

Permits Online (PONL)

Amended Application for Brewery or Brewpub (Bond Exemption)

Approved under OMB No. 1513-0005

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

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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.

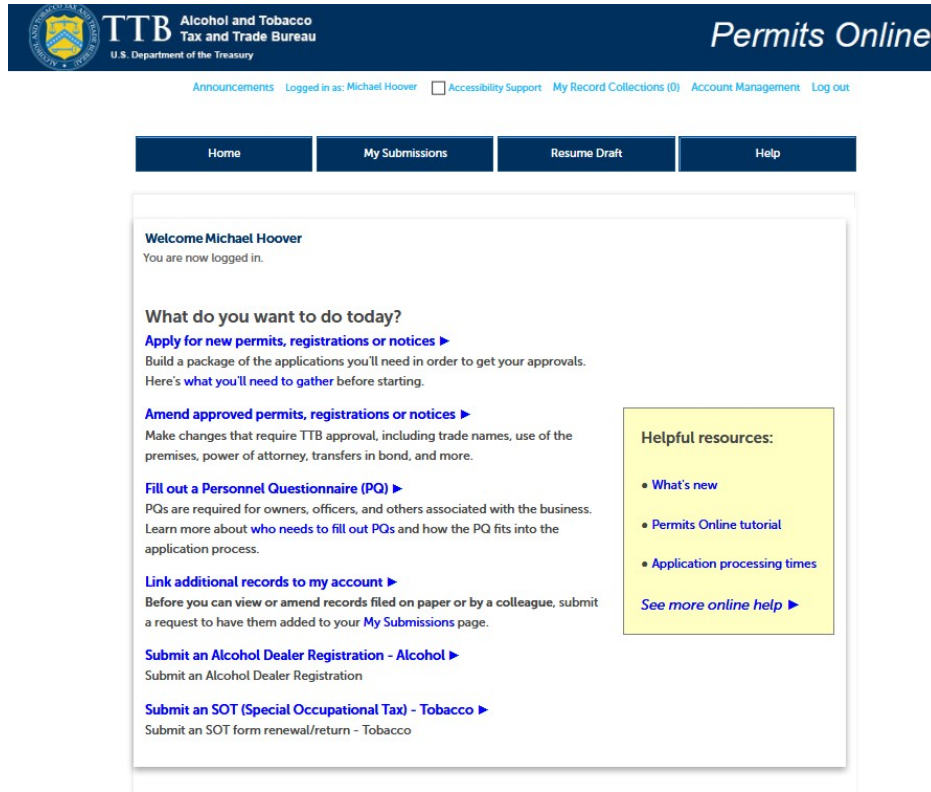


[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277 or [submit an online inquiry](#)

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 14.

PONL Welcome and My Records Screen:

After logging on, on the Welcome screen, the user will select “Amend approved permits, registrations or notices from the selections shown:



The user will then see the “My Records” screen showing their active permits and entities. The user will select the Brewery Permit to be amended and click “Create Amendment” for that permit:

Home My Submissions Resume Draft Help

2. Approved commodity and entity records ▾

My Records

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	2020-ENTITY-00116-O	Application for Original Entity	09-8765432 / TTB Brewery			Active	Create Amendment
<input type="checkbox"/>	10/12/2020	2020-BRE-00054-O	Application for Brewery or Brewpub	09-8765432 / TTB Brewery	BR-DC-20021	1310 G ST NW Washington DC 20005	Approved	Create Amendment
<input type="checkbox"/>	10/15/2019	2019-AFP-00034-O	Application for Alcohol Fuel Plant (Small, Medium, or Large)	34-2342342 / PAY.GOVTEST	AFP-DC-20004	30 g st wasington DC 95035	Approved	Create Amendment

Amendment Wizard – Step 1: Determine changes needed.

To apply for the small brewer’s bond exemption, the user selects “Yes” for the third question under “Amended Commodity Information.”

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: Make a change to my business information and permit specific information

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

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.

PONL 5.0 – Amended Application for Brewery or Brewpub (Bond Exemption) (10-2020)

The user reviews the answers provided in Step 1.

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 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.

PONL 5.0 – Amended Application for Brewery or Brewpub (Bond Exemption) (10-2020)

This screen shows the user which applications require completion. In this case, the “Amended Application for Brewery or Brewpub.” The user clicks “Start” to begin the amendment application.

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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 Brewery or Brewpub	Start
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Submit Application Package >>

Save and resume later

Amended Application for Brewery or Brewpub – Step 1: Select amendment.

