

Sample Letterhead Request for Alternative Procedure

Submitted on Company Letterhead

[Date]

Alcohol and Tobacco Tax and Trade Bureau (TTB)
National Revenue Center
Attn: Export Alternative Procedure Program
8002 Federal Office Building
550 Main Street Cincinnati, OH 45202

Retention of Alcohol and Tobacco Export Documentation Alternative Procedure Request

[Insert business name and permit/registry number] requests to use the alternative procedure in accordance with Industry Circular 2004-3, under the provisions of _____. [Insert "27 CFR 28.20" for alcohol; "27 CFR 44.72" for tobacco]. We request that TTB approve this alternative procedure to allow us to retain notice of exportation forms and documents proving exportation at our premises instead of submitting these documents to the National Revenue Center (NRC).

We understand that all appropriate export documentation outlined in Industry Circular 2004-3 must be completed and maintained at our approved premises, and we must make them available to TTB officers upon their request. We also understand that if we cannot make these documents available, TTB would treat the export as a taxable removal, subject to penalties and interest for failure to pay, from the date the product is removed.

We understand that we will be required to prepare a Monthly Report of Goods Exported, as outlined in this circular, containing all information required by TTB. We understand that we must submit this Monthly Report of Goods Exported to TTB as outlined in Industry Circular 2004-3, and that TTB may require submission of all documentation at any given time.

We understand that TTB may rescind this approval at any time if the Bureau determines that this alternative procedure is an administrative burden or causes jeopardy to the revenue.

[Insert Name of Authorized Person Submitting Request]

Signature of Authorized Person
