

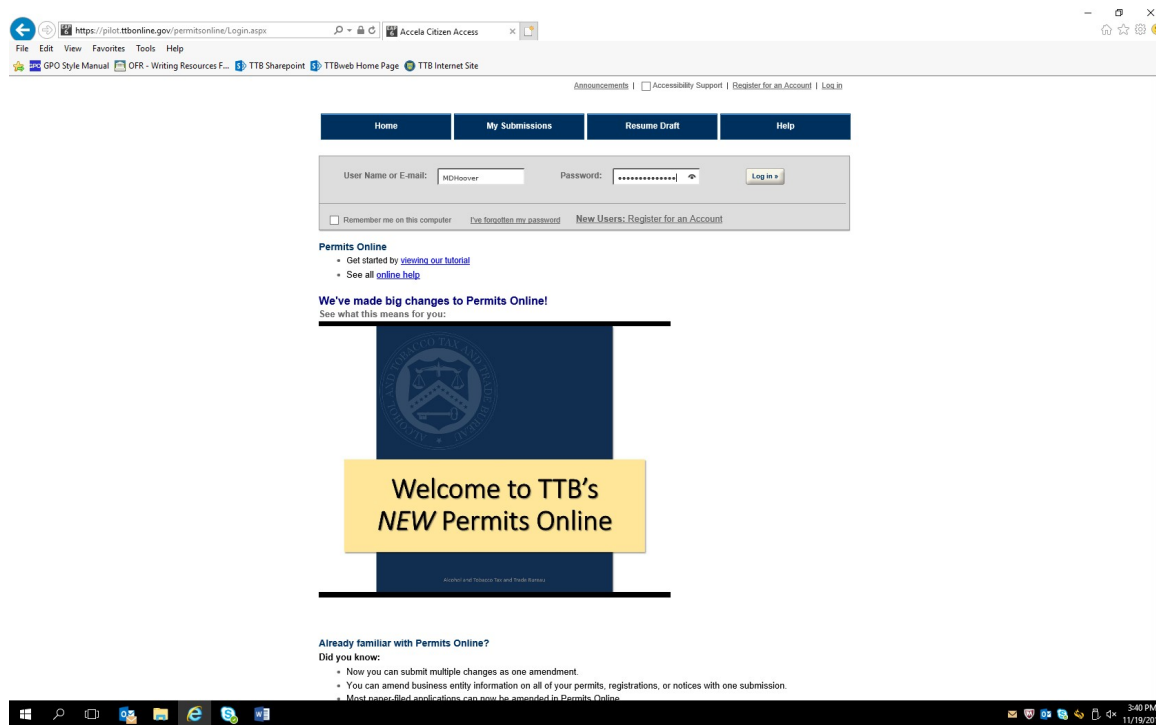
Permits Online Screen Shots

Submitting Form TTB F 5000.18, Change in Bond (Consent of Surety), as an Attachment to a Permits Online (PONL) Application

A respondent may electronically submit a scanned copy of a completed and signed TTB F 5000.18, Change in Bond (Consent of Surety), to TTB as an attachment to an alcohol or tobacco industry application in TTB's "Permits Online" (PONL) system.

