

Permits Online (PONL)

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

Approved under OMB No. 1513-0051

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

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

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PONL Login Screen:

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

Permits Online

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

Home My Submissions Resume Draft Help

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

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

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

New to Permits Online?

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

Announcements

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

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



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

The PONL Terms of Use, Privacy Act, Privacy Impact Assessment, and the Paperwork Reduction Act Notice statements for PONL are shown at the end of this document, beginning on page 21.

PONL Welcome, and Rules and Responsibilities Screens:

The screenshot shows the TTB Permits Online interface. At the top, the TTB logo and name are displayed alongside the text "Permits Online". Below this, a navigation bar includes links for "Announcements", "Logged in as: Michael Hoover", "Accessibility Support", "My Record Collections (0)", "Account Management", and "Log out". A secondary navigation bar contains buttons for "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is titled "Welcome Michael Hoover" and includes the text "You are now logged in." Below this, a section titled "What do you want to do today?" lists several options with right-pointing chevrons:

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

On the right side, a yellow box titled "Helpful resources:" contains the following links:

- [What's new](#)
- [Permits Online tutorial](#)
- [Application processing times](#)
- [See more online help ▶](#)

On the screen shown above, a new Alcohol Fuel Producer Permit applicant will select "Apply for new permits, registrations or notices." Users will then see the following PONL Rules and Responsibilities page.

The screenshot shows the "Rules and Responsibilities" page in the TTB Permits Online system. The header and navigation elements are identical to the previous screenshot. The main content area is titled "Rules and Responsibilities" and begins with the instruction "Please read and accept the rules and responsibilities."

A text area contains the following declaration:

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

Below the text area, there is a checkbox labeled "I have read and I accept the above rules and responsibilities." which is currently unchecked.

At the bottom of the page, there is a blue button labeled "Continue »".

The PONL Rules and Responsibilities Statement reads as follows:

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 within a reasonable period of time and maintain such operations in conformity with Federal law.

I further declare:

That I have read the instructions for this form and that I understand that I may need to file additional documentation before TTB may act on this application;

That an appropriate TTB officer may require additional information to determine if I am entitled to the permit for which I am applying;

That if any information provided on this application changes before I have received from TTB a final determination on this application, I must immediately notify the Director, National Revenue Center;

With respect to any water quality information furnished in connection with this application, that copies of this rider may be furnished to the applicable State Water Quality Agency and Regional Administrator, Environmental Protection Agency;

With respect to applications for Industrial Alcohol User Permits, I understand that any permit issued is subject to the following conditions: (1) that all employees conform to all of the laws of the United States relating to the manufacture, taxation, and control of and traffic in intoxicating liquors and all regulations pursuant to these laws, in force now or later while on the permit premises; (2) that I must pay the tax, with interest and penalties, on all alcohol diverted while being transported to me, and on all alcohol withdrawn, transported, used, or disposed of by me in violation of the laws and regulations, in force now or later; (3) that all persons interested in the business to be conducted under this permit are, under the laws and regulations, qualified to receive the privileges applied for, and (4) that specially denatured and tax-free spirits will be stored and secured in accordance with the requirements of 27 CFR, Parts 20 and 22.

I understand that the information supplied by me in connection with this application will be used by TTB to make a determination on the application. Where such disclosure is not prohibited, TTB officers may disclose this information pursuant to the routine uses in TTB’s System of Records Notice (SORN).

I understand that if I fail to supply the information requested TTB may delay or deny the issuance of the permit. I understand that TTB is asking for my Employer Identification Number and/or my Social Security Number for identification purposes. If I do not supply the numbers, I understand my application may be delayed.

=====

After reading and accepting the PONL Rules and Responsibilities, and clicking “Continue,” the user will see the “New Applications Wizard,” as shown below.

New Applications Wizard, Step 1 - Determine Applications Screens:

Home	My Submissions	Resume Draft	Help
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New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Submission confirmation
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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 # <input type="text"/>	Fraction ? <input type="text"/>	Direction ? --Select--	*Street Name ? <input type="text"/>	Street Type --Select--	Street Suffix ? --Select--
----------------------------------	---	--	---	---------------------------	--

Unit Type ? --Select--	Unit Number ? <input type="text"/>
--	--

Rural Address Line 1 ?

Do not re-enter your Street Address

Rural Address Line 2 ?

Do not re-enter your Street Address

*City <input type="text"/>	*State --S--	* ZIP Code <input type="text"/>	County <input type="text"/>
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New Applications Wizard, Step 1 – Determine Applications Screens, continued:

Under “Commodity Selection,” the user will select “Alcohol.” PONL will then present the user with the list of alcohol permit types, and the user will select “Spirits (distillery / industrial use),” and, under “Application Types,” the user will select “Alcohol Fuel Plant.”

