

# Permits Online (PONL)

## Amended Application for Alcohol Fuel Plant (Small, Medium, or Large)

Approved under OMB No. 1513-0051

Information on PONL is available on the TTB website at: <https://www.ttb.gov/ponl/customer-support>.

PONL Login Screen is at: <https://www.ttbonline.gov/permitsonline/Default.aspx>.

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### PONL Login Screen:

TTB Alcohol and Tobacco Tax and Trade Bureau U.S. Department of the Treasury

Permits Online

[Announcements](#)  [Accessibility Support](#) [Register for an Account](#) [Log in](#)

Home My Submissions Resume Draft Help

User Name or E-mail:  Password:  [Log In >](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Permits Online is TTB's free, secure electronic system where you can apply for the permits, registrations, or notices you need to start your business or amend your existing approvals.

**New to Permits Online?**

- Get started by [viewing our tutorial](#)
- See all [online help](#)

**Announcements**

- Exciting new Permits Online features are now available! Check out the video and links above to learn more.
- Please note that your account will be locked after ten failed login attempts. If you do not know your password, please use the [I've forgotten my password](#) link above to automatically reset your password before you attempt a tenth time. Once your account is locked you will need to call TTB to have it unlocked.

**Warning:** This system is the property of the United States Department of Treasury. Unauthorized use of this system is strictly prohibited and subject to criminal and civil penalties. The Department may monitor, record, and audit any activity on the system and search and retrieve any information stored within the system. By accessing and using this system you are agreeing to abide by the [terms of use](#), and are consenting to such monitoring, recording, and information retrieval for law enforcement and other purposes.



[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277 or [submit an online inquiry](#)

The PONL Terms of Use, Privacy Act, Privacy Impact Assessment, and the Paperwork Reduction Act Notice statements for PONL are shown at the end of this document, beginning on page 18.

## PONL Welcome Screen:

On the screen shown below, an existing Alcohol Fuel Producer Permit holder will select “Amend approved permits, registrations or notices.”

The screenshot shows the TTB Permits Online interface. At the top, there is a dark blue header with the TTB logo and text: "TTB Alcohol and Tobacco Tax and Trade Bureau U.S. Department of the Treasury" and "Permits Online". Below the header, there is a navigation bar with links: "Announcements", "Logged in as: Michael Hoover", "Accessibility Support", "My Record Collections (0)", "Account Management", and "Log out".

Below the navigation bar, there is a row of four dark blue buttons: "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is a white box with a light gray border. It starts with a welcome message: "Welcome Michael Hoover" and "You are now logged in." Below this, there is a section titled "What do you want to do today?" with several options, each with a right-pointing arrow:

- Apply for new permits, registrations or notices** ▶  
Build a package of the applications you'll need in order to get your approvals. Here's [what you'll need to gather](#) before starting.
- Amend approved permits, registrations or notices** ▶  
Make changes that require TTB approval, including trade names, use of the premises, power of attorney, transfers in bond, and more.
- Fill out a Personnel Questionnaire (PQ)** ▶  
PQs are required for owners, officers, and others associated with the business. Learn more about [who needs to fill out PQs](#) and how the PQ fits into the application process.
- Link additional records to my account** ▶  
Before you can view or amend records filed on paper or by a colleague, submit a request to have them added to your [My Submissions](#) page.
- Submit an Alcohol Dealer Registration - Alcohol** ▶  
Submit an Alcohol Dealer Registration
- Submit an SOT (Special Occupational Tax) - Tobacco** ▶  
Submit an SOT form renewal/return - Tobacco

On the right side of the main content area, there is a yellow box titled "Helpful resources:" containing three links:

- [What's new](#)
- [Permits Online tutorial](#)
- [Application processing times](#)

Below these links is a link: [See more online help](#) ▶

## PONL My Records Screen

On this screen, the user will select the permit they wish to amend by clicking on the appropriate “Create Amendment link. (In this case, the Create amendment link for Permit “AFP-DC-20004.”)

Home
My Submissions
Resume Draft
Help

2. Approved commodity and entity records ▾

## My Records

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Here is a list of the permit, registration, and notice applications that you have permission to access and update.

If you are looking for records that were originally filed on paper or by a colleague and don't see them here, [submit a request to have them linked](#) to your account.

Showing 1-8 of 8 | [Add to collection](#)

<input type="checkbox"/>	Date	Tracking Number	Application Type	EIN / Business Name	Perm/Reg/Op	Address	Status	Action
<input type="checkbox"/>	10/12/2020	<a href="#">2020-ENTITY-00116-O</a>	Application for Original Entity	09-8765432 / TTB Brewery			Active	<a href="#">Create Amendme</a>
<input type="checkbox"/>	10/12/2020	<a href="#">2020-BRE-00054-O</a>	Application for Brewery or Brewpub	09-8765432 / TTB Brewery	BR-DC-20021	1310 G ST NW Washinton DC 20005	Amendment Pending	
<input type="checkbox"/>	10/15/2019	<a href="#">2019-AFP-00034-O</a>	Application for Alcohol Fuel Plant (Small, Medium, or Large)	34-2342342 / PAY.GOVTEST	AFP-DC-20004	30 g st wasington DC 95035	Approved	<a href="#">Create Amendme</a>

## Amendment Wizard – Step 1: Determine changes needed.

The user checks the appropriate boxes on this screen.

