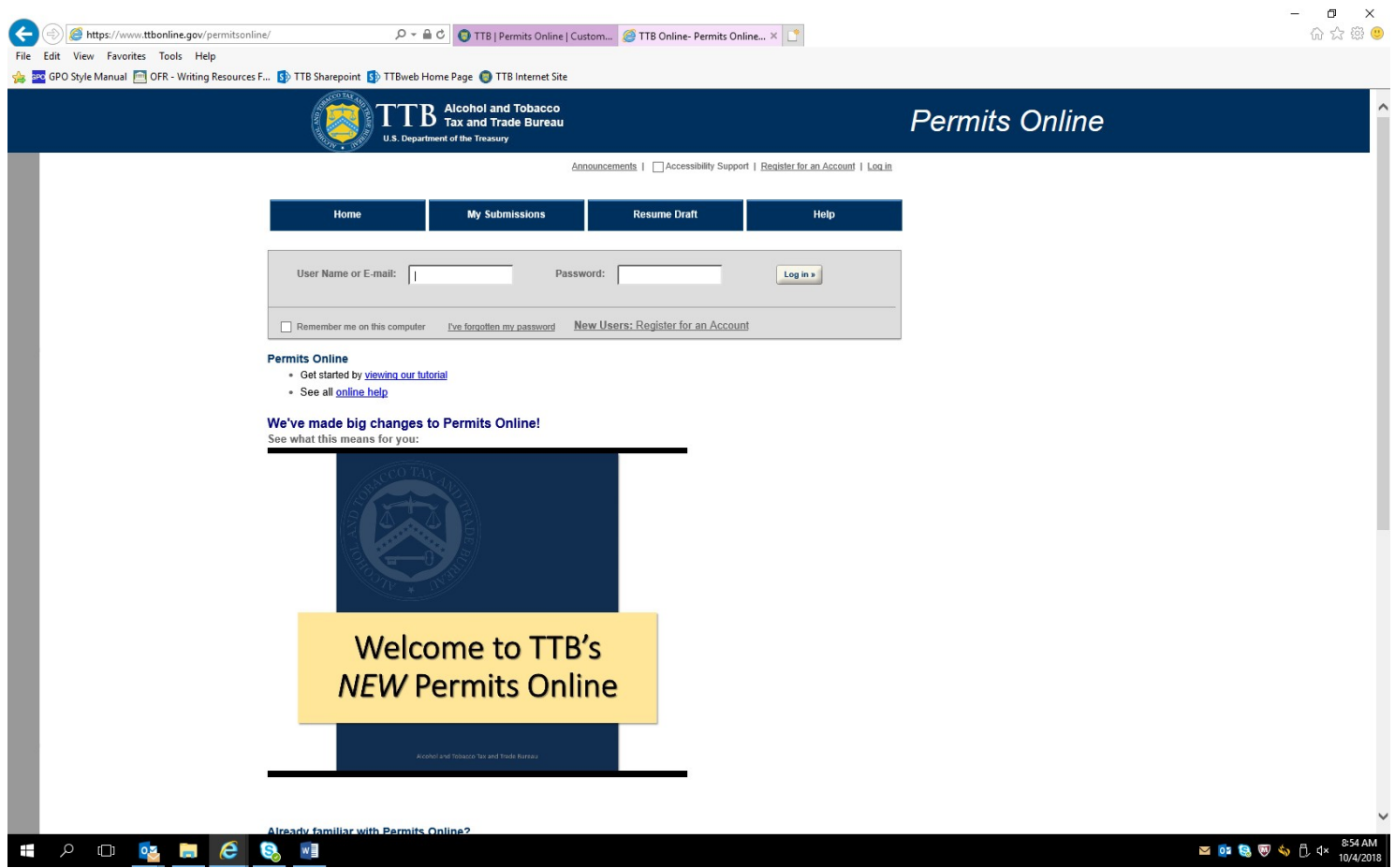


**Permits Online (PONL), New Distilled Spirits or Bonded Wine Premises Applications — for OMB Control No. 1513-0018, Application for Basic Permit under the Federal Alcohol Administration Act).**

**This PONL application is equivalent to TTB F 5100.24, Application for Basic Permit under the Federal Alcohol Administration Act, for new beverage Distilled Spirits Plants and Bonded Wine Premises applications on that form. New Winery application used as example; application for new Distilled Spirits Plant collects the same data.**

PONL Log-in Screen:



PONL Log-in Screen (continued):

https://www.ttbonline.gov/permitsonline/

TTB | Permits Online | Custom... TTB Online- Permits Online...

File Edit View Favorites Tools Help

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

# Welcome to TTB's NEW Permits Online

Alcohol and Tobacco Tax and Trade Bureau

### Already familiar with Permits Online?

Did you know:


- Now you can submit multiple changes as one amendment.
- You can amend business entity information on all of your permits, registrations, or notices with one submission.
- Most paper-filed applications can now be amended in Permits Online.
- Owner/officer information (OOI) applications are now called Personnel Questionnaires.

See [what's new with Permits Online](#)

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.

### Don't have an account?

[Register Now >](#)



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

8:55 AM  
10/4/2018

Screen shown after successful log-in:

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitonline/>. The browser tabs include "TTB | Permits Online | Custom..." and "TTB Online- Permits Online...". The browser menu bar shows "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar contains "GPO Style Manual", "OFR - Writing Resources F...", "TTB Sharepoint", "TTBweb Home Page", and "TTB Internet Site".

The main content area features a dark blue header with the TTB logo and the text "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 four buttons: "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is titled "Welcome Michael Hoover" and states "You are now logged in." Below this, there is a section titled "What do you want to do today?" with four links and descriptions:

- 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.

To the right of these links is a yellow box titled "Helpful resources:" containing three links:

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

Below the yellow box is a link: [See more online help](#) ▶

At the bottom of the page, there is a footer with the TTB logo and the text "Terms of Use | Privacy Act | Privacy Impact Assessment | Paperwork Reduction Act Notice | Questions? 877-882-3277 or [submit an online inquiry](#)".

The Windows taskbar at the bottom shows the Start button, search icon, task view icon, and several application icons (Outlook, File Explorer, Edge, Teams, Word). The system tray on the right shows the date and time: "8:57 AM 10/4/2018".

After clicking appropriate “What do you want to do today?” link, the Penalty of Perjury screen appears:

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitonline/>. The browser tabs include "TTB | Permits Online | Custom..." and "TTB Online- Permits Online...". The browser's address bar shows the URL. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "GPO Style Manual", "OFR - Writing Resources F...", "TTB Sharepoint", "TTBweb Home Page", and "TTB Internet Site".

The page header features the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". The header also includes the text "U.S. Department of the Treasury".

The page content includes a navigation menu with "Home", "My Submissions", "Resume Draft", and "Help". Below the navigation menu is the section "Rules and Responsibilities". The text in this section reads: "Please read and accept the rules and responsibilities. Under penalty of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made does not violate the law of the State in which the business will be conducted. In addition, if this application is approved, the applicant will conduct operations..."

Below the text is a checkbox labeled "I have read and I accept the above rules and responsibilities." and a "Continue »" button.

The footer of the page includes the TTB logo and the text "Terms of Use | Privacy Act | Privacy Impact Assessment | Paperwork Reduction Act Notice | Questions? 877-882-3277 or submit an online inquiry".

The Windows taskbar at the bottom of the screen shows the date and time as 8:58 AM on 10/4/2018.

After accepting perjury statement, the New Applications wizard screen appears. The Application Contact information auto fills from PONL registration information:

https://www.ttonline.gov/permitsonline/

TTB | Permits Online | Custom... TTB Online- Permits Online... x

File Edit View Favorites Tools Help

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

**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

**New Applications Wizard**

1 Determine applications 2 Review 3 Application package 4 Submission confirmation

**Step 1: Determine applications >>**

This wizard will help you identify, fill out, and submit a package of the applications you'll need in order to get your TTB permits, registrations, and/or notices.

\* indicates a required field

**Application Contact**

Please verify your contact information as the person filling out this application package; if it is incorrect update [your information](#) and then start a new application package.

You must have [authority to submit this application package](#) on behalf of the business.

**Michael D. Hoover**  
Michael.Hoover@ttb.gov  
202-453-2135

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

**Premises Address**

Please tell us the address of the physical location where the operation(s) will take place.

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

--Select-- --Select-- --Select-- --Select-- --Select--

Unit Type Unit Number

--Select-- --Select--

Rural Address Line 1  
*Do not re-enter your Street Address*

Rural Address Line 2  
*Do not re-enter your Street Address*

9:00 AM 10/4/2018

New Application Wizard screen continued:

https://www.ttbonline.gov/permitonline/

TTB | Permits Online | Custom... TTB Online- Permits Online...

Rural Address Line 1 [?](#)  
*Do not re-enter your Street Address*

Rural Address Line 2 [?](#)  
*Do not re-enter your Street Address*

\* City \* State \* ZIP Code County

**COMMODITY SELECTION**  
You can fill out applications for multiple operations (e.g. brewing and distilling) as part of this application package as long as the operations are for the same business and occur at the same premises location.

\* Which commodity type do you need to apply for?:

**Select Application(s)**

**APPLICATION TYPES**  
Based on what you've told us, here are the applications that best match your planned operations. Please select all that are appropriate for this premises location.

If you don't see an application that fits your operation, check our [list of application types that are not available via Permits Online](#) and follow the instructions for mailing in your application package instead.

**Business Entity**

**ENTITY INFORMATION**  
Tell us about the business and the people that will be involved in this operation.

\* Business structure:

State where incorporated or organized: \*

\* Employer Identification Number (EIN): [?](#)

\* Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?:  Yes  No

\* What is the legal name of the business? Sole proprietors should enter the owner's name: [?](#)

**Make Sure Your Answers are Correct**

9:03 AM 10/4/2018

New Application Wizard screen continued:

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitonline/>. The page title is "TTB | Permits Online | Custom...". The browser's address bar shows the URL, and the page content includes a navigation menu with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the navigation menu, there are several tabs: "GPO Style Manual", "OFR - Writing Resources F...", "TTB Sharepoint", "TTBweb Home Page", and "TTB Internet Site".

