Revenue Service (IRS). Individuals applying as a sole proprietor should use their given name.

Mailing Address: Provide the address where your mail is received.

Officer-Owner: This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. All address fields refer to the legal residence (home address) for the application contact person identified in this section. A separate Officer/Owner Information Application must be filed for each individual.

Auto-fill with 

* Business Name: 

* Employer Identification Number 

* Address:

* City:

* State:

* Zip:

Country:

Primary Phone:

Alternate Phone:

Fax:

E-mail:

Save and resume later:

Premise Address

This section pertains to the physical location and address where your approved operations will take place.

Street #: Fraction: Direction: * Street Name: Type: Suffix:

Unit Type: Unit No.:


Rural Address: 

Other Address: 

* City: * State: * Zip: County:

* Premise Contact Name: * Premise Phone Number:

[Continue Application »](#)

Save and resume later: 

⌵ indicates a required field.

Mailing Address

Please enter information about the contacts associated with this application. Only those contact types required for your specific application will be listed. A description of each contact type follows:

Application Contact: This information pertains to the primary person who will track the application in Permits Online and receive email notifications from TTB. The Person listed as the Application Contact must be a registered user of Permits Online and have signature authority.

Business Headquarters: This section pertains to the business entity or person, if sole proprietor applying for approval. Supply your Legal Business Name as shown registered with the Internal Revenue Service (IRS). Individuals applying as a sole proprietor should use their given name.

Mailing Address: Provide the address where your mail is received.

Officer-Owner: This information pertains to the individual person that will be listed on the original or amended application filed with TTB as an officer, owner, member, or partner with the applicant entity. All address fields refer to the legal residence (home address) for the application contact person identified in this section. A separate Officer/Owner Information Application must be filed for each individual.

Auto-fill with ? Kimberly, briedis ▼

Business Name: ?

* First Name: Middle Name: * Last Name:

* Address:

P.O. Box:

* City: * State: --Select-- ▼ * Zip:

Country: --Select-- ▼

Primary Phone: Alternate Phone: Fax:

E-mail:

Save and resume later:

REASON FOR THE APPLICATION

Indicate whether this Original Application is being filed due to a New Business, a Change of Proprietorship, or a Change in General Partner(s) by checking the appropriate box.

New Business: * 

Change of Proprietorship - Ownership: * 

Change of General Partner(s): * 


Enter Permit Number of Predecessor:

Enter Name and Address of Predecessor:

APPLICATION INFORMATION

This information pertains to your business organization and the timing of commencement of your proposed operations.

*Type of Organization: 

State where Incorporated/Organized: 

Start Date for New Business Upon Approval by TTB: *

Date of Change: * 

[Continue Application »](#)

Save and resume later: 

OWNER BACKGROUND INFORMATION

*Have you or any persons associated with this application been subject to or are currently subject to legal proceedings involving a felony violation of any provision of Federal criminal law relating to tobacco products, processed tobacco, cigarette paper, or cigarette tubes? Yes No

If yes, provide details of each occurrence:

*Have you or any persons associated with this application been convicted of a felony violation of any provision of Federal criminal law relating to tobacco products, processed tobacco, cigarette paper, or cigarette tubes? Yes No

If yes, provide details including dates, places and final disposition:

OFFICER/OWNERSHIP INFORMATION

Important! Ownership percentages should equal 100%. Select "Add a Row" to enter additional individuals, companies and/or trusts.

This information must be provided for every stockholder holding 10% or more, Sole Proprietor, Partner, Officer, Director, Trustee, Member and/or Managing Member as well as for any Company or Trust holding ownership in the Company.

* How is Officer/Owner Info Submitted?:

--Select--

EIN:

Last Name:

Primary Title:

--Select--

Officer/Owner Info Tracking No.: ?

First Name:

Suffix:

--Select--

List Additional Titles:

* Officer/Owner Classification:

--Select--

Middle Name:

Email Address:

Title if Other: ?

* Description of Duties or Relation to the Proposed Operation:

Company Name:

Trust Name: ?

* Percent Voting Stock Interest: ?

* Investment in Business:

* Financial Institution: Name, City and State: ?

* Source of Funds (SOF) Description: ?

* How is SOF Documentation Submitted?: ?

--Select--

Submit

Cancel

SIGNING AUTHORITY

Select "Add a Row " for each employee of the company who has the authority to sign and act on behalf of your company. Authority can be granted by title or individual.

* Authority Granted by:

Last Name:

Title if Other:

Date of Meeting:

* Effective Date:

Is this person authorized to prepare or review formula submissions?:

Yes No

Phone Number:

State:

First Name:

Suffix:

* Source of Authority:

* Type:

Is this person authorized to prepare or review label submissions?:

Yes No

Is this person authorized to submit formulas for approval?:

Yes No

Street:

Zip:

Middle Name:

Title:

Type of Board Meeting:

If Limited, Signing Authority Capacity:

Is this person authorized to submit labels for approval?:

Yes No

Does this person already have a COLAs Online and/or Formulas Online account with TT B?:

Yes No

City:

Email Address:

POWER OF ATTORNEY INFORMATION

Select "Add a Row " for each non-employee of the company you are granting the authority to sign or act on your behalf.