Home	My Submissions	Resume Draft	Help
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**Amendment Wizard**

1 Determine changes needed	2 Review	3 Application package	4 Submission confirmation
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**Step 1: Determine changes needed >>**

This wizard will help you identify, fill out, and submit a package of the applications you'll need in order to update the information you currently have on file with TTB about this operation (e.g. winery, brewery, etc.), this business entity, and the people who are involved in its operations.

**You must complete your changes and submit in one session. If you 'Save and Resume Later' your changes may not be saved.**

\* indicates a required field

**Please Answer the Questions Below**

---

**LET'S BEGIN**

\* You have indicated that you want to:

**Changes Specific to the Operation**

---

**AMENDED COMMODITY INFORMATION**

Tell us about any changes you are making at this location to this particular commodity operation.

\* Do you want to terminate the operation at this location but keep other TTB-regulated operations open?  Yes  No

\* Do you need to change the mailing address for this location?  Yes  No

\* Do you need to make any other changes to the information TTB has on file about this commodity operation (e.g. changes to the location, operation, bonds, operating / doing business as name, buildings or equipment, production procedures, etc.)?:  Yes  No

**Business Entity**

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**AMENDED ENTITY INFORMATION**

Tell us about any changes you need to make to the business entity information you have on file with TTB.

**IMPORTANT:** Any changes you make to this business information as part of your application package will be applied (upon approval) to all other permits, registrations, and notices you have on file with TTB for this EIN - there is no need to file separate amendments.

\* Do you want to terminate all TTB related operations under this EIN?  Yes  No

\* Do you need to add or remove trade names (this does not include your operating / doing business as names)?  Yes  No

\* Do you need to add a new owner, officer, or other person associated with this business?  Yes  No

\* Do you need to make any other changes to the information TTB has on file about this business entity (e.g. remove owners/officers, update information about current owners/officers, add or remove power of attorney, add or remove signing authority, and/or change the name of the business)?  Yes  No

**Make Sure Your Answers are Correct**

---

**CONFIRM**

Thanks for telling us about the changes you're making! We're almost ready to build your custom application package. Before we do so, please review your answers to the questions above and be sure they are correct.

\* I have reviewed my answer choices and confirm that they accurately reflect my business changes:

[Continue »](#)

## Amendment Wizard – Step 2: Review.

On this screen, the user reviews the answers provided on the previous screen.

### Step 2: Review

[Continue »](#)

[Save and resume later](#)

This is a summary of the information you provided to us.

## Editing Your Answers

Please review your answers below.

If you are submitting alcohol or tobacco permits/registrations/notices, please note that you will not be able to edit the answers you gave on the first page of the application wizard because this information was used to build your application package. If you made a mistake in the wizard, you will need to [start over](#).

If you are submitting an SOT you will be able to make edits to your answers by using the numbered tabs at the top of the page.

Amendment Wizard

### Please Answer the Questions Below

#### LET'S BEGIN

You have indicated that you want to: Make a change to my business information and permit specific information

#### Changes Specific to the Operation

##### AMENDED COMMODITY INFORMATION

Do you want to terminate the operation at this location but keep other TTB-regulated operations open? No

Do you need to change the mailing address for this location? No

Do you need to make any other changes to the information TTB has on file about this commodity operation (e.g. changes to the location, operation, bonds, operating / doing business as name, buildings or equipment, production procedures, etc.)? Yes

#### Business Entity

##### AMENDED ENTITY INFORMATION

Do you want to terminate all TTB related operations under this EIN? No

Do you need to add or remove trade names (this does not include your operating / doing business as names)? No

Do you need to add a new owner, officer, or other person associated with this business? No

Do you need to make any other changes to the information TTB has on file about this business entity (e.g. remove owners/officers, update information about current owners/officers, add or remove power of attorney, add or remove signing authority, and/or change the name of the business)? No

#### Make Sure Your Answers are Correct

##### CONFIRM

I have reviewed my answer choices and confirm that they accurately reflect my business changes: Yes

[Continue »](#)

[Save and resume later](#)

### Amendment Wizard – Step 3: Application package.

On this screen, the user will see and then select the Application Package to be completed, in this case the “Amended Application for Alcohol Fuel Plant (Small, Medium, or Large)”. The user clicks “Start” to begin the application.

Home	My Submissions	Resume Draft	Help
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#### Amendment Wizard

1 Determine changes needed	2 Review	3 Application package	4 Payment (if applicable)	5 Submission confirmation
----------------------------	----------	-----------------------	---------------------------	---------------------------

#### Step 3: Application package

Based on the information you have provided, your application package consists of the application(s) shown below. Select “Start” to begin each application.