The main content area is titled "APPLICATION TYPES" and contains the following text: "Based on what you've told us, here are the applications that best match your planned operations. Please select all that are appropriate for this premises location." Below this text, there is a link: "If you don't see an application that fits your operation, check our [list of application types that are not available via Permits Online](#) and follow the instructions for mailing in your application package instead."

The "Business Entity" section is highlighted with a grey bar. Below it, the "ENTITY INFORMATION" section is titled "Tell us about the business and the people that will be involved in this operation." and contains the following fields:

- \* Business structure:
- State where incorporated or organized: \*
- \* Employer Identification Number (EIN):
- \* Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?:  Yes  No
- \* What is the legal name of the business? Sole proprietors should enter the owner's name:

The "Make Sure Your Answers are Correct" section is highlighted with a grey bar. Below it, the "CONFIRM" section is titled "Thanks for telling us about your business and operation(s)! 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." and contains the following text: "\* I have reviewed my answer choices and confirm  that they accurately reflect my proposed operation(s) at this premises:" Below this text, there is a "Continue" button.

At the bottom of the page, there is a logo for the TTB and a footer with the following links: [Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277 or [submit an online inquiry](#)

The Windows taskbar at the bottom of the screen shows the Start button, a search icon, and several application icons (Outlook, File Explorer, Edge, Skype, Word). The system tray on the right shows the date and time: 9:03 AM 10/4/2018.

Selecting “Alcohol” and “Winery” in the Commodity Selection section, then “Bonded Winery – Full Operations” in the “Application Types” section results in these additional data fields appearing (similar data fields appear for the equivalent new Distilled Spirits Plant (beverage) selection):

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The browser's address bar and tabs are visible at the top. Below the browser window, the application form is displayed. The form is divided into several sections:

- COMMODITY SELECTION**: This section includes a dropdown menu for "Which commodity type do you need to apply for?:" with "Alcohol" selected. Below this, there are four checkboxes for selecting applicable premises locations: "Wholesaler / importer:" (unchecked), "Brewery:" (unchecked), "Spirits (distillery / industrial use):" (unchecked), and "Wine (producer / cellar / bottler):" (checked).
- Select Application(s)**: This section is a header for the next part of the form.
- APPLICATION TYPES**: This section explains that users should select all applicable operations. It lists several application types with checkboxes: "Bonded Winery - Full Operations:" (checked), "Bonded Wine Cellar - Storage and Removal ONLY:" (unchecked), "Bonded Wine Cellar - Blender:" (unchecked), "Bonded Winery - Blending Wine:" (unchecked), "Tax Paid Wine Bottling House:" (unchecked), and "Bonded Winery - Under 7% Alcohol:" (unchecked).
- Business Entity**: This section is a header for the final part of the form.
- ENTITY INFORMATION**: This section asks for business details. It includes a dropdown for "Business structure:" (set to "Sole Proprietorship"), a dropdown for "State where incorporated or organized:" (set to "DC"), and a text input for "Employer Identification Number (EIN):" (containing "1"). There are also radio buttons for "Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?:" (set to "No").

The Windows taskbar is visible at the bottom of the screen, showing the time as 9:10 AM on 10/4/2018.



Selecting “Sole Proprietorship” in the Business Entity section, leads to this screen, including a confirmation statement:

**Business Entity**

**ENTITY INFORMATION**  
Tell us about the business and the people that will be involved in this operation.

\* Business structure:

State where incorporated or organized:

\* Employer Identification Number (EIN):

\* Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?:  Yes  No

\* What is the legal name of the business? Sole proprietors should enter the owner's name:

\* Are you going to be a tenant in an alternating proprietorship arrangement?:  Yes  No

\* Are you already operating another TTB-regulated business under the same EIN at this premises location?:  Yes  No

\* As part of this process, we need some personal background information about owners, officers, and others associated with the business; this information is collected through the Personnel Questionnaires (PQ) (formerly called OOs). PQs can be submitted separately from this application package, either by you, or by others using their own Permits Online accounts. Alternatively, you can complete the PQs for yourself and others while filling out the applications in your package. How will the PQs be submitted? :

\* How many blank PQ applications should we add to your application package (don't count those that are being submitted separately)? :

**Make Sure Your Answers are Correct**

**CONFIRM**  
Thanks for telling us about your business and operation(s)! 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.

**ARE YOU SURE? You can't change your answers after leaving this screen (they are used to build your package).**

\* I have reviewed my answer choices and confirm  that they accurately reflect my proposed operation(s) at this premises:

After confirmation is made, the next screen allows the applicant to review the information submitted to this point in the PONL application:

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitonline/>. The page header includes the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". The user is logged in as Michael Hoover. The main navigation bar contains buttons for Home, My Submissions, Resume Draft, and Help. The "New Applications Wizard" progress bar shows four steps: 1 Determine applications, 2 Review (current step), 3 Application package, and 4 Submission confirmation. The "Step 2: Review" section includes a "Continue »" button and a "Save and resume later:" option. Below this, a summary of the information provided is shown, including "Editing Your Answers" and a note that answers cannot be edited. The "Application Contact" section lists Michael D. Hoover's details. The "Premises Address" section shows "1 X Street, Washington DC 20005". The "COMMODITY SELECTION" section asks for the commodity type and lists "Wholesaler / importer:", "Brewery:", and "Spirits (distillery / industrial use):" all with "No" selected.

https://www.ttbonline.gov/permitonline/

TTB | Permits Online | Custom... TTB Online- Permits Online... x

File Edit View Favorites Tools Help

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

**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

**New Applications Wizard**

1 Determine applications 2 Review 3 Application package 4 Submission confirmation

**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.

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](#).

**New Applications Wizard**

**Application Contact**

Michael D. Hoover  
1310 G Street, NW., Box 12  
Washington, DC, 20005  
United States

Primary Phone:202-453-2135  
Email Address:Michael.Hoover@ttb.gov

**Premises Address**

1 X Street  
Washington DC 20005

**COMMODITY SELECTION**

Which commodity type do you need to apply Alcohol for?:

Wholesaler / importer: No  
Brewery: No  
Spirits (distillery / industrial use): No

9:21 AM 10/4/2018

Review screen continued:

Wine (producer / cellar / bottler): Yes

**Select Application(s)**

**APPLICATION TYPES**

Bonded Winery - Full Operations:	Yes
Bonded Wine Cellar - Storage and Removal ONLY:	No
Bonded Wine Cellar - Blender:	No
Bonded Winery - Blending Wine:	No
Tax Paid Wine Bottling House:	No
Bonded Winery - Under 7% Alcohol:	No

**Business Entity**

**ENTITY INFORMATION**

Business structure: Sole Proprietorship

State where incorporated or organized: DC

Employer Identification Number (EIN): 12-3456789

Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?: No

What is the legal name of the business? Sole proprietors should enter the owner's name: Michael Hoover

Are you going to be a tenant in an alternating proprietorship arrangement?: No

Are you already operating another TTB-regulated business under the same EIN at this premises location?: No

As part of this process, we need some personal background information about owners, officers, and others associated with the business; this information is collected through the Personnel Questionnaires (PQ) (formerly called OOI's). PQs can be submitted separately from this application package, either by you, or by others using their own Permits Online accounts. Alternatively, you can complete the PQs for yourself and others while filling out the applications in your package. How will the PQs be submitted? : NO PQs will be submitted separately; I will fill them all out in this package.

How many blank PQ applications should we add to your application package (don't count those that are being submitted separately)?: 1

**Make Sure Your Answers are Correct**

**CONFIRM**

I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this premises: Yes

Continue » Save and resume later: 📄

Based on the initial information provided, the PONL wizard then selects the appropriate applications to be completed by the applicant:

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The browser tabs include "TTB | Permits Online | Custom..." and "TTB Online- Permits Online...". The browser's address bar shows the URL. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "GPO Style Manual", "OFR - Writing Resources F...", "TTB Sharepoint", "TTBweb Home Page", and "TTB Internet Site".

The main content area features a dark blue header with the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". Below the header, there is a navigation bar with buttons for "Home", "My Submissions", "Resume Draft", and "Help".

The "New Applications Wizard" section shows a progress bar with five steps: 1 Determine applications, 2 Review, 3 Application package (highlighted), 4 Pay cash bond if applicable, and 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:

Application for Original Entity	<a href="#">Start</a>
Application for Winery Operations	<a href="#">Start</a>
Personnel Questionnaire	<a href="#">Start</a>

Submit Application Package > Save and resume later:

At the bottom, there is a footer with the TTB logo and links for [Terms of Use](#), [Privacy Act](#), [Privacy Impact Assessment](#), [Paperwork Reduction Act Notice](#), and [Questions? 877-882-3277 or submit an online inquiry](#).

Application for Original Entity

The screenshot shows the TTB Permits Online application interface. At the top, the TTB logo and 'Alcohol and Tobacco Tax and Trade Bureau' are displayed. The page title is 'Permits Online'. A navigation bar includes 'Home', 'My Submissions', 'Resume Draft', and 'Help'. The main content area is titled 'Application for Original Entity' and features a progress bar with six steps: 1. View contact information (active), 2. Key personnel & trade names, 3. Upload required documents, 4. Declare & acknowledge, 5. Review, and 6. A final step. Below the progress bar, the text reads 'Step 1: View contact information >> About the Entity Record'. A paragraph explains that the Entity Record contains business information like name, EIN, and ownership. A diagram shows an 'Entity Record' box for 'Our Business, Inc. (EIN 12-3456789)' connected to three 'Commodity Operations Record' boxes labeled 'Importers Permit', 'Winery Permit', and 'Brewers Notice'. A note states '\* indicates a required field'. The 'Application Contact' section provides contact details for Michael D. Hoover. The 'Business Entity' section is partially visible at the bottom.

Continuation of Application for Original Entity initial page

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page features a navigation menu with three options: 'Importers Permit', 'Winery Permit', and 'Brewers Notice', each under a 'Commodity Operations Record' heading. The main content area is divided into two sections: 'Application Contact' and 'Business Entity'. The 'Application Contact' section includes a warning to verify contact information and lists the contact details for Michael D. Hoover. The 'Business Entity' section contains a form for 'ENTITY INFORMATION' with fields for business name, EIN, organization type, state, and website. At the bottom, there are links for 'Terms of Use', 'Privacy Act', 'Privacy Impact Assessment', and 'Paperwork Reduction Act Notice', along with contact information for questions.