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?:

From the list below, select all that apply for this premises location:

Wholesaler / importer:

Brewery:

Spirits (distillery / industrial use):

Wine (producer / cellar / bottler):

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.

Alcohol Fuel Plant:

Distilled Spirits Plant:

Specially Denatured Spirits - Dealer:

Specially Denatured Spirits - User:

U.S. Government Specially Denatured Spirits:

U.S. Government Tax Free Alcohol:

Tax-Free Alcohol User:

New Applications Wizard, Step 1 – Determine Applications Screens, continued:

The user then completes Entity Information and confirms that the provided information is correct.

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):

* Is this EIN associated with an approved permit, notice or registration or pending application with TTB?: Yes No

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

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.

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

[Continue »](#)

After clicking "Continue," the user then will see a Review screen summarizing the data entered in Step 1, as shown on the following page.

New Applications Wizard, Step 2 – Review Screen:

Home	My Submissions	Resume Draft	Help
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New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Submission confirmation
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Step 2: Review

[Continue »](#) [Save and resume later](#)

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

Editing Your Answers

Please review your answers below.

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

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

New Applications Wizard

Application Contact

Michael D. Hoover 1310 G Street, NW, Box 12 Washington, DC, 20005 United States	Primary Phone: 555-555-5555 Email Address: JohnDoe@ttb.gov
--	---

Premises Address

1310 G ST NW
Washington DC 20005

COMMODITY SELECTION

Which commodity type do you need to apply for?:	Alcohol
Wholesaler / importer:	No
Brewery:	No
Spirits (distillery / industrial use):	Yes
Wine (producer / cellar / bottler):	No

Select Application(s)

APPLICATION TYPES

Alcohol Fuel Plant:	Yes
Distilled Spirits Plant:	No
Specialty Denatured Spirits - Dealer:	No
Specialty Denatured Spirits - User:	No
U.S. Government Specialty Denatured Spirits:	No
U.S. Government Tax Free Alcohol:	No
Tax-Free Alcohol User:	No

Business Entity

ENTITY INFORMATION

Business structure:	Limited Liability Company
State where incorporated or organized:	DC
Employer Identification Number (EIN):	09-8765432
Is this EIN associated with an approved permit, notice or registration or pending application with TTB?:	Yes
Is this application being filed because of a Change in Proprietorship?:	No
Are you going to be a tenant in an alternating proprietorship arrangement?:	
Provide the name of your host:	
The host must submit an application or amendment identifying you as a tenant before you may submit your application package. Provide the host's application tracking number:	
Do you currently conduct any winery, brewery, or distillery operations at this premises location and will be alternating?:	
Do you have an approved signing authority or power of attorney on file with TTB for this EIN?:	Yes
Do you need to remove owners/officers, update information about current owners/officers, add or remove power of attorney, add or remove signing authority, and/or change the name of the business?:	No
Do you need to add a new owner, officer, or other person associated with this business?:	No
Do you need to add or remove trade names (this does not include your operating / doing business as name)?:	No

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](#)

New Applications Wizard, Step 3 – Applications Package Screen:

In Step 3, the user see a screen showing the type of applications they must complete, based on the information provided on the earlier screens. In this case, the user must complete the “Application for Alcohol Fuel Plant (Small, Medium, or Large)” as shown on this screen.

Home	My Submissions	Resume Draft	Help
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New Applications Wizard

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

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

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

Please complete the following applications:

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

Submit Application Package »

Save and resume later

After the user selects “Start,” PONL presents the application screens as shown on the following pages.

Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 1 - Mailing Address Screens:

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

1 Mailing address	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6	7
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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

JohnDoe@ttb.gov
555-555-5555

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:

Employer Identification Number (EIN):

PERMIT INFORMATION

Permit Number:

Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 1 – Mailing Address Screens (continued):

Premises Address

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

Street # 1310	Fraction ? <input type="text"/>	Direction ? --Select--	*Street Name ? 1	Street Type ST	Street Suffix ? NW
Unit Type ? --Select--	Unit Number ? <input type="text"/>				
Rural Address Line 1 ? <i>Do not re-enter your Street Address</i>					
Rural Address Line 2 ? <i>Do not re-enter your Street Address</i>					
*City Washington	*State DC	*ZIP Code 20005	County <input type="text"/>		

Mailing Address

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

Auto Fill	New		
Continue »	« Back to Application Package	Save and resume later	

NOTE: Under “Mailing Address,” selecting “Auto Fill” will populate contact information provided earlier as the mailing address, while selecting “New” will provide a screen to enter mailing address information. See the following page.