Once all applications are in “Ready to submit (edit)” status, you may select the “Submit application package” button. After submitting the application package, you will no longer be able to change any of the information.

Please complete the following applications:

Amended Application for Alcohol Fuel Plant (Small, Medium, or Large)

[Start](#)

Submit Application Package »

Save and resume later

## Amended Application for Alcohol Fuel Plant (Small, Medium, or Large) – Step 1: Select amendment.

On this screen, the user selects the reason for the amendment application.

Home	My Submissions	Resume Draft	Help
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### Amended Application for Alcohol Fuel Plant (Small, Medium, or Large)

1 Select amendment	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6	7
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#### Step 1: Select amendment >>

This page shows the basic information for the importer permit you are amending. Please identify the reason(s) you are submitting this amendment.

If you are changing your premises location, please update it at the bottom of this page.

\* indicates a required field

### Application Contact

Please review the contact information we have on file for you. This should be your information, as the person filling out this application package, even if you're doing it on behalf of someone else.

If it is incorrect update [your information](#) and then start a new application package.

#### Michael D. Hoover

JohnDoe@ttb.gov  
555-555-5555

**1310 G Street, NW., Box 12**  
**Washington, DC, 20005**

### Reason for the Amendment

#### REASON FOR THE AMENDMENT

Select at least one of the following to make changes to your approved permit.

- Are you changing the physical location of your alcohol fuel plant?
- Are you superseding, strengthening, or adding a bond?
- Are you changing your Doing Business As/Operating Name?
- Are you changing the size of your plant?
- Are you making changes to your plant premises?
- Are you adding, removing or modifying existing equipment?
- Are you adding or removing any spirits and/or denatured spirits by transfer in bond?
- Are you changing your premises address due to a notification from the United States Postal Service?
- Are you adding or removing any variances or alternate method requests?

## Amended Application for Alcohol Fuel Plant (Small, Medium, or Large) – Step 1: Select amendment (continued).

The Select Amendment screen continues as follows:

### Entity Information

#### ENTITY INFORMATION

This is the name and EIN you have provided; it will be displayed on your official documents.

Business Name:

EIN:

### Permit Information

#### PERMIT INFORMATION

Permit Number:

### Premises Address

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

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

Unit Type  Unit Number

Rural Address Line 1

Rural Address Line 2

\*City  \*State  \* ZIP Code  County

[Continue »](#)

[« Back to Application Package](#)

[Save and resume later](#)



# Amended Application for Alcohol Fuel Plant (Small, Medium, or Large) – Step 2: Operation description.

The user adds or alters information as appropriate.

Home	My Submissions	Resume Draft	Help
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## Amended Application for Alcohol Fuel Plant (Small, Medium, or Large)

1 Select amendment	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6	7
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### Step 2: Operation description >>

Below you will find the information currently on file with TTB. Review all information and any changes, if applicable. There may be new information you will need to fill out if TTB's requirements have changed since the last time you updated this permit.

Some sections may not reflect all of the information you previously filed with TTB if you originally filed on paper.

You must complete your changes and submit in one session. If you 'Save and Resume Later' your changes may not be saved.

When updating a table you may remove or edit existing entries by selecting the checkbox next to the row(s) and selecting the 'Edit Selected' or 'Delete Selected' action as appropriate.

\* indicates a required field

### Step 2a

#### DBA/OPERATING NAME

Doing Business As / Operating Name:

#### AFP OPERATION INFORMATION

If you do not own the property where the activity will take place, you must upload a statement with the property owner's signature giving Officers of the Alcohol and Tobacco Tax and Trade Bureau and state and local officers permission to access the premises. Download the [permission statement](#)

Size of Plant:

Medium (more than 10,000 but less than 500,000 Proof Gallons)

Do you own the property where the operation will take place?: \*

Yes  No

Describe the security measures, such as locks, fences, alarms, and other measures taken to prevent unauthorized access to the premises and equipment: \*

Describe the plant premises: \*

What is the maximum quantity of distilled spirits to be produced and received in a calendar year?: \*

#### BASIC MATERIALS

Select all basic materials that will be used in the production of spirits.

Crop Residue:

Forage Crops:

Fruits or Fruit Products:

Grain or Starch Products:

Sugar Based Crops or Products:

Other:

[Continue >](#)

[« Back to Application Package](#)

[Save and resume later](#)

**Amended Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 3 – Additional info.:**

If applicable, the applicant next completes the “Still Information” section of the Additional Information screen:

Clicking on “Add a Row” allows the user to enter information regarding their stills via this screen:

After entering the required information, the user clicks “OK” and is returned to the Additional Information screen, as shown below:

**Amended Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 3 – Additional info. (continued):**

The collections of the information shown on the remainder of the Additional Information screen are approved under other OMB control numbers, as described below:

<p><b>AFP BOND</b> Alcohol fuel plants are required to furnish a bond with sufficient coverage. Select "Add a Row" to provide your bond information.</p> <p>You will also be required to upload the corresponding (TTB Form 5110.56 Distilled Spirits Bond) in step 4.</p> <p>You can skip this section if you are a small alcohol fuel plant that will not produce/distill alcohol, but will only receive alcohol from another distilled spirits plant or alcohol fuel plant.</p> <p>Showing 0-0 of 0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Bond kind</th> <th style="width: 15%;">Effective date of bond (must be on or before date of TTB approval)</th> <th style="width: 10%;">Amount of bond</th> <th style="width: 10%;">Select bond category</th> <th style="width: 10%;">Enter surety name</th> <th style="width: 10%;">Enter surety bond number</th> <th style="width: 10%;">Enter T-Note/bond - CUSIP number</th> <th style="width: 10%;">Enter T-Note/bond - interest rate</th> <th style="width: 10%;">Enter T-Note/bond - maturity date</th> <th style="width: 10%;">Enter T-Note/bond - issue date</th> <th style="width: 10%;">Enter execution date</th> </tr> </thead> <tbody> <tr> <td colspan="11" style="text-align: center;">No records found.</td> </tr> </tbody> </table> <p style="margin-top: 5px;"> <input type="button" value="Add a Row"/> <input type="button" value="Edit Selected"/> <input type="button" value="Delete Selected"/> </p>	Bond kind	Effective date of bond (must be on or before date of TTB approval)	Amount of bond	Select bond category	Enter surety name	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	No records found.											<p>If the applicant must file a bond, the user completes the AFP Bond section and will also later upload form TTB F 5110.56, Distilled Spirits Bond. This collection is approved under OMB No. 1513-0125. See "Add a Row" screen shot on next page.</p>
Bond kind	Effective date of bond (must be on or before date of TTB approval)	Amount of bond	Select bond category	Enter surety name	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													
No records found.																							

Medium and Large alcohol fuel plants require a bond. Below is an example of the AFP Bond "Add a Row" screen:

✕

**AFP BOND**

Alcohol fuel plants are required to furnish a bond with sufficient coverage. Select "Add a Row" to provide your bond information.

You will also be required to upload the corresponding (TTB Form 5110.56 Distilled Spirits Bond) in step 4.

You can skip this section if you are a small alcohol fuel plant that will not produce/distill alcohol, but will only receive alcohol from another distilled spirits plant or alcohol fuel plant.

**\* Bond kind:**

Original

**Select bond category: \*** ?

Surety

**Enter execution date: \*** ?

10/16/2020

**Effective date of bond (must be on or before date of TTB approval): \*** ?

10/16/2020

**Enter surety name: \*** ?

test

**Amount of bond: \***

100000

**Enter surety bond number:**

1

OK

Cancel

**Amended Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 3 – Additional info. (continued):**

The additional information screen continues as shown:

**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 0-0 of 0

Enter the name of the corporate surety	Select the type of bond you are changing	Enter the total dollar amount of the bond	Enter the effective date of this bond change	Describe the proposed change to your existing bond
No records found.				

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

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**TRANSFER IN BOND**

If you will receive bulk spirits and/or denatured spirits in bond from another domestic distilled spirits plant or alcohol fuel producer you must complete this section, even if you are not required to obtain a bond. If you are bonded, you are responsible for ensuring that the liability on all spirits and denatured spirits 'on hand' and 'in transit' will not exceed your bond coverage. Select "Add a Row" to identify each such supplier.

Once approved, a transfer in bond form will be attached to your application. You should supply a copy to the supplier(s) transferring the spirits to you.

Showing 0-0 of 0

Serial Number	To be Transferred - Spirits	To be Transferred - Denatured Spirits	Permit/Registry Number of Shipper	Premises Address of Shipper	Company Name of Shipper	Approval Date of receiver's bond	Do you have maximum bond coverage?	Amount of Bond Operations Coverage	Quantity of Spirits Authorized to be Transferred	Quantity of Denatured Spirits Authorized to be Transferred
No records found.										

[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

Select type of variance request	Description of request	Status (for TTB use)	Comments (for TTB use only)
No records found.			

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

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

If a bond is required and that bond will cover additional operations, the user completes the Consent of Surety section and will also later upload form TTB F 5000.18. This collection is approved under OMB No. 1513-0013.

If required, the user will complete the Transfer in Bond section for each supplier as described. The PONL system will generate the corresponding Transfer in Bond form, TTB F 5100.16. This collection is approved under OMB No. 1513-0038.

If needed, the user completes the Request for Variance section and later uploads a Letterhead Application for the variance. This collection is approved under OMB No. 1513-0052, Alcohol Fuel Plant (AFP) Records, Reports, and Notices (TTB REC 5110/10).

The user then clicks "Continue" to proceed to the next screen.

**Amended Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 4 – Upload required documents:**

This screen shows the additional, supporting documents required as part of this application, and allows for their uploading to the PONL application package.