**Application Contact**

Please verify your contact information as the person preparing this application package; if it is incorrect update [your information](#) and then start a new application package.

**Michael D. Hoover**  
Michael.Hoover@ttb.gov  
202-453-2135

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

**Business Entity**

**ENTITY INFORMATION**  
This is the business information you provided earlier in the application process. If your business has a website, you may provide it here.

\* Business name:

\* Employer Identification Number (EIN):

\* Organization type:

State where incorporated or organized:

Business website:

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

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

Application for Original Entity—Officer/Ownership Information

The screenshot shows the TTB Permits Online application interface. At the top, there is a navigation bar with the TTB logo and the text 'Alcohol and Tobacco Tax and Trade Bureau U.S. Department of the Treasury'. The page title is 'Permits Online'. Below the navigation bar, there are links for 'Announcements', 'Logged in as: Michael Hoover', 'My Record Collections (0)', 'Reports (15)', 'Account Management', and 'Log out'. A main navigation menu includes 'Home', 'My Submissions', 'Resume Draft', and 'Help'. The current application is titled 'Application for Original Entity' and shows a progress bar with six steps: 1. View contact information, 2. Key personnel & trade names (current step), 3. Upload required documents, 4. Declare & acknowledge, 5. Review, and 6. A final step. Below the progress bar, there is a section for 'Step 2: Key personnel & trade names >>'. The instructions state: 'Please make sure to add yourself, the person filling out this application, to either the Signing Authority or Power of Attorney table. \* indicates a required field'. The 'Step 2a' section is titled 'OFFICER/OWNERSHIP INFORMATION' and includes instructions: 'Select "Add a Row" to identify each partner, general/limited partner, officer, director, trustee, manager, member, managing member, or sole proprietor. You must also add a row for every stockholder or interest holder with a stake of 10% or more in the business. Finally, you must also add a row for every company or trust holding ownership in the business.' Below these instructions is a table with the following columns: Inactive Date, Officer/Owner Classification, How have you submitted the Personnel Questionnaire Information?, First Name, Middle Name, Last Name, Personnel Questionnaire Tracking Number, EIN Suffix, Email Address, Primary Title, List if Other Titles, Company Name, Trust Name, Percentage of Voting Stock Interest, and Do you own in Business? The table currently shows 'Showing 0-0 of 0' records. Below the table are buttons for 'Add a Row', 'Edit Selected', and 'Delete Selected'. The next section is titled 'SIGNING AUTHORITY' and includes instructions: 'Select "Add a Row" to identify all owners, officers, and authorized employees who will have the authority to sign and/or act on behalf of the business. Authority can be granted by title or by the individual's name; however, at least one person must be authorized by name to serve as a key contact to TTB. Please note that individuals listed in the Owner/Officer Information table must be listed in this Signing Authority table as well if they are to have authority to act on behalf of the business.' Below these instructions is another table with the following columns: Inactive Date, Key Contact, Authority Granted, First Name, Middle Name, Last Name, Is this person already a member of..., Suffix registered, Address, City, State, Zip, Phone Number, Email Address, Title if of Other Authority, Source of Authority, Type of Board or Meeting, and Date of Meeting (Must be before...). The table currently shows 'Showing 0-0 of 0' records. The Windows taskbar at the bottom shows the time as 9:53 AM on 10/4/2018.

Application for Original Entity—Officer/Ownership Information (continued)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The browser's address bar and tabs are visible at the top. The main content area displays the TTB (Alcohol and Tobacco Tax and Trade Bureau) logo and the text "Permits Online". Below the logo, there are navigation links: "Announcements", "Logged in as: Michael Hoover", "My Record Collections (0)", "Reports (15)", "Account Management", and "Log out".

The application form is displayed in a modal window with a title bar containing "Home", "My Submissions", "Resume Draft", and "Help". The form is divided into several sections:

- Removal Date (for TTB use only):** A date picker field.
- Officer/Owner Classification:** A dropdown menu set to "Individual".
- How are you submitting the Personnel Questionnaire Information?:** A dropdown menu set to "On File with TTB". A red warning message states: "This selection indicates that a paper TTB F 5000.9 Personnel Questionnaire form is on file with TTB."
- Personal Information:** Fields for First Name (Michael), Middle Name (Dale), Last Name (Hoover), and Email Address.
- Personnel Questionnaire Tracking Number:** A text input field.
- Title:** A dropdown menu set to "Owner/Sole Proprietorship".
- List additional titles (if any):** A text area.
- Percentage of Voting-Stock Interest:** A text input field set to "100".
- Dollar amount invested in Business to date:** A text input field set to "100".
- Financial Institution:** A dropdown menu set to "Winemakers Bank, Napa, California".
- State the source of the investment:** A dropdown menu set to "loan".
- How will Source of Funds Documentation be Submitted?:** A dropdown menu set to "On File with TTB".
- Check here if this person has signature authority:** A checked checkbox.

At the bottom of the form, there are "OK" and "Cancel" buttons. Below the form, a table header is partially visible, showing columns for "Inactive Key", "Authority Granted", "First Name", "Middle Name", "Last Name", "Suffix", "Address", "City", "State", "Zip", "Phone Number", "Email Address", "Title", "Source of Funds", "Type of Meeting", and "Date of Meeting".

The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, and several application icons. The system tray on the right shows the time as 9:59 AM on 10/4/2018.



Application for Original Entity---Signing Authority

or sole proprietor.

You must also add a row for every stockholder or interest holder with a stake of 10% or more in the business.

Finally, you must also add a row for every company or trust holding ownership in the business.

Showing 1-1 of 1

<input type="checkbox"/>	Inactive Officer/Owner Date	Classification	How have you submitted the Personnel Questionnaire Information?	First Name	Middle Name	Last Name	Personnel Questionnaire Tracking Number	EIN	Suffix	Email Address	Primary Title	Title if Other	List Additional Titles	Company Name	Trust Name	Pe Int
<input type="checkbox"/>		Individual	On File with TTB	Michael	Dale	Hoover					Owner/Sole Proprietorship					10

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

**SIGNING AUTHORITY**

Select "Add a Row" to identify all owners, officers, and authorized employees who will have the authority to sign and/or act on behalf of the business. Authority can be granted by title or by the individual's name; however, at least one person must be authorized by name to serve as a key contact to TTB.

Please note that individuals listed in the Owner/Officer Information table must be listed in this Signing Authority table as well if they are to have authority to act on behalf of the business.

Showing 0-0 of 0

Inactive Date	Key Contact	Authority Granted by	First Name	Middle Name	Last Name	Suffix	Is this person already a user of Permits Online	Address	City	State	Zip	Phone Number	Email Address	Title if Other	Source of Authority	Type of Board Meeting	Date of Meeting (Must be on or before date of submittal)	Type
No records found.																		

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

**POWER OF ATTORNEY INFORMATION**

Select "Add a Row" to identify all others who have authority to sign or act on behalf of the business. Typically these are consultants, accountants, or other non-employees.

Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.

Skip this section if it does not apply.

Showing 0-0 of 0

Inactive Date	First Name	Middle Name	Last Name	Suffix	Address	City	State	Zip	Phone Number	Fax Number	Email Address	Type	If Limited, list limitation	Effective Date (Must be on or before	What authorization does this person have regarding	What authorization does this person have regarding	Does this person already have a COLAs Online and/or Formulas	
No records found.																		

Application for Original Entity---Signing Authority (continued)

Showing 1-1 of 1

Inactive Date	First Name	Middle Name	Last Name	Personnel Classification	Questionnaire Tracking	EIN Suffix	Email Address	Primary Title	Title if Additional	List Name	Company Name	Trust of Name	Pe Str
	Michael		Hoover				8225 Bubbling Brook Circ						

**SIGNING AUTHORITY**

Select "Add a Row" to identify all owners, officers, and authorized employees who will have the authority to sign and/or act on behalf of the business. Authority can be granted by title or by the individual's name; however, at least one person must be authorized by name to serve as a key contact to TTB.

Please note that individuals listed in the Owner/Officer Information table must be listed in this Signing Authority table as well if they are to have authority to act on behalf of the business.

Removal Date (for TTB use only):

Designate this person as a key contact for TTB?:  Yes  No

\*How is authority granted?:

First Name:  Middle Name:  Last Name:

Suffix:  Is this person a registered user of Permits Online?:  Yes  No

Address:

City:  State:  ZIP Code:

Phone Number:  Email Address:

\*Source of Authority:

Type:  Effective Date (Must be on or before date of submittal):

What authorization does this person have regarding label submissions?:

What authorization does this person have regarding formula submissions?:

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

Does this authorization apply to all permits?:  Yes  No

OK Cancel

Showing 0-0 of 0

Inactive Date	First Name	Middle Name	Last Name	Suffix	Address	City	State	ZIP	Phone Number	Fax Number	Email Address	Type	Effective Date (Must be on or before)	What authorization does this person have regarding	What authorization does this person have regarding	Does this person already have a COLAs Online and/or Formulas

Application for Original Entity---Power of Attorney Information

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page title is "TTB | Permits Online | Custom...".

**Online**

<input type="checkbox"/>	Yes	Name	Michael Dale Hoover	Yes	8225 Bubbling Brook Circle	Springfield VA 22153	555-123-4567	Sole Proprietor/Owner
--------------------------	-----	------	---------------------	-----	----------------------------	----------------------	--------------	-----------------------

Navigation: [Add a Row](#) | [Edit Selected](#) | [Delete Selected](#)

**POWER OF ATTORNEY INFORMATION**

Select "Add a Row" to identify all others who have authority to sign or act on behalf of the business. Typically these are consultants, accountants, or other non-employees.

Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.

Skip this section if it does not apply.

Showing 0-0 of 0

Inactive Date	First Name	Middle Name	Last Name	Suffix	Address	City	State	Zip	Phone Number	Fax Number	Email Address	Type	If Limited list	Effective Date (Must be on or before date of submission)	What authorization does this person have regarding label submissions?	What authorization does this person have regarding formula submissions?	Does this person already have a CCLAs Online and/or Formulas Online account with TTB?
No records found.																	