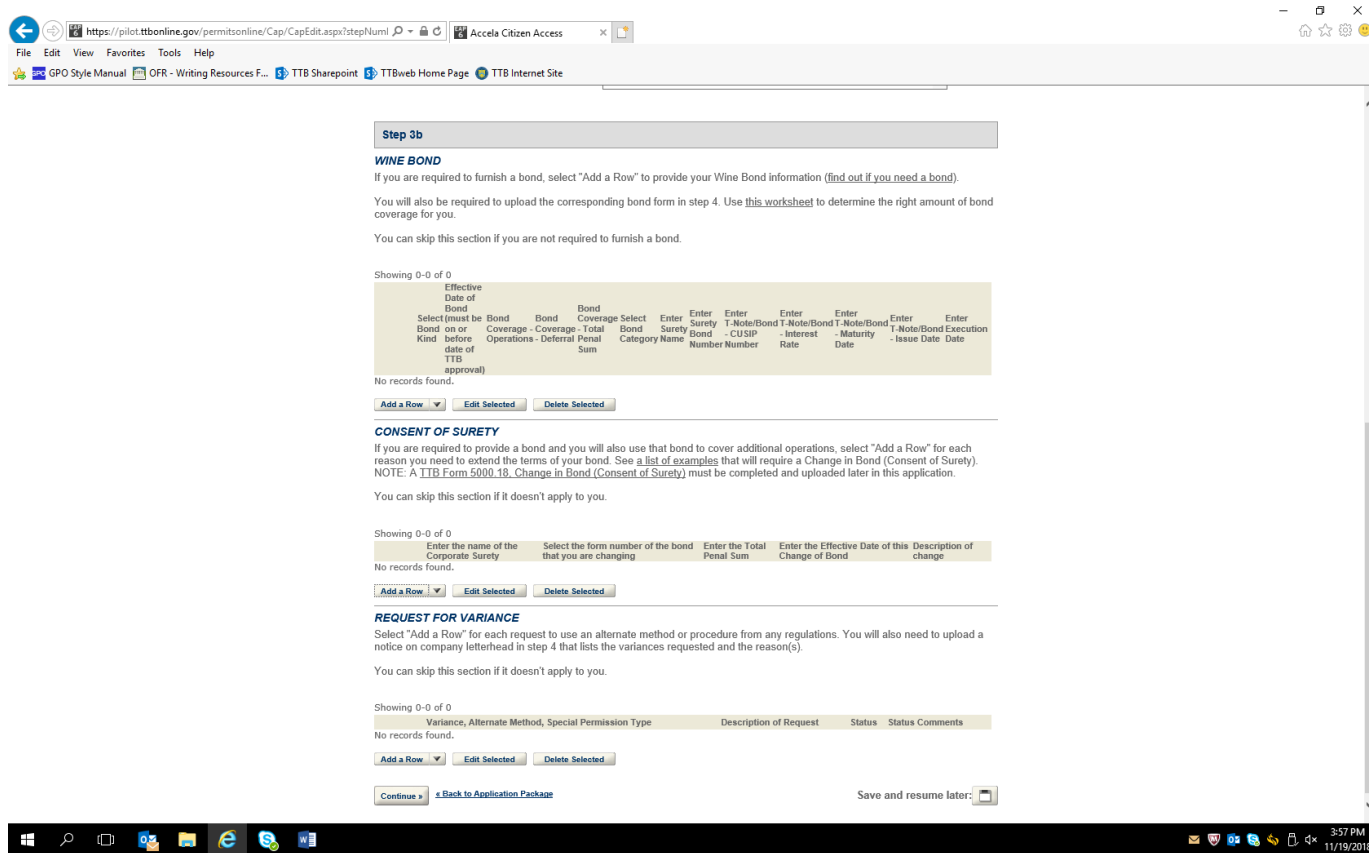
Shown below are the relevant screens for the submission of a TTB F 5000.18 as an attachment to a PONL application. These screens are common to any PONL application.

PONL log-in screen at <https://www.ttbonline.gov/permitsonline/>:



After logging in, based on the respondent's circumstances, the respondent may choose to submit an application to amend an existing alcohol or tobacco industry permit or may choose to submit a new application (these screens are not shown). In either case, the respondent may upload a scanned copy of a completed and signed TTB F 5000.18 form as an attachment to the application.

Each PONL application includes a Bond / Consent of Surety / Request for Variance screen. When including a TTB F 5000.18 as an attachment to an application, the respondent will provide information regarding the change(s) to a bond and the consent of the surety to the change(s) on this screen by selecting "Add a Row" within the Consent of Surety section of the screen:



(Note: The screens shown in this example are from the Amended Wine Premises application. However, the Bond / Consent of Surety / Request for Variance screen and the screens for uploading attachments are common to all PONL applications.)

Selecting "Add a Row" with the Consent of Surety section leads to this screen:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitsonline/Cap/CapEdit.aspx?stepNum1>. The browser's address bar and tabs are visible at the top. The main content area displays a form titled "Step 3b" with a sub-section for "WINE BOND".

The "WINE BOND" section contains the following text:

WINE BOND
If you are required to furnish a bond, select "Add a Row" to provide your Wine Bond information ([find out if you need a bond](#)).
You will also be required to upload the corresponding bond form in step 4. Use [this worksheet](#) to determine the right amount of bond coverage for you.
You can skip this section if you are not required to furnish a bond.

Below this text is a table with the header "Showing 0-0 of 0". The table has a column for "Effective Date of".

A modal dialog box titled "CONSENT OF SURETY" is open in the center of the screen. It contains the following text:

CONSENT OF SURETY
If you are required to provide a bond and you will also use that bond to cover additional operations, select "Add a Row" for each reason you need to extend the terms of your bond. See a [list of examples](#) that will require a Change in Bond (Consent of Surety). NOTE: A [TTB Form 5000.18, Change in Bond \(Consent of Surety\)](#) must be completed and uploaded later in this application.
You can skip this section if it doesn't apply to you.