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**Application for Alcohol Fuel Plant (Small, Medium, or Large)**

1	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7
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**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 1-2 of 2

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number	
<input type="checkbox"/>	Diagram		Uploaded		<a href="#">Actions</a> ▼
<input type="checkbox"/>	Property Owner Permission Letter		Uploaded		<a href="#">Actions</a> ▼

[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.				

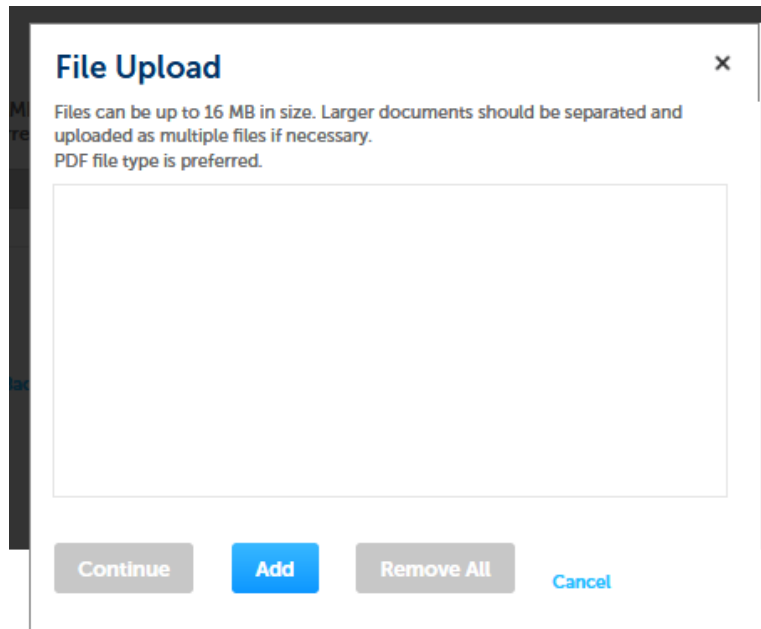
[Add](#)

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

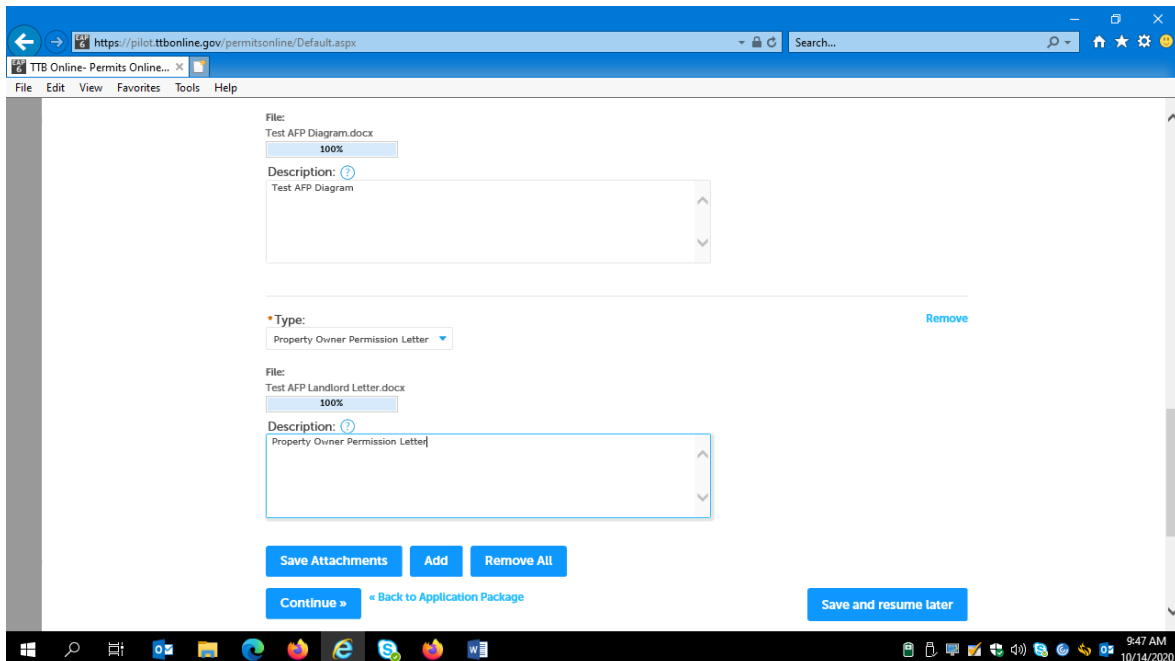
[Save and resume later](#)

## Amended Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 4 – Upload required documents (continued):

In Step 4b (see above), clicking on “Add” presents the upload function screen to the user:



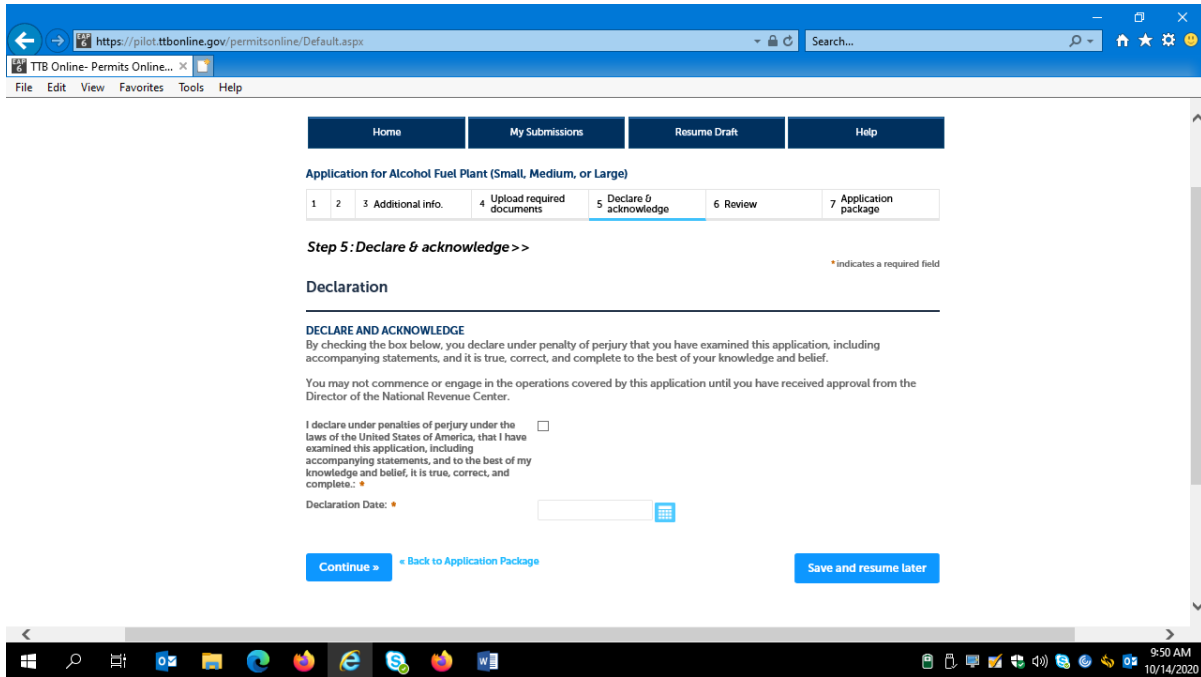
Upload is completed as follows:



After entering Type and Description information, the user clicks “Save Attachments” and then “Continue.”

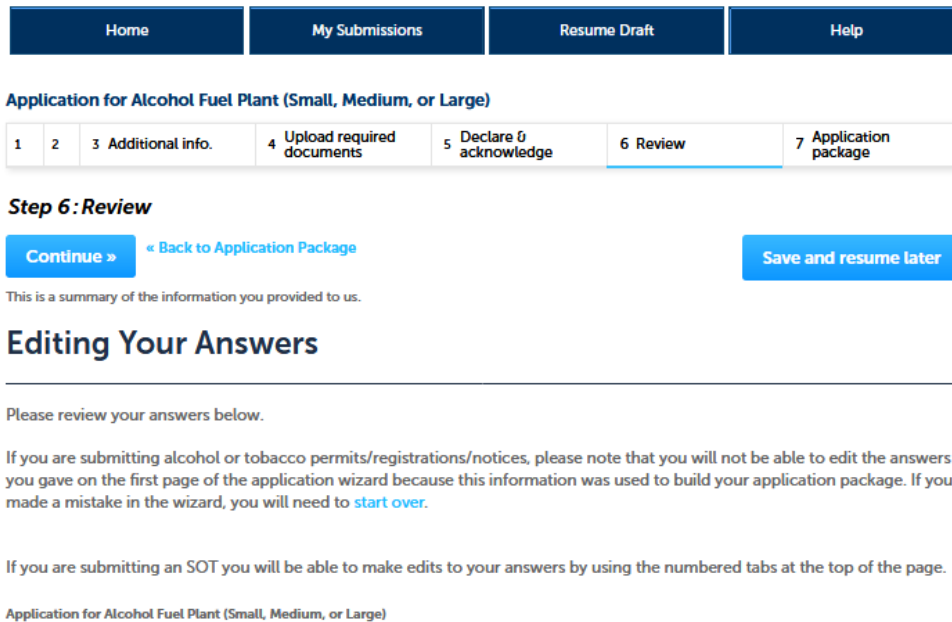
### Amended Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 5 – Declare and acknowledge:

The user then completes the Declare and Acknowledge statement:



### Amended Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 6 – Review:

The user is then presented with a review screen showing all submitted information:



[Remainder of review screen not shown.]

User clicks “Continue” at the bottom of screen and is present with the Submit Application Package page, as shown below:

## Amendment Wizard — Step 3: Application Package (submission page).

The user clicks on “Submit Application Package” to submit this amendment application to TTB via PONL.