Navigation: [Add a Row](#) | [Edit Selected](#) | [Delete Selected](#)

**Step 2b**

**TRADE NAMES**

Select "Add a Row" for each trade name you wish to use. Each trade name must be appropriately registered. [Learn more about general trade name rules.](#)

Skip this section if it does not apply.

Showing 0-0 of 0

Inactive Date	Type	Trade Name	Who will you be Bottling on Account For?	I certify that the listed trade name has been registered with my County (CA) or State (All States)
No records found.				

Navigation: [Add a Row](#) | [Edit Selected](#) | [Delete Selected](#)

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

Application for Original Entity---Power of Attorney Information (continued)

Online

	Yes	Name	Michael Dale Hoover	Yes	8225 Bubbling Brook Circle	Springfield VA	555-123-4567	Sole Proprietor/Owner
No records found.								

Remove Date (for TTB use): \*  
Last Name: \* Hoover  
City: \* Springfield  
Phone Number: \* 555-123-4567  
Type: \* Unlimited

\*First Name: Michael  
Suffix: --Select--  
State: \* VA  
Fax Number:  
Effective Date (Must be on or before date of submittal): \* 10/04/2018  
Does this person already have a COLAs Online and/or Formulas Online account with TTB?: Yes

Middle Name: Dale  
Address: \* 8225 Bubbling Brook Circ  
ZIP Code: \* 22215  
Email Address:  
What authorization does this person have regarding label submissions?: Preparer  
Does this authority apply to all permits?: \* Yes No

OK Cancel

Continue > < Back to Application Package Save and resume later: [icon]

Application for Original Entity---Trade Names

Select "Add a Row" to identify all others who have authority to sign or act on behalf of the business. Typically these are consultants, accountants, or other non-employees.

Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.

Skip this section if it does not apply.

Showing 1-1 of 1

<input type="checkbox"/>	Inactive Date	First Name	Middle Name	Last Name	Suffix	Address	City	State	Zip	Phone Number	Fax Number	Email Address	Type	If Limited, list limitation	Effective Date (Must be on or before date of submittal)	What does this person have regarding label submissions?	Who does pers rega for?
<input type="checkbox"/>		Michael	Dale	Hoover		8225 Bubbling Brook Circle	Springfield	VA	22215	555-123-4567			Unlimited		10/04/2018	Preparer	Prep

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

**Step 2b**

**TRADE NAMES**

Select "Add a Row" for each trade name you wish to use. Each trade name must be appropriately registered. [Learn more about general trade name rules.](#)

Skip this section if it does not apply.

Showing 0-0 of 0

Inactive Date	Trade Type	Trade Name	Who will you be Bottling on Account For?	I certify that the listed trade name has been registered with my County (CA) or State (All States)
No records found.				

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

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

Save and resume later:

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

Application for Original Entity---Trade Names (continued)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page content includes instructions for adding authorized persons and a table with the following data:

<input type="checkbox"/>	Inactive Date	First Name	Middle Name	Last Name	Suffix	Address City	State	Zip	Phone Number	Fax Number	Email Address	Type	If Limited, that limitation	Effective Date	What authorization does this person have regarding label submissions?	Who does this person have regulatory submissions?
<input type="checkbox"/>		Michael	Dale	Hoover		8225 Bubbling Brook	Springfield VA	22215	555-123-4567			Unlimited		10/04/2018	Preparer	Prep

A modal dialog box titled "TRADE NAMES" is open, containing the following text and form fields:

Select "Add a Row" for each trade name you wish to use. Each trade name must be appropriately registered. [Learn more about general trade name rules.](#)

Skip this section if it does not apply.

Removal Date (for TTB use):    
 \*Type:    
 \*Trade Name:

I certify that the listed trade name has been registered with my county (CA) or state (all states):

Buttons: OK, Cancel

Below the dialog box are buttons: Add a Row, Edit Selected, Delete Selected. At the bottom of the page are links: Continue >, < Back to Application Package, and Save and resume later:

Application for Original Entity---Required Document Checklist

The screenshot shows the TTB Permits Online application interface. At the top, there is a navigation bar with the TTB logo and the text "Alcohol and Tobacco Tax and Trade Bureau U.S. Department of the Treasury". The page title is "Permits Online". Below the navigation bar, there are several tabs: "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is titled "Application for Original Entity" and shows a progress bar with six steps: 1. View contact information, 2. Key personnel & trade names, 3. Upload required documents (highlighted), 4. Declare & acknowledge, 5. Review, and 6. A final step. Below the progress bar, there is a section for "Step 3: Upload required documents >>".

Under "Step 3a", there is a "REQUIRED DOCUMENT CHECKLIST" section. It states: "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

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	Actions
<input type="checkbox"/> Power of Attorney Form		Uploaded		

Below the table, there is an "Edit Selected" button.

Under "Step 3b: Upload Required Documents", there is a section for uploading attachments. It states: "Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button." and "View, download, or print attachments by selecting the document name."

At the bottom, there is an "Attachment List" section with the text: "Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary."

Application for Original Entity---Required Document Checklist (continued)

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 or Tracking Number if on file with TTB	
<input type="checkbox"/> Power of Attorney Form		Uploaded		<a href="#">Actions</a> ▼

[Edit Selected](#)

**Step 3b: 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:

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



Application for Original Entity—Declare and Acknowledge

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The browser's address bar and menu are visible at the top. The page header features the TTB logo and the text "Alcohol and Tobacco Tax and Trade Bureau U.S. Department of the Treasury" and "Permits Online". A navigation bar includes links for "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is titled "Application for Original Entity" and shows a progress bar with six steps: 1, 2 Key personnel & trade names, 3 Upload required documents, 4 Declare & acknowledge (highlighted), 5 Review, and 6 Application package. Below the progress bar, the current step is "Step 4: Declare & acknowledge >>". A note indicates that an asterisk (\*) denotes a required field.

The "Declaration" section contains the following text:  
**DECLARATION**  
**DECLARE AND ACKNOWLEDGE**  
By checking the box below, you declare under penalty of perjury that you have examined this application, including accompanying statements, and it is true, correct, and complete to the best of your knowledge and belief.  
You may not commence or engage in the operations covered by this application until you have received approval from 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: \*

At the bottom of the form, there are two buttons: "Continue >" and "Back to Application Package", and a "Save and resume later:" option with a save icon.

The footer of the page includes a TTB logo and several links: [Terms of Use](#), [Privacy Act](#), [Privacy Impact Assessment](#), [Paperwork Reduction Act Notice](#), and [Questions? 877-882-3277 or submit an online inquiry](#). The Windows taskbar at the bottom shows the time as 10:22 AM on 10/4/2018.

Application for Original Entity—Review

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

Application for Original Entity

1 2 Key personnel & trade names 3 Upload required documents 4 Declare & acknowledge 5 Review 6 Application package

Step 5: 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.

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](#).

Application for Original Entity

**Application Contact**

Michael D. Hoover  
1310 G Street, NW., Box 12  
Washington, DC, 20005  
United States

Primary Phone: 202-453-2135  
Email Address: Michael.Hoover@ttb.gov

**Business Entity**

**ENTITY INFORMATION**

Business name: Michael Hoover  
Employer Identification Number (EIN): 12-3456789  
Organization type: Sole Proprietorship  
State where incorporated or organized: DC  
Business website:

**Step 2a**

**OFFICER/OWNERSHIP INFORMATION**

Inactive Date	Officer/Owner Classification	How have you submitted the Personnel Questionnaire	First Name	Middle Name	Last Name	Personnel Questionnaire Tracking Number	EIN	Suffix	Email Address	Primary Title	Title if Other	List Additional Titles	Company Name	Trus Nam
---------------	------------------------------	--	------------	-------------	-----------	---	-----	--------	---------------	---------------	----------------	------------------------	--------------	----------

Application for Original Entity—Review (continued)

Step 2a

**OFFICER/OWNERSHIP INFORMATION**

Inactive Date	Officer/Owner Classification	How have you submitted the Personnel Questionnaire Information?	First Name	Middle Name	Last Name	Personnel Questionnaire Tracking Number	EIN	Suffix	Email Address	Primary Title	Title if Other	List Additional Titles	Company Name	Trus Nam
	Individual	On File with TTB	Michael	Dale	Hoover					Owner/Sole Proprietorship				

**SIGNING AUTHORITY**

Inactive Date	Key Contact	Authority Granted by	First Name	Middle Name	Last Name	Suffix	Is this person already a registered user of Permits Online	Address	City	State	Zip	Phone Number	Email Address	Title if Other	Source of Authority
	Yes	Name	Michael	Dale	Hoover		Yes	8225 Bubbling Brook Circle	Springfield	VA	22153	555-123-4567			Sole Proprietor/Ow

**POWER OF ATTORNEY INFORMATION**

Inactive Date	First Name	Middle Name	Last Name	Suffix	Address	City	State	Zip	Phone Number	Fax Number	Email Address	Type	If Limited, list limitation	Effective Date (Must be on or before date of submittal)	What authorization does this person have regarding label submissions?
	Michael	Dale	Hoover		8225 Bubbling Brook Circle	Springfield	VA	22215	555-123-4567			Unlimited		10/04/2018	Preparer

Step 2b

**TRADE NAMES**

Inactive Date	Type	Trade Name	Who will you be Bottling on Account For?	I certify that the listed trade name has been registered with my County (CA) or State (All States)
	Labeling Trade Name	Mike's Vineyard		Yes

Step 3a

Application for Original Entity—Review (continued)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page displays the review stage for an application for 'Mike's Vineyard' in the state of 'Yes'. The application is currently at Step 3a, and the user is being prompted to complete Step 3b: Upload Required Documents.

**REQUIRED DOCUMENT CHECKLIST**

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
Power of Attorney Form		Uploaded	

**Step 3b: 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
<a href="#">Power of Attorney.pdf</a>	Power of Attorney Form	760.95 KB	10/04/2018	<a href="#">Actions</a>

**Declaration**

**DECLARE AND ACKNOWLEDGE**

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.: Yes

Declaration Date: 10/04/2018

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

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

Application for Winery Operations---Initial Page

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header features the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". Below the header, there are navigation links: "Announcements", "Logged in as: Michael Hoover", "My Record Collections (0)", "Reports (15)", "Account Management", and "Log out".