The dialog box has three input fields:

- "Enter the name of the corporate surety:" with a text input field.
- "Select the type of bond you are changing:" with a dropdown menu showing "--Select--".
- "Enter the total dollar amount of the bond:" with a text input field.

Below these fields are two more input areas:

- "Enter the effective date of this bond change:" with a date picker.
- "Describe the proposed change to your existing bond:" with a text area.

At the bottom of the dialog box are "OK" and "Cancel" buttons.

Below the dialog box, the "WINE BOND" section continues with the text:

Select "Add a Row" for each request to use an alternate method or procedure from any regulations. You will also need to upload a notice on company letterhead in step 4 that lists the variances requested and the reason(s).
You can skip this section if it doesn't apply to you.

Below this text is another table with the header "Showing 0-0 of 0". The table has columns for "Variance, Alternate Method, Special Permission Type", "Description of Request", "Status", and "Status Comments".

The table contains the text "No records found." and has buttons for "Add a Row", "Edit Selected", and "Delete Selected".

At the bottom of the page, there is a "Continue" button and a "Save and resume later:" button with a save icon.

The Windows taskbar is visible at the bottom of the screen, showing the time as 3:58 PM on 11/19/2018.

Completing the "Consent of Surety" information screen results in the addition of a row to the Consent of Surety section of the screen as shown here:

Step 3b

WINE BOND

If you are required to furnish a bond, select "Add a Row" to provide your Wine Bond information ([find out if you need a bond](#)).

You will also be required to upload the corresponding bond form in step 4. Use [this worksheet](#) to determine the right amount of bond coverage for you.

You can skip this section if you are not required to furnish a bond.

Showing 0-0 of 0

Select Bond Kind	Effective Date of Bond	Select Bond on or before date of TTB approval)	Bond Coverage - Operations	Bond Coverage - Deferral	Bond Coverage - Total Penal Sum	Select Bond Category Name	Enter Surety Number	Enter Surety Bond Number	Enter T-Note/Bond - CUSIP Number	Enter T-Note/Bond - Interest Rate	Enter T-Note/Bond - Maturity Date	Enter T-Note/Bond - Issue Date	Enter Execution Date
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No records found.

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

CONSENT OF SURETY

If you are required to provide a bond and you will also use that bond to cover additional operations, select "Add a Row" for each reason you need to extend the terms of your bond. See a [list of examples](#) that will require a Change in Bond (Consent of Surety). NOTE: A [TTB Form 5000.18, Change in Bond \(Consent of Surety\)](#) must be completed and uploaded later in this application.

You can skip this section if it doesn't apply to you.

Showing 1-1 of 1

<input type="checkbox"/>	Enter the name of the Corporate Surety	Select the form number of the bond that you are changing	Enter the Total Penal Sum	Enter the Effective Date of this Change of Bond	Description of change	Actions
<input type="checkbox"/>	test	TTB F 5120.36 - Wine Bond	10000	11/19/2018	Increase in bond amount.	Actions

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

REQUEST FOR VARIANCE

Select "Add a Row" for each request to use an alternate method or procedure from any regulations. You will also need to upload a notice on company letterhead in step 4 that lists the variances requested and the reason(s).

You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Variance, Alternate Method, Special Permission Type	Description of Request	Status	Status Comments
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No records found.

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

[Continue](#) [Back to Application Package](#)

Save and resume later:

After other data screens (not shown) are completed as appropriate to the type of application, the respondent will be presented with the Attachment List screen. The respondent selects "Add" in the Attachment List section and uploads a scanned copy of the completed and signed TTB F 5000.18 form:

Amended Application for Winery

1 2 Operation description 3 Environmental & bond info. 4 Upload required documents 5 Declare & acknowledge 6 Review 7

Step 4: Upload required documents >>

* indicates a required field

Step 4a

REQUIRED DOCUMENT CHECKLIST

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

Important: Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.

If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 0-0 of 0

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
No records found.			

[Edit Selected](#)

Step 4b: Upload Required Documents

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.

View, download, or print attachments by selecting the document name.

Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
No records found.				