Home	My Submissions	Resume Draft	Help
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**Amendment Wizard**

1 Determine changes needed	2 Review	3 Application package	4 Payment (if applicable)	5 Submission confirmation
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**Step 3: Application package**

Based on the information you have provided, your application package consists of the application(s) shown below. Select “Start” to begin each application.

Once all applications are in “Ready to submit (edit)” status, you may select the “Submit application package” button. After submitting the application package, you will no longer be able to change any of the information.

Please complete the following applications:

Amended Application for Alcohol Fuel Plant (Small, Medium, or Large) 34-2342342 / PAY.GOVTEST	<a href="#">Ready to submit (edit)</a>
-----------------------------------------------------------------------------------------------	----------------------------------------

<a href="#">Submit Application Package »</a>	<a href="#">Save and resume later</a>
----------------------------------------------	---------------------------------------



## PONL Submission Confirmation Screen:

After the user submits the application package, the PONL system will generate a Submission Confirmation screen, as follows:

TTB Alcohol and Tobacco Tax and Trade Bureau  
U.S. Department of the Treasury

Permits Online

Announcements Logged in as: Michael Hoover My Record Collections (0) Reports (15) Account Management Log out

Home My Submissions Resume Draft Help

**Submission Confirmation**

✔ Congratulations! You have successfully submitted to TTB.  
The tracking number(s) for your submission(s) are displayed below; you can view what you submitted by selecting the tracking number. You will receive an email confirmation of your submission(s) with instructions for viewing the status of each application as it goes through the TTB review process.

30 g st wasington DC 95035

2020-AFP-00010-A

Entity Application, Personnel Questionnaires, Access Requests, and Special Occupational Taxes

20CAP-00000371

Terms of Use | Privacy Act | Privacy Impact Assessment | Paperwork Reduction Act Notice | Questions? 877-882-3277 or [submit an online inquiry](#)

[END OF AMENDED APPLICATION FOR ALCOHOL FUEL PLANT (SMALL, MEDIUM, OR LARGE)]

The PONL Terms of Use, Privacy Act, Privacy Impact Assessment, and the Paperwork Reduction Act Notice statements for PONL are shown below:

## PONL Terms of Use Statement:



### TTB Permits Online: Terms of Use

This system is the property of the United States Department of Treasury. Unauthorized use of this system is strictly prohibited and subject to criminal and civil penalties. The Department of the Treasury may monitor, record, and audit any activity on the system and search and retrieve any information stored within the system. By accessing and using this system you are agreeing to abide by these terms of use and are consenting to such monitoring, recording, and information retrieval for law enforcement and other purposes.

**Each user must have an individual user name and password.** Sharing your Permits Online user name or password is strictly prohibited and in violation of the Federal Information Security Management Act (FISMA) (Public Law 107-347) and can result in the cancellation of your Permits Online privileges.

The person who submits a request for a user registration is responsible for any Permits Online activity associated with his or her user name and password.

Multiple people can have access to applications, permits, registrations, and notices in Permits Online. If someone other than the person who submitted the application requires access, that person must register for his/her own Permits Online account, then submit a "Request Access" application. Note that a Signing Authority or Power of Attorney form **must already be on file** with TTB before submitting the access request application.



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## PONL Privacy Act Notice:



### TTB Privacy Act Notice:

We provide this information to comply with Sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. § 552a(e)(3)):

**1. What is TTB's authority to ask for this information?**

We require this information under the authority of 26 U.S.C., Section 4222; 26 U.S.C. 5171(b), 5173, 5271(b), 5272, 5354, 5356, 5401, 5401(a), 5502(b), 5511(3), 5711 and 5712; 27 U.S.C. 204(c). You must disclose this information to engage in any of the businesses regulated pursuant to the above described statutes.

**2. What is the purpose for this information collection?**

You give this information to enable TTB to determine your eligibility, suitability, and/or qualifications to engage in a business regulated by TTB.

**3. How does TTB routinely use this information?**

We use this information to make determinations for the purposes described in paragraph 2. Also, we may disclose the information to other Federal, State, foreign, and local law enforcement, or regulatory agency personnel to verify information in your application where such disclosure is not prohibited by law.

We may disclose the information to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law.

Finally, we may disclose the information to members of the public to verify information in your application where such disclosure is not prohibited by law.


**4. What happens if I do not supply the information TTB requests?**

If you do not supply complete information, we may be prevented from making an informed judgment as described above. If you fail to supply the necessary information it may cause us to delay, deny or disapprove your application.

**5. How might TTB disclose my Employer Identification Number (EIN) or Social Security Number (SSN)?**

Pursuant to the statutes above, we are authorized to solicit this information. We use these numbers to identify an individual or business. Your disclosure of these numbers is voluntary. If you do not supply these numbers, your application may be delayed.