The main content area has a navigation bar with "Home", "My Submissions", "Resume Draft", and "Help". Below this is a progress indicator for "Application for Winery Operations" with steps: 1 Mailing address, 2 Operation description, 3 Environmental & bond info., 4 Upload required documents, 5 Declare and acknowledge, 6, and 7. Step 1 is highlighted.

**Step 1: Mailing address >>** \* 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**  
Michael.Hoover@ttb.gov  
202-453-2135

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

**Business Entity**

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

Business Name:   
EIN:

**PERMIT AND REGISTRATION INFO**

Permit Number:   
Registry Number:

**Premises Address**

The premises address you previously provided will be displayed on your Permit/Notice/Registration. If your application is approved, this is the physical

The browser's taskbar at the bottom shows the Windows Start button, search icon, and several application icons. The system tray on the right shows the time as 10:27 AM on 10/4/2018.

Application for Winery Operations—Initial Page (continued)

**PERMIT AND REGISTRATION INFO**

Permit Number:

Registry Number:

**Premises Address**

The premises address you previously provided will be displayed on your Permit/Notice/Registration. If your application is approved, this is the physical location where your operations will be authorized to take place. If the address below is incorrect, please select the Home button and start over.

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

**Mailing Address**

Please provide the address where mail regarding this operation should be sent.

[Back to Application Package](#)

Save and resume later:

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

Application for Winery Operations---Operation Description

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header includes the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". Below the header, there are navigation tabs: Home, My Submissions, Resume Draft, and Help. The main content area is titled "Application for Winery Operations" and features a progress bar with seven steps: 1. Mailing address, 2. Operation description (current step), 3. Environmental & bond info., 4. Upload required documents, 5. Declare and acknowledge, 6, and 7. A sub-section "Step 2: Operation description >>" contains a "Step 2a" box. Under "DBA/OPERATING NAME", there is a text input field with "Mike's Vineyard" and a checkbox that is checked. Below this, a "REASON FOR THE APPLICATION" section has a "New winery:" checkbox, also checked. The "APPLICATION TYPE" section lists four options: "Bonded Winery - Full Operations" (checked), "Bonded Wine Cellar - Storage ONLY", "Bonded Wine Cellar - Blender", and "Bonded Winery - Blending". The "OWNER BACKGROUND INFORMATION" section includes a question about whether any shareholder has more than 10% voting stock, with "No" selected. The Windows taskbar at the bottom shows the time as 10:33 AM on 10/4/2018.

Application for Winery Operations---Operation Description (continued)

Has any shareholder with more than 10% voting stock, sole owner, general partner, LLC member/manager, or corporate officer or director ever been arrested for, charged with, or convicted of any crime under federal, state, or foreign laws other than traffic violations or convictions that are not felonies under federal or state law?:  Yes  No

---

**WINERY INFORMATION**

Describe your proposed operation and/or production process:

List the types of products you plan to produce/store, including alcohol content:

Total number of gallons you anticipate producing/storing each 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 in feet and inches:

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

Describe the wine premises security:

Is your winery in a residential building?:  Yes  No

Describe where and how any taxpaid wine will be stored and identified:

Will you be alternating?:  Yes  No

Describe any part of your process that will include the addition of spirits:



Application for Winery Operations---Operation Description (continued)

Describe any other operations, if any, that will take place on the premises and what type of equipment will be used: \*

If you are producing a volatile fruit-flavor concentrate provide a step by step description of your process.: \*

If you are applying as a bonded wine cellar or taxpaid wine bottling house, may TTB identify you as such to the general public upon request?: \*

**Step 2b**

**ALTERNATION OF PROPRIETORS**

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

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

Showing 0-0 of 0

Select Alternating Role	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.										

**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.

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

Showing 0-0 of 0

Select Alternating Commodity Type	Permit Number (if known)	Registry Number (if known)	Operating Permit Number (if known)	Brewers Notice Registry Number	Application Tracking Number
No records found.					

**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	Description of proposed Operation(s)
No records found.			

Application for Winery Operations---Operation Description (continued)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The browser tabs include "TTB | Permits Online | Custom..." and "TTB Online- Permits Online...".

The background form contains the following sections:

- Describe any other operations, if any, that will take place on the premises and what type of equipment will be used:** A text area with a dropdown menu set to "None".
- If you are producing a volatile fruit-flavor concentrate provide a step by step description of your process.:** A text area with a dropdown menu set to "Not applicable".
- If you are applying as a bonded wine cellar or taxpaid wine bottling house, may TTB identify you as such to the general public upon request?:** A dropdown menu set to "Not Applicable".

An **ALTERNATION OF PROPRIETORS** dialog box is open in the center. It contains the following text and fields:

**ALTERNATION OF PROPRIETORS**

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

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

\* Select your role in the alternating arrangement:

Host name:

Host permit number (if known):

Host registry number (if known):

Tenant name:

Tenant permit number (if known):

Tenant registry number (if known):

Co-tenant name:

Co-tenant permit number (if known):

Co-tenant registry number (if known):

Host tracking number:

Buttons:

Below the dialog box, a table header is visible:

Commodity Type	known)	(if known)	Number (if known)	Registry Number	Number
No records found.					

Buttons:

**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

Table header for Non-contiguous Locations:

Non-contiguous Location Address	Description of Non-contiguous Location	Driving distance from the primary operation	Description of proposed Operation(s)
Showing 0-0 of 0			

The Windows taskbar at the bottom shows the time as 10:35 AM on 10/4/2018.

Application for Winery Operations---Operation Description (continued)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page displays two empty tables with headers for selecting alternating roles and commodity types. A modal window titled "ALTERNATION OF PREMISES" is open, providing instructions and a form for entering operation details.

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

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

\* 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:

Buttons: OK, Cancel

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

System tray: 10:35 AM 10/4/2018

Application for Winery Operations---Operation Description (continued)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The browser's address bar and tabs are visible at the top. The main content area displays a table with columns: Select Alternating Role, 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, and Host Tracking Number. Below the table, there are buttons for 'Add a Row', 'Edit Selected', and 'Delete Selected'. The text 'No records found.' is displayed. Below this, the section 'ALTERNATION OF PREMISES' is shown, with a definition of alternation and instructions to use 'Add a Row' for additional operations. A dialog box titled 'NON-CONTIGUOUS LOCATIONS' is open in the foreground. It contains the following text: '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.' The dialog box has three input fields: 'Non-contiguous Location Address:', 'Description of Non-contiguous Location:', and 'Driving distance from the primary premises (in miles):'. Below these fields is a text area labeled 'Describe the proposed operations to occur at this non-contiguous location:.' and 'OK' and 'Cancel' buttons. At the bottom of the browser window, there is a footer with links for 'Terms of Use', 'Privacy Act', 'Privacy Impact Assessment', and 'Paperwork Reduction Act Notice', along with contact information: 'Questions? 877-882-3277 or submit an online inquiry'. The Windows taskbar is visible at the very bottom, showing the time as 10:36 AM on 10/4/2018.

Application for Winery Operations—Environmental & Bond Info

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header includes the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". Below the header, there are navigation links: "Announcements", "Logged in as: Michael Hoover", "My Record Collections (0)", "Reports (15)", "Account Management", and "Log out".

The main content area features a navigation bar with "Home", "My Submissions", "Resume Draft", and "Help". Below this is a progress indicator for "Application for Winery Operations" with steps: 1 Mailing address, 2 Operation description, 3 Environmental & bond info (current step), 4 Upload required documents, 5 Declare and acknowledge, 6, and 7.

**Step 3: Environmental & bond info.>>** \* indicates a required field

**Step 3a**

**WATER QUALITY INFORMATION**  
Enter "Not Applicable" as needed

List any liquid waste that may be released into navigable waters such as rivers, canals, or lakes:

Provide beginning and ending dates for release:

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

**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 a matching 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  
Effective  
Date of

Application for Winery Operations—Environmental & Bond Info (continued)

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 a matching 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 (must be on or before date of TTB approval)	Bond on Operations	Bond Coverage - Deferral	Bond Coverage - Total Sum	Bond Select	Enter Surety Category Name	Enter Surety Bond Number	Enter T-Note/Bond - CUSIP	Enter T-Note/Bond - Interest Rate	Enter T-Note/Bond - Maturity Date	Enter T-Note/Bond - Issue Date	Enter T-Note/Bond Execution Date
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 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 5000.19, 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 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
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

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

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

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

Application for Winery Operations—Environmental & Bond Info (continued)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page title is "TTB | Permits Online | Custom...". The browser's address bar and menu bar are visible at the top.

The main content area is titled "Step 3b" and "WINE BOND". It contains the following text:

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 a matching 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

A modal window titled "WINE BOND" is open, containing the following fields:

- Bond kind:** --Select--
- Effective Date of Bond (must be on or before date of TTB approval):** [Date field]
- Bond coverage - operations (\$):** 0
- Bond coverage - deferral (\$):** 0
- Bond coverage total penal sum:** [Text field]
- Select bond category:** --Select--
- Enter surety name:** [Text field]
- Enter surety bond number:** [Text field]
- Enter T-Note/Bond - CUSIP Number:** [Text field]
- Enter T-Note/bond interest rate:** [Text field]
- Enter T-Note/bond maturity date:** [Date field]
- Enter T-Note/bond issue date:** [Date field]
- Enter execution date:** [Date field]

At the bottom of the modal window are "OK" and "Cancel" buttons.

Below the modal window, there is a table with columns: "Variance, Alternate Method, Special Permission Type", "Description of Request", "Status", and "Status Comments". The table is empty, with the text "No records found." below it.

Buttons for "Add a Row", "Edit Selected", and "Delete Selected" are visible. At the bottom of the page, there are "Continue" and "Back to Application Package" buttons, and a "Save and resume later" option.

The Windows taskbar is visible at the bottom of the screen, showing the time as 10:39 AM on 10/4/2018.