* First Name: Middle Name: * Last Name:

Suffix: * Address: * Phone Area Code:

* Phone: Phone Extension: Fax Area Code:

Fax Number: Email: * Type:

If Limited, Specific Powers to be Conferred: * Effective Date: Is this person authorized to prepare or review label submissions?: Yes No

Is this person authorized to submit labels for approval?: Yes No Is this person authorized to prepare or review formula submissions?: Yes No Is this person authorized to submit formulas for approval?: Yes No

Does this person already have a COLAS Online and/or Formula s Online account with TTB?: Yes No

TRADE NAMES / OPERATING NAME

Select "Add a Row " for each trade name you wish to use. Each trade name must be appropriately registered. Click [here](#) for general trade name rules. NOTE: You may only select one Operating Name(DBA).

* Type: * Name: * I certify that the listed trade name has been registered with my County (CA) or State (All States): Yes No

REQUEST FOR VARIANCE

Select "Add a Row " for each Request for Alternate Method (Variance Request) or Request for Special Permission/Authorization. A letterhead notice must be uploaded for each request.

* Variance, Alternate Method, Special Permission Type: * Description of Request:

ENVIRONMENTAL INFORMATION

Enter "Not Applicable" as needed

* Enter Number of Employees (must be at least one):

* Address of Premises:

* Provide the name of your gas and electric company:

* Describe any air pollution control equipment in connection with heating:

* Describe any solid waste (Example: broken glass, grape must, cardboard):

* Describe means of disposal for solid waste (Example: commercial garbage collection, incineration):

* Describe any air pollution control equipment used with incinerators:

* Describe any liquid waste (Example: wash water, spilled product):

* Describe means of disposal for liquid waste (Example: commercial sewer, septic system):

* Describe operational noise sources:

WATER QUALITY INFORMATION

Enter "Not Applicable" as needed

* Describe activity to be conducted:



* Describe any liquid waste released into navigable waters:

* Provide beginning and ending dates for the release:

* Describe how you will monitor the quality and characteristics of the discharge:

STATEMENTS AND DOCUMENTS

Based on the answers that you provided, TTB has compiled a list of supporting documents that must be submitted with this application. Every document identified must be uploaded to this application within 15 days from the date you submitted to TTB or your application will be abandoned.

WARNING: Any information added within this Section will NOT be saved if you place the application in a Save and Resume Status. Therefore, we recommend you to wait to complete this section until you are ready to submit the application.

If a document is on file with a previous submission, click ACTIONS and select EDIT to change your Method of Submission.

Showing 1-7 of 7

<input type="checkbox"/> Document Type	Document Type if Other	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
<input type="checkbox"/>	Copy of Drivers License or Official State ID Card		Uploaded		Actions ▼
<input type="checkbox"/>	Lease Agreement or Proof of Property Ownership		Uploaded		Actions ▼
<input type="checkbox"/>	Source of Funds Documentation		Uploaded		Actions ▼
<input type="checkbox"/>	Diagram, Plant or Plan		Uploaded		Actions ▼
<input type="checkbox"/>	Organizational Documents		Uploaded		Actions ▼
<input type="checkbox"/>	Organizational Documents		Uploaded		Actions ▼
<input type="checkbox"/>	Certificate to Operate in Foreign State		Uploaded		Actions ▼

[Add Row](#) ▼ [Edit Selected](#) [Delete Selected](#)

Attachment

Click "Browse" to search your computer for each of the required documents that need to be uploaded. Completing this section will require you to have previously saved each document on your computer.

Users running Apple OS X 10.6.8 or later should click [here](#) for instructions to provide their supporting documents.

WARNING: You will be required to select a document "TYPE" and "Description" of each uploaded document. You MUST select the SAVE button at the bottom of this screen BEFORE clicking the Continue Application button to ensure all the uploaded documents are successfully attached to your application.

Attachment List

Files can be up to 16MB in size. Acceptable file types include .doc, .docx, .pdf, .jpg, .xls, .xlsx

Name	Type	Size	Date	Action
No records found.				

< >

[Browse](#)

YOUR DECLARATION

You must check the associated box to indicate that you declare, under penalties of perjury, that you have examined this application and that it is true, correct, and complete to the best of your knowledge and belief. The date that you check the box signifying this declaration will be auto-filled into the field provided.

I understand that I may not produce or receive product until the premises and operations are approved by the Director, National Revenue Center.

*Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete.

*Declaration Date: 

[Continue Application](#) >

Save and resume later: 