## PONL Privacy Act Assessment:



**TTB** Alcohol and Tobacco  
Tax and Trade Bureau  
U.S. Department of the Treasury

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## Permits Online (PONL)

### Privacy Impact Assessment

#### Information Collected and Purpose

[Permits Online \(PONL\)](#) is a secure Commercial Off-The-Shelf (COTS) product providing a web-based system with the capability to submit, route, and/or process original and amended permit/registration applications. The permit process enables TTB to authorize applicants to operate alcohol and tobacco related businesses under the FAA Act and Internal Revenue Code. This functionality is provided for external use by Regulated Industry Member representatives and internally by TTB's National Revenue Center (NRC). The online application and electronic submission of TTB's original permit application saves both the applicant and TTB significant time and money and also protects the public in support of homeland security.

#### Information Use and Sharing

PONL stores names, date of birth, social security numbers, photographic identification, driver's license information, mailing addresses, phone numbers, financial account information, legal documents, e-mail addresses, and foreign activity information for those individuals who have provided the aforementioned information on the PONL application. PONL provides applicants with a publicly facing website enabling them to view the information in the application and to check the status of the application while it is pending. Each application is specifically linked to the individual who submits it and only designated and approved TTB officials have direct access to personally identifiable information (PII) stored within PONL. With regard to the roles assigned within the application, all individuals receive access rights based on their status.

#### Information Consent

For an individual's PII to be stored in PONL, the individual must have willingly and intentionally filled out and submitted an application. The application is subject to the Privacy Act and a Privacy Act SORN that addresses all required categories of information has been published in the Federal Register.

#### Information Protection

TTB will take appropriate security measures to safeguard PII and other sensitive data stored on PONL. TTB will apply Department of the Treasury security standards, including but not limited to, routine scans and monitoring, back-up activities, and background security checks for all TTB employees and contractors. Accordingly, access to PONL PII will be limited to specific job function and access will be controlled based on least privilege.

The following access safeguards will also be implemented:

- Passwords expire after a set period;
- Accounts are locked after a set period of inactivity;
- Minimum length of passwords is eight characters;
- Passwords are combination of letters, numbers, and symbols; and
- Accounts are locked after a set number of incorrect attempts.

Page last reviewed: June 4, 2015

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## PONL Paperwork Reduction Act Notice:



This request is in accordance with the Paperwork Reduction Act of 1995.

- **Power of Attorney Information (OMB No. 1513-0014):** This information collection is used by TTB to ensure that only duly authorized individuals are signing documents. The information is voluntary.
- **Personnel Questionnaire Information (OMB No. 1513-0002):** The information collection is used by TTB to determine if an applicant is eligible to receive an alcohol and tobacco permit. The information is mandatory (26 U.S.C. 5712, 27 U.S.C. 204).
- **Change In Bond/Consent of Surety (OMB No. 1513-0013) :** We use this information to determine whether a business may change its bond. We must identify changes to the business, the surety company, and the bond. The information we request is required for you to obtain a benefit and is mandatory by law (26 U.S.C. 5173, 5272, 5354, 5401, and 5711).
- **Environmental Information (OMB No. 1513-0023):** This information collection is used by TTB to determine if any environmental impact statement or environmental permit is necessary for the proposed operation. The information is required to obtain a benefit.
- **Water Quality Considerations Information (OMB No. 1513-0023):** This information collection is used by TTB to determine whether a certification from a State of multi-state authority is needed for discharge of effluent into navigable water of the U.S. This information is required to obtain a benefit.
- **Signing Authority Information (OMB No. 1513-0036):** This information collection is used by TTB to ensure that only duly authorized individuals are signing documents. This information is voluntary.
- **Basic Permit Information (OMB No. 1513-0018):** The information is used to determine eligibility of the applicant to engage in certain operations, to determine the location and extent of operations, and to determine whether the operations will be in conformity with Federal laws and regulations. The information requested is required to obtain or retain a benefit and is mandatory by statute (27 U.S.C. 203 and 204 (c)).
- **Wine Premises Information (OMB No. 1513-0009):** The information is used by TTB to determine if the applicant is eligible to receive a wine premises permit. The information is required to obtain a permit.
- **Wine Bond Information (OMB No. 1513-0009):** The information is used by the proprietor, or the proprietor and surety company, as a contract to ensure tax payment. The information requested is required to obtain a benefit and is mandatory by statute (26 U.S.C. 5172)
- **Registration for Firearms and Ammunition Tax-Free Transactions (OMB No. 1513-0095):** This information collected is used to determine the eligibility of the applicant to sell or purchase firearms and ammunition tax-free. The information requested is required to obtain a benefit and is mandatory by statute (26 U.S.C. 4222).

The estimated average burden associated with the Owner/Officer application collection of information is 2 hours, for the Winery application collection of information is 7 hours and 45 minutes or for the Wholesaler/Importer application collection of information is 4 hours and 30 minutes, per respondent or record keeper, depending on individual circumstances. The estimated average burden associated with the Registration for Firearms and Ammunition Tax-Free Transactions collection of information is 3 hours per respondent depending upon individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20220.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current, valid OMB control number.



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[END OF PONL SCREENS]