Application for Winery Operations—Environmental & Bond Info (continued)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page content includes a table header with columns for 'Effective Date of Bond', 'Select (must be Bond on or Kind date of TTB approval)', 'Bond Coverage - Operations - Deferral', 'Bond Coverage - Total Penal Sum', 'Bond Select Category Name', 'Enter Surety Bond Number', 'Enter Surety Bond - CUSIP Number', 'Enter T-Note/Bond Interest Rate', 'Enter T-Note/Bond Maturity Date', and 'Enter T-Note/Bond Execution Issue Date Date'. Below the table, it states 'No records found.' and provides buttons for 'Add a Row', 'Edit Selected', and 'Delete Selected'.

The main section is titled 'CONSENT OF SURETY' and contains the following text:
   
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 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.

A modal dialog box titled 'CONSENT OF SURETY' is open, containing the following fields and instructions:
 

- You can skip this section if it doesn't apply to you.
- RE** 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:

 The dialog box has 'OK' and 'Cancel' buttons at the bottom.

At the bottom of the page, there is a footer with the following links:
 [Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277 or [submit an online inquiry](#)



Application for Winery Operations—Environmental & Bond Info (continued)

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The browser tabs include 'TTB | Permits Online | Custom...' and 'TTB Online- Permits Online...'. The browser's address bar shows the URL, and the menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area displays a table with columns for 'Effective Date of Bond', 'Select (must be Bond on or Kind before date of TTB approval)', 'Bond Coverage - Operations - Deferral Pen Sum', 'Bond Coverage - Total', 'Select Bond Category Name', 'Enter Surety Bond Number', 'Enter T-Note/Bond -CUSIP Number', 'Enter T-Note/Bond -Interest Rate', 'Enter T-Note/Bond -Maturity Date', and 'Enter T-Note/Bond Execution - Issue Date Date'. Below the table, it says 'Showing 0-0 of 0' and 'No records found.' There are buttons for 'Add a Row', 'Edit Selected', and 'Delete Selected'. Below this is a section titled 'CONSENT OF SURETY' with instructions: '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 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.' A dialog box titled 'REQUEST FOR VARIANCE' is open, containing the following 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 is a form with three fields: 'Select type of variance, alternate method, or procedure: ?' (a dropdown menu with '--Select--'), 'Description of request:' (a text area), and 'Status (for TTB use):' (a dropdown menu with '--Select--'). At the bottom of the dialog box is a 'Comments (for TTB use only):' section with a text area containing the placeholder text 'TTB will provide comments after reviewing your request.' and 'OK' and 'Cancel' buttons. The Windows taskbar at the bottom shows the Start button, search icon, task view icon, and several application icons. The system tray on the right shows the date and time: '10:40 AM 10/4/2018'.

Application for Winery Operations—Upload Required Documents

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header includes the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". Navigation links include "Home", "My Submissions", "Resume Draft", and "Help".

The main content area displays a progress bar for the "Application for Winery Operations" with seven steps: 1. Operation description, 2. Environmental & bond info, 3. Upload required documents (highlighted), 4. Declare and acknowledge, 5. Review, and 6. Log out. Below the progress bar, the current step is "Step 4: Upload required documents >>".

A "REQUIRED DOCUMENT CHECKLIST" section provides instructions on how to mark documents as "Uploaded" or "On File and Previously Approved by TTB".

An important note states: "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." It also notes that if no documents are listed, the user is not required to upload any supporting documents.

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	Actions
<input type="checkbox"/> Diagram		Uploaded		<a href="#">Actions</a>
<input type="checkbox"/> Source of Funds Documentation		Uploaded		<a href="#">Actions</a>
<input type="checkbox"/> Lease Agreement or Proof of Property Ownership		Uploaded		<a href="#">Actions</a>

Below the table is an "Edit Selected" button. The next section is "Step 4b: Attach Files", which instructs users to upload attachments and save them before leaving the page. It also provides a link to view, download, or print attachments.

Application for Winery Operations—Upload Required Documents (continued)

• **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 1-3 of 3

<input type="checkbox"/> Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
<input type="checkbox"/> Diagram		Uploaded		<a href="#">Actions</a> ▼
<input type="checkbox"/> Source of Funds Documentation		Uploaded		<a href="#">Actions</a> ▼
<input type="checkbox"/> Lease Agreement or Proof of Property Ownership		Uploaded		<a href="#">Actions</a> ▼

[Edit Selected](#)

**Step 4b: Attach Files**

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:

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

Application for Winery Operations—Declare and Acknowledge

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header features the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". A navigation bar includes links for "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is titled "Application for Winery Operations" and displays a progress bar with seven steps: 1, 2, 3 (Environmental & bond info), 4 (Upload required documents), 5 (Declare and acknowledge), 6 (Review), and 7 (Application package). Step 5 is currently active.

**Step 5: Declare and acknowledge >>** \* indicates a required field

**Declare & Acknowledge**

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

You may not commence or engage in the operations covered by this application until you have received approval from 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:

At the bottom of the page, there are links for [Terms of Use](#), [Privacy Act](#), [Privacy Impact Assessment](#), [Paperwork Reduction Act Notice](#), and [Questions? 877-882-3277 or submit an online inquiry](#). The Windows taskbar at the bottom shows the time as 10:47 AM on 10/4/2018.

Application for Winery Operations---Review

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header includes the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". A navigation bar contains links for Home, My Submissions, Resume Draft, and Help. The main content area is titled "Application for Winery Operations" and features a progress bar with seven steps: 1, 2, 3 Environmental & bond info., 4 Upload required documents, 5 Declare and acknowledge, 6 Review (current step), and 7 Application package. Below the progress bar, there is a "Continue" button, a "Back to Application Package" button, and a "Save and resume later" option. The text states: "This is a summary of the information you provided to us." A section titled "Editing Your Answers" follows, with the instruction: "Please review your answers below." A note indicates that users cannot edit answers from the first page of the wizard. The application details are organized into sections: "Application Contact" (Michael D. Hoover, 1310 G Street, NW, Box 12, Washington, DC, 20005, United States; Primary Phone: 202-453-2135; Email Address: Michael.Hoover@ttb.gov), "Business Entity" (ENTITY INFORMATION: Business Name: TESTING DO NOT APPROVE, EIN: 12-3456789), "PERMIT AND REGISTRATION INFO" (Permit Number, Registry Number), and "Premises Address" (1 X Street, Washington DC 20005). The Windows taskbar at the bottom shows the time as 10:48 AM on 10/4/2018.

Application for Winery Operations---Review (continued)

**Premises Address**  
 1 X Street  
 Washington DC 20005

**Mailing Address**  
 Michael D. Hoover  
 1310 G Street, NW., Box 12  
 Washington, DC, 20005  
 United States  
 Primary Phone: 202-453-2135  
 Email Address: Michael.Hoover@ttb.gov

**Step 2a**  
**DBA/OPERATING NAME**  
 Doing Business As / Operating Name: Mike's Vineyard  
 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:  Yes

**REASON FOR THE APPLICATION**  
 New winery:  Yes

**APPLICATION TYPE**  
 Bonded Winery - Full Operations:  Yes  
 Bonded Wine Cellar - Storage ONLY:  No  
 Bonded Wine Cellar - Blender:  No  
 Bonded Winery - Blending:  No  
 Bonded Winery - Under 7% Alcohol:  No

**OWNER BACKGROUND INFORMATION**  
 Has any shareholder with more than 10% voting stock, sole owner, general partner, LLC member/manager, or corporate officer or director voting stock ever been denied a permit, license, or other authorization to engage in any business to manufacture, distribute, import, sell, or use alcohol products (beverage or non-beverage) by any government agency (federal, state, local, or foreign) or had such a permit, license, or other authorization revoked, suspended, or otherwise terminated?:  No  
 Has any shareholder with more than 10% voting stock, sole owner, general partner, LLC member/manager, or corporate officer or director ever been arrested for, charged with, or convicted of any crime under federal, state, or foreign laws other than traffic violations or convictions that are not felonies under federal or state law?:  No

**WINERY INFORMATION**  
 Describe your proposed operation and/or production process: Make grape wine

Application for Winery Operations---Review (continued)

traffic violations or convictions that are not felonies under federal or state law?:

---

**WINERY INFORMATION**

Describe your proposed operation and/or production process: Make grape wine

List the types of products you plan to produce/store, including alcohol content: Grape wine with alcohol less than 9%

Total number of gallons you anticipate producing/storing each year: 100

I certify that I AM required to provide a bond: No

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

Describe the entire tract of land by using directions and distances in feet and inches: A rectangle of 3 acres wide and 4 acres long

Describe each wine premises building: provide size (using distances and directions), construction, use of building, and location of doors and windows: A big brick building with a single door in front and no windows

Describe the wine premises security: Big mean dogs

Is your winery in a residential building?: No

Describe where and how any taxpaid wine will be stored and identified : In barrels with labels stuck on them

Will you be alternating?: No

Describe any part of your process that will include the addition of spirits: No

Describe any other operations, if any, that will take place on the premises and what type of equipment will be used: None

If you are producing a volatile fruit-flavor concentrate provide a step by step description of your process.: Not applicable

If you are applying as a bonded wine cellar or taxpaid wine bottling house, may TTB identify you as such to the general public upon request?: Not Applicable

**Step 2b**

**ALTERNATION OF PROPRIETORS**  
No entries for this section.

**ALTERNATION OF PREMISES**  
No entries for this section.

**NON-CONTIGUOUS LOCATIONS**  
No entries for this section.

**Step 3a**

**WATER QUALITY INFORMATION**

List any liquid waste that may be released into navigable waters such as rivers, canals, or lakes: Not applicable

Provide beginning and ending dates for release: Not applicable

Describe how you will monitor the quality: Not applicable

Application for Winery Operations---Review (continued)

**ALTERNATION OF PREMISES**  
No entries for this section.

**NON-CONTIGUOUS LOCATIONS**  
No entries for this section.

**Step 3a**

**WATER QUALITY INFORMATION**  
List any liquid waste that may be released into navigable waters such as rivers, canals, or lakes: Not applicable  
Provide beginning and ending dates for release: Not applicable  
Describe how you will monitor the quality and characteristics of the discharge: Not applicable

**Step 3b**

**WINE BOND**  
No entries for this section.

**CONSENT OF SURETY**  
No entries for this section.

**REQUEST FOR VARIANCE**  
No entries for this section.

**Step 4a**

**REQUIRED DOCUMENT CHECKLIST**

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
Diagram		Uploaded	
Source of Funds Documentation		Uploaded	
Lease Agreement or Proof of Property Ownership		Uploaded	