The user then will see the amendment screen, which begins:

Home	My Submissions	Resume Draft	Help
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Amended Application for Brewery or Brewpub

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 brewer’s notice 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**

Amended Application for Brewery or Brewpub – Step 1: Select amendment (continued).

Under “Reason for the Amendment,” the user selects “Bond No Longer Required.”












Reason for the Amendment

This page shows the basic information for the brewery 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.

REASON FOR THE AMENDMENT

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

- Are you changing the physical location of your brewery?: * 
- Are you superseding, strengthening, continuing, or adding a bond?: * 
- Are you adding or removing a non-contiguous premises?: * 
- Are you making changes to you bonded premises?: * 
- Are you adding or removing an alternating premises?: * 
- Are you adding or removing an alternating proprietor?: * 
- Are you adding or removing brewpub operations?: * 
- 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?: * 
- Are you changing your Doing Business As/Operating Name?: * 
- Bond No Longer Required: * 

Amended Application for Brewery or Brewpub – Step 1: Select amendment (continued).

Entity Information

This page shows the basic information for the brewery 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.

ENTITY INFORMATION

This is the business information you provided earlier in the application process.

Business Name:

EIN:

Permit Information

This page shows the basic information for the brewery 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.

REGISTRATION INFORMATION

Brewer's Notice Registry 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

Amended Application for Brewery or Brewpub – Step 2: Operation description.

Under “Brewery Information,” the user will certify that they do not require a bond.

Home	My Submissions	Resume Draft	Help
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Amended Application for Brewery or Brewpub

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 for this brewery. Please review all information and edit as appropriate if any information has or will be changing. 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/registration. Some sections may not be entirely complete if you originally filed on paper. We ask you to complete these sections with this application.

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

This page shows the basic information for the brewery 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.

DBA/OPERATING NAME

Doing Business As / Operating Name:

By checking this box I certify that the Doing Business As / Operating Name listed above has been registered with my county or state, if applicable:

BREWERY OPERATION INFO

Please identify if you plan to operate as a brewery or as a brewpub.

Brewery:

Brewpub:

Do you own the brewery premises?: Yes No

If no, please provide the name and address of the owner of the land or buildings which house the brewery, and any mortgage, or any other person with claim on the land or buildings: *

Enter the start time of your 24 hour business day if different than 12:00 AM through 11:59 PM:

BREW PUB STATEMENT

Complete the statements below acknowledging that you understand the responsibilities of conducting brewpub operations.

This section will be blank if you did not select Brewpub as your operation type.

BREWERY INFORMATION

Are you a member of a controlled group of breweries?: Yes No

What is your estimated production in barrels per year?:

I certify that I AM required to provide a bond:

I certify that I AM NOT required to provide a bond:

Describe the entire tract of land by using directions and distances: *

Describe each brewery premises building: provide size (using distances and directions), construction, use of building, and location of doors and windows:

Will you be Alternating: Yes No

Describe the brewery premises security: *

Will you have a tasting room?: Yes No

Amended Application for Brewery or Brewpub – Step 3: Additional info.

Under “Brewer’s Bond,” the user will remove any existing uploaded brewer’s bond form (TTB F 5130.22, Brewer’s Bond, and TTB F 5130.25, Brewer’s Collateral Bond, approved under OMB No. 1513–0015).

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Amended Application for Brewery or Brewpub

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

Below you will find the information currently on file with TTB for this brewery. Please review all information and edit as appropriate if any information has or will be changing. 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/registration. Some sections may not be entirely complete if you originally filed on paper. We ask you to complete these sections with this application.

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 3a

BREWERS BOND

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

You will also be required to upload a matching bond form on the next page. If you are required to obtain a Brewer’s Bond and you plan to have a surety company issue your bond, use [TTB F 5130.22](#). If paying by check or by Treasury Security use [TTB F 5130.25](#).

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

Showing 0-0 of 0

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 - maturity date	Enter T-Note/bond - interest rate	Enter T-Note/bond - par value	Enter T-Note/bond - issue date	Exec Date
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No records found.

< >

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

CONSENT OF SURETY

If you are required to furnish a bond and you will also use that bond to cover additional operations, select ‘Add a Row’ for each additional operation you need this bond to cover. 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 Change of Bond	Describe the change made
--	--	---	---	--------------------------

No records found.

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

ALTERNATION OF PREMISES

Alternation of premises means the premises is used by the same owner to conduct different operations (e.g. winery and brewery). If applicable, select ‘Add a Row’ to identify each additional operation.