[Add](#)

[Continue »](#) [Back to Application Package](#) Save and resume later:

The completed Attachment List showing the added TTB F 5000.18 form:

https://pilot.ttbonline.gov/permitonline/Cap/CapEdit.aspx?stepNum=4 Accela Citizen Access

File Edit View Favorites Tools Help

GPO Style Manual OFR - Writing Resources F... TTB Sharepoint TTBweb Home Page TTB Internet Site

Amended Application for Winery

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Step 4: Upload required documents >> * indicates a required field

Step 4a

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[Edit Selected](#)

Step 4b: Upload Required Documents

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Attachment List

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Name	Document Type	Size	Date	Action
TTB F 5000.18 (11-2018).pdf	Change in Bond (Consent of Surety) Form	853.63 KB	11/19/2018	Actions

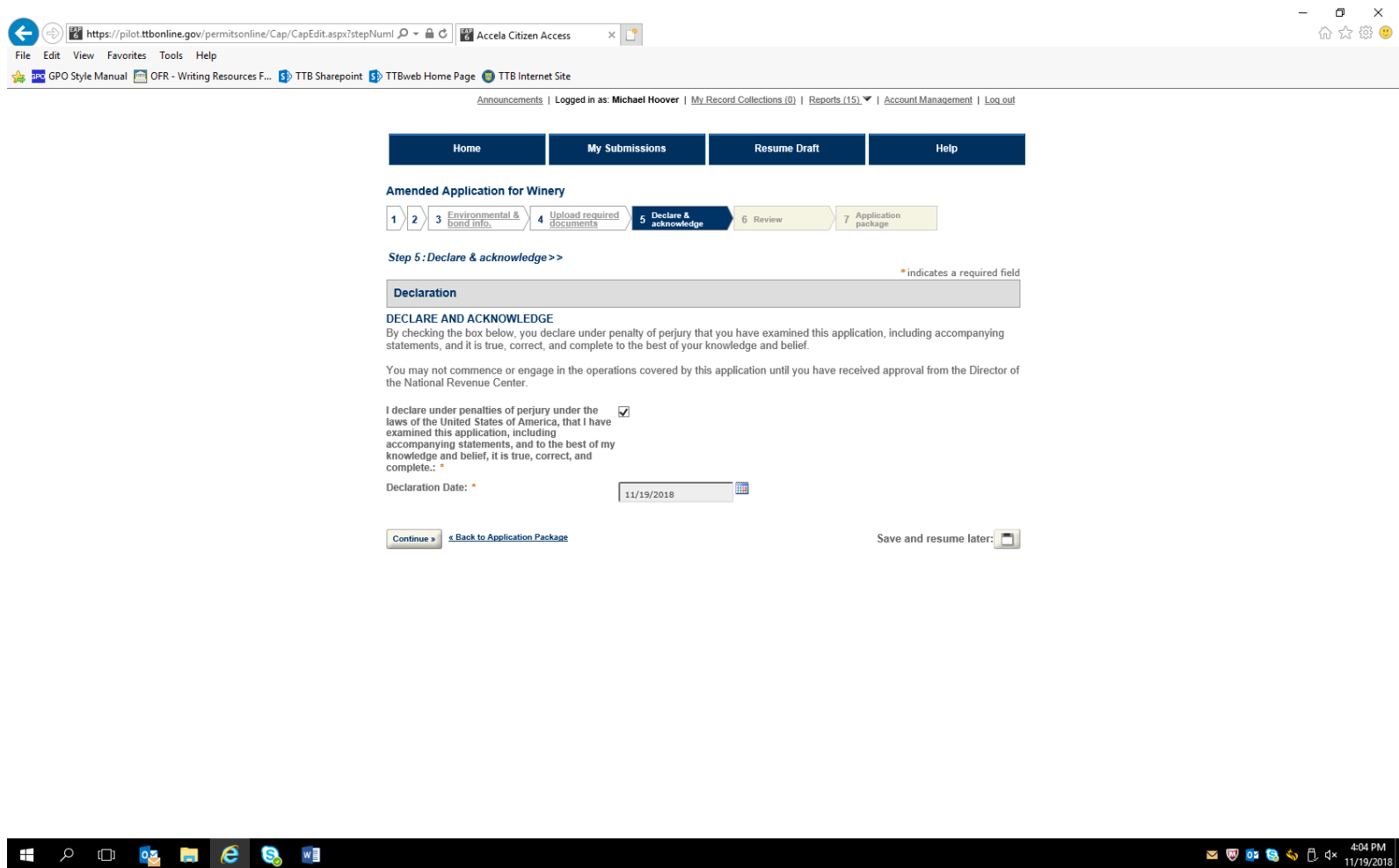
[Add](#)

[Continue](#) [Back to Application Package](#) Save and resume later:

Windows taskbar: 4:03 PM 11/19/2018

Declaration and Acknowledge Screen:

The user submits the application with the attached TTB F 5000.18 to TTB by clicking “continue,” reviewing the submitted information on a subsequent review screen, and then clicking “Submit” on the final screen (Review and Submit screens not shown.)



— END —