**Step 4b: Attach Files**

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
Generic File to Upload for Testing Purposes.docx	Diagram	11.22 KB	10/04/2018	Actions ▾
Generic File to Upload for Testing Purposes.docx	Source of Funds Documentation	11.22 KB	10/04/2018	Actions ▾
Generic File to Upload for Testing Purposes.docx	Lease Agreement or Proof of Property Ownership	11.22 KB	10/04/2018	Actions ▾



Application for Winery Operations---Review (continued)

**REQUIRED DOCUMENT CHECKLIST**

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
Diagram		Uploaded	
Source of Funds Documentation		Uploaded	
Lease Agreement or Proof of Property Ownership		Uploaded	

**Step 4b: Attach Files**

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
<a href="#">Generic File to Upload for Testing Purposes.docx</a>	Diagram	11.22 KB	10/04/2018	<a href="#">Actions</a>
<a href="#">Generic File to Upload for Testing Purposes.docx</a>	Source of Funds Documentation	11.22 KB	10/04/2018	<a href="#">Actions</a>
<a href="#">Generic File to Upload for Testing Purposes.docx</a>	Lease Agreement or Proof of Property Ownership	11.22 KB	10/04/2018	<a href="#">Actions</a>

**Declare & Acknowledge**

**DECLARE AND ACKNOWLEDGE**

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.: Yes

Declaration Date: 10/04/2018

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

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

Personnel Questionnaire---Initial Page

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header includes the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". Below the header, there are navigation links for "Announcements", "Logged in as: Michael Hoover", "My Record Collections (0)", "Reports (15)", "Account Management", and "Log out". A navigation bar contains buttons for "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is titled "Personnel Questionnaire" and features a progress indicator with five steps: 1. Contact information (highlighted), 2. Citizenship & criminal rec., 3. Declare & acknowledge, 4. Review, and 5. Application package.

**Step 1: Contact information >>**  
**About the Personnel Questionnaire (PQ)**  
Personnel Questionnaires (formerly called Owner Officer Information Application, or OOIs) must be completed for the following people:

- **Sole proprietorships:** The owner
- **Partnerships:** Each partner
- **LLCs:** Each member, manager and/or managing member; each interest-holder with 10% or more ownership; each trustee of a trust that holds ownership of the LLC
- **Corporations:** Each officer; each director; each shareholder holding 10% or more of the shares; each trustee of a trust that holds ownership of the corporation

[Learn more about the PQ](#) and how it fits into the application process.

**Officer-Owner** \* indicates a required field

Please provide the contact information for **the person for whom this PQ is being completed**.

Select "Auto Fill" if this PQ is for you, the person logged into Permits Online. Select "New" if you are completing this PQ on behalf of someone else.

Buttons:

Buttons:  [Back to Application Package](#)

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

Personnel Questionnaire---Contact Information

The screenshot shows a web browser window displaying the TTB Permits Online application. The browser address bar shows <https://www.ttbonline.gov/permitsonline/>. The page header includes the TTB logo and the text "Alcohol and Tobacco Tax and Trade Bureau U.S. Department of the Treasury" and "Permits Online". A navigation bar contains links for "Home", "My Submissions", "Resume Draft", and "Help". Below this is a progress indicator for the "Personnel Questionnaire" with five steps: 1. Contact Information (active), 2. Citizenship & criminal rec., 3. Declare & acknowledge, 4. Review, and 5. Application package. The "Contact Information" form is displayed with the following fields:

- \*First Name: Michael
- Middle Name: D.
- \*Last Name: Hoover
- Position/Title: (empty)
- \*Address (Legal Residence): 1310 G Street, NW., Box 12
- \*City: Washington
- \*State: DC
- \*ZIP Code: 20005
- Country: United States
- \*Primary Phone: 202-453-2135
- Alternate Phone: (empty)
- Fax: (empty)
- \*Gender:  Female  Male
- \*Birth Date: (empty)
- \*SSN: (empty)
- Email Address: Michael.Hoover@ttb.gov

At the bottom of the form are "Continue" and "Discard Changes" buttons. The footer of the page contains links for "Terms of Use", "Privacy Act", "Privacy Impact Assessment", "Paperwork Reduction Act Notice", and "Questions? 877-882-3277 or submit an online inquiry". The Windows taskbar at the bottom shows the time as 10:53 AM on 10/4/2018.

Personnel Questionnaire---Citizenship & Criminal Record

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header includes the TTB logo (Alcohol and Tobacco Tax and Trade Bureau, U.S. Department of the Treasury) and the text "Permits Online". Navigation links include "Home", "My Submissions", "Resume Draft", and "Help". A progress bar shows five steps: 1. Contact information, 2. Citizenship & criminal rec. (active), 3. Declare & acknowledge, 4. Review, and 5. Application package. Below the progress bar, the current step is titled "Step 2: Citizenship & criminal rec. >>". A sub-section "Step 2a" is highlighted. Under "BASIC INFORMATION", there are several questions and input fields:

- "Provide the name you usually use:" followed by a text input field.
- "Have you ever been known by any other name?:" with radio buttons for "Yes" and "No".
- "Birthplace - City:" followed by a text input field.
- "Birthplace - State:" followed by a dropdown menu showing "--Select--".
- Question 1: "Have you ever been summoned for, arrested for, or charged with any violation of any Federal or State law related to products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act? (Charges for minor traffic violations need not be reported):" with radio buttons for "Yes" and "No".
- Question 2: "Have you ever been summoned for, arrested for, or charged with a felony or misdemeanor violation of any other federal or state law? For misdemeanors, include summonses, arrests, or charges within the last ten years. (Charges for minor traffic violations need not be reported):" with radio buttons for "Yes" and "No".
- Question 3: "Have you ever been convicted of any felony or misdemeanor under federal or state law? (Convictions for minor traffic violations need not be reported):" with radio buttons for "Yes" and "No".
- Question 4: "Has disapproval ever been given to any application or notice of intention to manufacture, use, store, rectify, bottle, distribute, sell, import or transport alcohol, denatured spirits, distilled spirits, beer, wines, tobacco products filed by you or any firm or corporation of which you were proprietor or a partner, officer, director principal..." with radio buttons for "Yes" and "No".

The Windows taskbar at the bottom shows the date and time as 10:54 AM on 10/4/2018.

Personnel Questionnaire---Citizenship & Criminal Record (continued)

https://www.ttbonline.gov/permitsonline/

TTB | Permits Online | Custom... TTB Online- Permits Online...

File Edit View Favorites Tools Help

application or notice of intention to manufacture, use, store, rectify, bottle, distribute, sell, import or transport alcohol, denatured spirits, distilled spirits, beer, wines, tobacco products filed by you or any firm or corporation of which you were proprietor or a partner, officer, director principal stockholder, or responsible employee? \*

**AMENDED INFORMATION**

Is this PQ being submitted in support of an amendment to an existing permit, registration, or notice?: \*  Yes  No

**Step 2b**

**SUPPLEMENTAL INFORMATION**

\*5. Have you ever compromised or settled, by payment (including fines), stipulated suspension, surrender of permit, or otherwise any violation of federal law relating to products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or any violation of the conditions of a permit or registration issued to you under the Federal Alcohol Administration Act or the Internal Revenue Code?:  Yes  No

If you were born outside the U.S., give your country of birth:

\*6. Have you as an individual or in connection with a partnership, LLC, firm, or corporation ever been affiliated with a federal permit or approval to distill, produce, brew, manufacture, use, store, rectify or blend, bottle, distribute, sell, deal in, or import products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act?:  Yes  No

\*7. Have you ever been employed by a partnership, LLC, firm, or corporation with a federal permit or approval to distill, produce, brew, manufacture, use, store, rectify or blend, bottle, distribute, sell, deal in, or import products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act?:  Yes  No

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

10:56 AM 10/4/2018

Personnel Questionnaire—Declare and Acknowledge

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/>. The page header includes the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". A navigation bar contains links for "Home", "My Submissions", "Resume Draft", and "Help". Below this is a progress indicator for the "Personnel Questionnaire" with five steps: 1. Contact information, 2. Citizenship & criminal rec., 3. Declare & acknowledge (current step), 4. Review, and 5. Application package. The main content area is titled "Step 3: Declare & acknowledge >>" and contains a "Declaration" section. It includes the heading "DECLARE AND ACKNOWLEDGE" and a paragraph stating: "By checking the box below, you declare under penalty of perjury that you have examined this application, including accompanying statements, and it is true, correct, and complete to the best of your knowledge and belief. You may not commence or engage in the operations covered by this application until you have received approval from the Director of the National Revenue Center." Below this is a checkbox for the declaration, which is currently unchecked. A "Declaration Date:" field with a calendar icon is present. At the bottom of the form area are buttons for "Continue >" and "< Back to Application Package", along with a "Save and resume later:" option with a folder icon. The footer contains links for "Terms of Use", "Privacy Act", "Privacy Impact Assessment", "Paperwork Reduction Act Notice", and "Questions? 877-882-3277 or submit an online inquiry". The Windows taskbar at the bottom shows the time as 10:56 AM on 10/4/2018.

Personnel Questionnaire---Review

https://www.ttbonline.gov/permitsonline/

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

Personnel Questionnaire

1 Contact information 2 Citizenship & criminal rec. 3 Declare & acknowledge 4 Review 5 Application package

Step 4: 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.

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](#).

Personnel Questionnaire

Officer-Owner

Michael D. Hoover  
Birth Date: 03/02/1959  
Male  
\*\*\*-\*\*-9999  
1310 G Street, NW., Box 12  
Washington, DC, 20005  
United States

Primary Phone: 202-453-2135  
Email Address: Michael.Hoover@ttb.gov

Step 2a

BASIC INFORMATION

Provide the name you usually use: Michael Hoover

Have you ever been known by any other name?: No

Birthplace - City: Defiance

Birthplace - State: OH

1. Have you ever been summoned for, arrested for, or charged with any violation of any Federal or State law related to products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and...