If you will be alternating you must also add a row in the Variance table below and upload a letterhead notice requesting permission to use an alternate method. See [samples of letterhead notices for alternation](#).

You do not need to add a row for the operation covered by this application.

Showing 0-0 of 0

Select the type of operation you are alternating with	Permit Number (if known)	Registry Number (if known)	Operating Permit Number (if known)	Brewer’s Notice Number (if known)	Application Tracking Number
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No records found.

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

Amended Application for Brewery or Brewpub – Step 3: Additional info (continued).

NON-CONTIGUOUS LOCATIONS

If any part of your operation will take place at a location that is not adjacent to the premises location, select "Add a Row" for each additional location. The use of the non-contiguous location must be a continuation of the operation at the primary premises. If it is a stand-alone operation you must submit a separate application.

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

Showing 0-0 of 0

Non-contiguous Location Address	Description of Non-contiguous Location	Driving distance from the primary operation (in miles)	Description of proposed Operation(s)
No records found.			

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

MEMBERS OF CONTROLLED GROUP

If you are a member of a controlled group, select "Add a Row" to identify each member of the controlled group. Types of controlled groups: One brewery owns controlling interest in another brewery or a common ownership in the controlling interest in each brewery.

You can skip this section if you are not a member of a controlled group.

Showing 0-0 of 0

Employer Identification Number	Brewer's Notice Registry Number	Company Name	Brewery Location	Barrels of Beer at Reduced Rate per year
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, alternate method, or procedure	Description of request	Status (for TTB use)	Comments (for TTB use)
No records found.			

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

Application Information

ALTERNATION OF PROPRIETORS

If you are sharing the use of the premises with any other companies, select "Add a Row" for each additional proprietor conducting operations at this location. You don't need to add a row for your company.

If you will be alternating you must also add a row in the Variance table above and upload a letterhead notice requesting permission to use an alternate method. See [samples of letterhead notices for alternation](#).

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

Showing 0-0 of 0

Select your role in the alternating arrangement	Host Name	Host Permit Number	Host Registry Number	Tenant Name	Tenant Permit Number	Tenant Registry Number	Co-Tenant Name	Co-Tenant Permit Number	Co-Tenant Registry Number	Host Tracking Number
No records found.										

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

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

Amended Application for Brewery or Brewpub – Step 4: Upload required documents.

This screen shows the documents, if any, the user must upload as part of this application. Bond exemption applications should not require uploading of any additional documents.

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Amended Application for Brewery or Brewpub

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 1-1 of 1

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number	
<input type="checkbox"/>	Diagram		Uploaded		Actions ▾

[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 Brewery or Brewpub – Step 5: Declare & acknowledge.

The user declares the application to be correct and truthful on this screen.

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Amended Application for Brewery or Brewpub

1	2	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7 Application package
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Step 5: Declare & acknowledge >> * indicates a required field

Declaration


This page shows the basic information for the brewery 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.

DECLARE AND ACKNOWLEDGE
By checking the box below you declare, under penalties of perjury, you have examined this application and it is true, correct, and complete to the best of your knowledge and belief.

You may not produce or receive product until the premises and operations are approved by the Director of the National Revenue Center.

I declare under penalties of perjury under the laws of the United States of America, 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 >](#) [« Back to Application Package](#) [Save and resume later](#)

Amended Application for Brewery or Brewpub – Step 5: Declare & acknowledge.

PONL next presents the user with a review screen:

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Amended Application for Brewery or Brewpub

1	2	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7 Application package
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Step 6: Review

[Continue >](#) [« Back to Application Package](#) [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.

Amended Application for Brewery or Brewpub

[NOTE: Reminder of screen not shown.]

Amendment Wizard – Step 3: Application Package.

After reviewing their responses in the amendment application, and clicking “continue,” PONL presents the user with the application package submission screen. The user clicks “Submit Application Package.”

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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 Brewery or Brewpub 09-8765432 / TTB Brewery


[Ready to submit \(edit\)](#)

[Submit Application Package >](#) [Save and resume later](#)

After the PONL system receives the application package, the user will see a Submission Confirmation screen:

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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.

1310 G ST Washington DC 20005

2020-
BRE-00022-A

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

20CAP-
00000369

End of Amendment Application Package. PONL public notices 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.



[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#)

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.

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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 — AMENDED APPLICATION FOR BREWERY OR BREWPUB (BOND EXEMPTION)]