Personnel Questionnaire---Review (continued)

reported):

2. Have you ever been summoned for, arrested for, or charged with a felony or misdemeanor violation of any other federal or state law? For misdemeanors, include summonses, arrests, or charges within the last ten years. (Charges for minor traffic violations need not be reported): No

3. Have you ever been convicted of any felony or misdemeanor under federal or state law? (Convictions for minor traffic violations need not be reported): No

4. Has disapproval ever been given to any application or notice of intention to manufacture, use, store, rectify, bottle, distribute, sell, import or transport alcohol, denatured spirits, distilled spirits, beer, wines, tobacco products filed by you or any firm or corporation of which you were proprietor or a partner, officer, director principal stockholder, or responsible employee?: No

**AMENDED INFORMATION**

Is this PQ being submitted in support of an amendment to an existing permit, registration, or notice?: No

**Step 2b**

**SUPPLEMENTAL INFORMATION**

5. Have you ever compromised or settled, by payment (including fines), stipulated suspension, surrender of permit, or otherwise any violation of federal law relating to products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or any violation of the conditions of a permit or registration issued to you under the Federal Alcohol Administration Act or the Internal Revenue Code?: No

If you were born outside the U.S., give your country of birth:

6. Have you as an individual or in connection with a partnership, LLC, firm, or corporation ever been affiliated with a federal permit or approval to distill, produce, brew, manufacture, use, store, rectify or blend, bottle, distribute, sell, deal in, or import products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act?: No

7. Have you ever been employed by a partnership, LLC, firm, or corporation with a federal permit or approval to distill, produce, brew, manufacture, use, store, rectify or blend, bottle, distribute, sell, deal in, or import products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act?: No

Windows taskbar: 10:58 AM 10/4/2018



Personnel Questionnaire—Review (continued)

otherwise any violation of federal law relating to products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or any violation of the conditions of a permit or registration issued to you under the Federal Alcohol Administration Act or the Internal Revenue Code?:

If you were born outside the U.S., give your country of birth:

6. Have you as an individual or in connection with a partnership, LLC, firm, or corporation ever been affiliated with a federal permit or approval to distill, produce, brew, manufacture, use, store, rectify or blend, bottle, distribute, sell, deal in, or import products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act?:

7. Have you ever been employed by a partnership, LLC, firm, or corporation with a federal permit or approval to distill, produce, brew, manufacture, use, store, rectify or blend, bottle, distribute, sell, deal in, or import products regulated by Chapter 51 (distilled spirits, wine, and beer) or 52 (tobacco products, processed tobacco, and cigarette papers and tubes) of the Internal Revenue Code or the Federal Alcohol Administration Act?:

**Declaration**

DECLARE AND ACKNOWLEDGE

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.. Yes

Declaration Date: 10/04/2018

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

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

## Terms of Use

The screenshot shows a web browser window displaying the "Terms of Use" page for TTB Permits Online. The browser's address bar shows the URL <https://www.ttbonline.gov/permitsonline/h/Terms.htm>. The page header features the TTB logo (Alcohol and Tobacco Tax and Trade Bureau, U.S. Department of the Treasury) and the text "Permits Online".


### 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](#) | Questions? 877-882-3277 or [submit an online inquiry](#)

The Windows taskbar at the bottom shows the time as 10:59 AM on 10/4/2018.

Privacy Act

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/hv/pan.htm>. The browser tabs include "TTB | Permits Online | Custom...", "TTB Online- Permits Online- ...", and "ttbonline.gov". The browser interface shows "File Edit View Favorites Tools Help" and standard navigation icons.

The page header features the TTB logo (Alcohol and Tobacco Tax and Trade Bureau, U.S. Department of the Treasury) and the text "Permits Online".

**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.

At the bottom of the page, there is a decorative line with the TTB logo in the center, followed by a row of links: [Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277 or [submit an online inquiry](#).

The Windows taskbar at the bottom shows the Start button, search icon, task view icon, and several application icons (Edge, Mail, File Explorer, Teams, Word). The system tray on the right shows the time as 10:59 AM on 10/4/2018.

Privacy Impact Assessment

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

Who We Are What We Do TTB Audiences Resources

TTB Home > Freedom of Information Act > FOIA | PONL

## 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.

#### Related Information

- [Frequently Requested FOIA Documents](#)
- [Electronic Reading Room](#)
- [Privacy Impact Assessments](#)
- [Privacy Act Implementation – Final Rule](#)
- [2015 Privacy Act – System of Records Notice \(SORN\)](#)
- [FOIA Logs](#)
- [FOIA FAQs](#)

#### Additional Resources

- [Records Control Schedules](#)
- [Executive Order 13392](#)
- [FOIA Annual Report](#)
- [FOIA Chief Information Officer Reports](#)
- [FOIA Fee Schedule](#)
- [Treasury FOIA Regulations, 31 CFR Part 1, Subpart A \[HTML\] \[PDF\]](#)

#### How Do I?

- [Make a Perfected FOIA Request?](#)
- [Make a Perfected Privacy Act Request](#)

Privacy Impact Assessment (continued)

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.

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- 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  
Page last updated: October 16, 2015  
Maintained by: Regulations and Rulings Division

**Additional Resources**

- 2015 Privacy Act – System of Records Notice (SORN)
- FOIA Logs
- FOIA FAQs
- Records Control Schedules
- Executive Order 13392
- FOIA Annual Report
- FOIA Chief Information Officer Reports
- FOIA Fee Schedule
- Treasury FOIA Regulations, 31 CFR Part 1, Subpart A [HTML] [PDF]

**How Do I?**

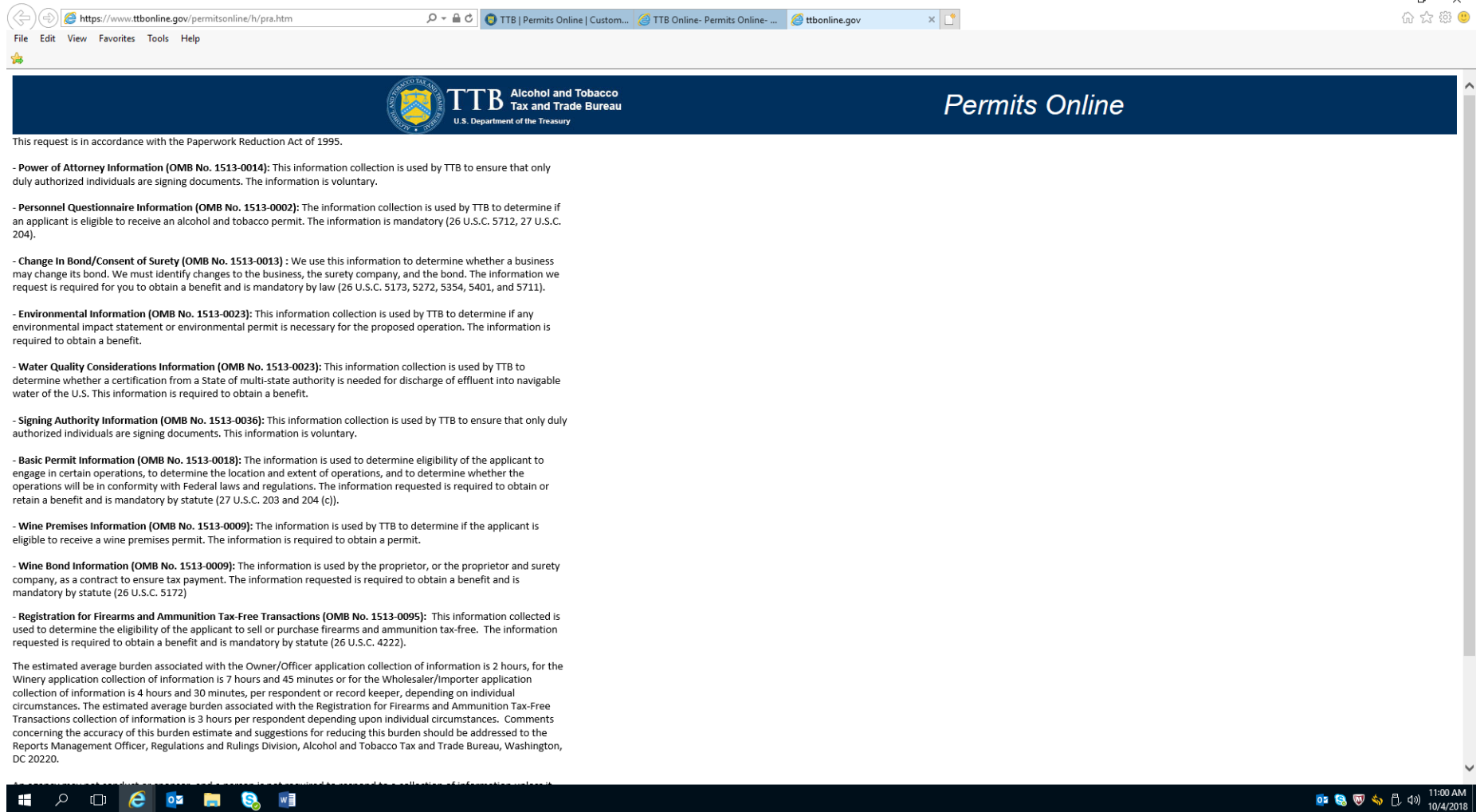
- [Make a Perfected FOIA Request?](#)
- [Make a Perfected Privacy Act Request](#)

Accessibility • Privacy Policy • No FEAR Act • Report Fraud  
Contact Webmaster • Site Feedback

Stay Connected with TTB: [RSS] [Email] [Facebook] [Twitter] [LinkedIn]

11:00 AM 10/4/2018

## PRA Notice



The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitsonline/h/pran.htm>. The browser tabs include "TTB | Permits Online | Custom...", "TTB Online- Permits Online-...", and "ttbonline.gov". The browser's address bar shows the URL, and the menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The website header features the TTB logo (Alcohol and Tobacco Tax and Trade Bureau, U.S. Department of the Treasury) and the text "Permits Online".

The main content area contains the following text:

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.

The Windows taskbar at the bottom shows the time as 11:00 AM on 10/4/2018.

PRA Notice (Continued)

<https://www.ttbonline.gov/permitsonline/hv/pr/notice.htm>

File Edit View Favorites Tools Help

**- 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.

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**- 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).

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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.



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

11:01 AM  
10/4/2018