Application for Alcohol Fuel Plant (Small, Medium, or Large), Step 1 - Mailing Address Screens (continued):

If New information is required, the user is presented with this screen:

Contact Information ×

Business Mailing Name:

*First Name: ?

Middle Name:

*Last Name:

Address (Legal Residence): *

P.O. Box: *

*City:

*State: ? *ZIP Code

Country:

Primary Phone:

Alternate Phone:

Fax:

Email Address: ?

[Continue](#)

[Clear](#)

[Discard Changes](#)

Once Auto-filled or new information is entered, the user clicks "Continue," and PONL shows the completed mailing information, as shown here:

Mailing Address

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

✓ **Contact added successfully.**

Michael D. Hoover

JohnDoe@ttb.gov
555-555-5555

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

[Edit](#) [Remove](#)

[Continue »](#)

[« Back to Application Package](#)

[Save and resume later](#)

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

The user completes the Operation Description information screen. The user will select “New alcohol fuel plant.”

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

1 Mailing address	2 Operation description	3 Additional info.	4 Upload required documents	5 Declare & acknowledge	6	7
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Step 2: Operation description >> * indicates a required field

Step 2a

DBA/OPERATING NAME

Doing Business As / Operating Name:

REASON FOR THE APPLICATION

New alcohol fuel plant: *

Out-of-state relocation: *

Change of proprietorship - ownership: *

Change of general partner(s): *

AFP OPERATION INFORMATION

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

Size of Plant:

Do you own the property where the operation will take place?: *
 Yes No

If no, please provide the name and address of the property owner: *

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

Describe the plant premises: *

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

BASIC MATERIALS

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

Crop Residue: *

Forage Crops: *

Fruits or Fruit Products: *

Grain or Starch Products: *

Sugar Based Crops or Products: *

Other: *

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

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

The applicant next completes the “Still Information” section of the Additional Information screen:

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

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

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

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

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

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

✕

AFP BOND

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

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

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

* Bond kind:

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

Amount of bond: *

Select bond category: *

Enter surety name: *

Enter surety bond number:

Enter execution date: *

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

The additional information screen continues as shown:

CONSENT OF SURETY

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

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

Showing 0-0 of 0

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

Add a Row
▼
Edit Selected
Delete Selected

TRANSFER IN BOND

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

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

Showing 0-0 of 0

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

Add a Row
▼
Edit Selected
Delete Selected

REQUEST FOR VARIANCE

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

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

Showing 0-0 of 0

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

Add a Row
▼
Edit Selected
Delete Selected

Continue >
<< Back to Application Package
Save and resume later

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

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

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

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

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

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

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

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

* indicates a required field

Step 4a

REQUIRED DOCUMENT CHECKLIST

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

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

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

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

Showing 1-2 of 2

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

[Edit Selected](#)

Step 4b: Upload Required Documents

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

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

Attachment List

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

Name	Document Type	Size	Date	Action
No records found.				

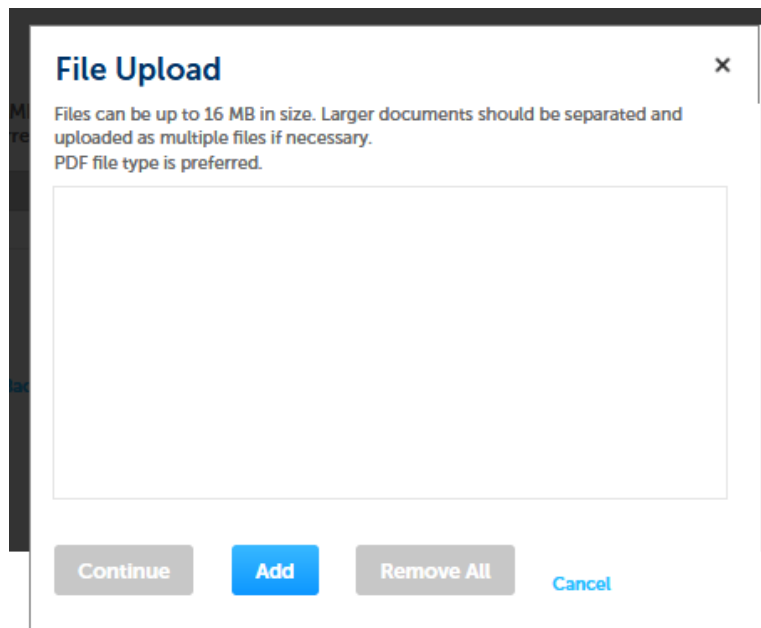
[Add](#)

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

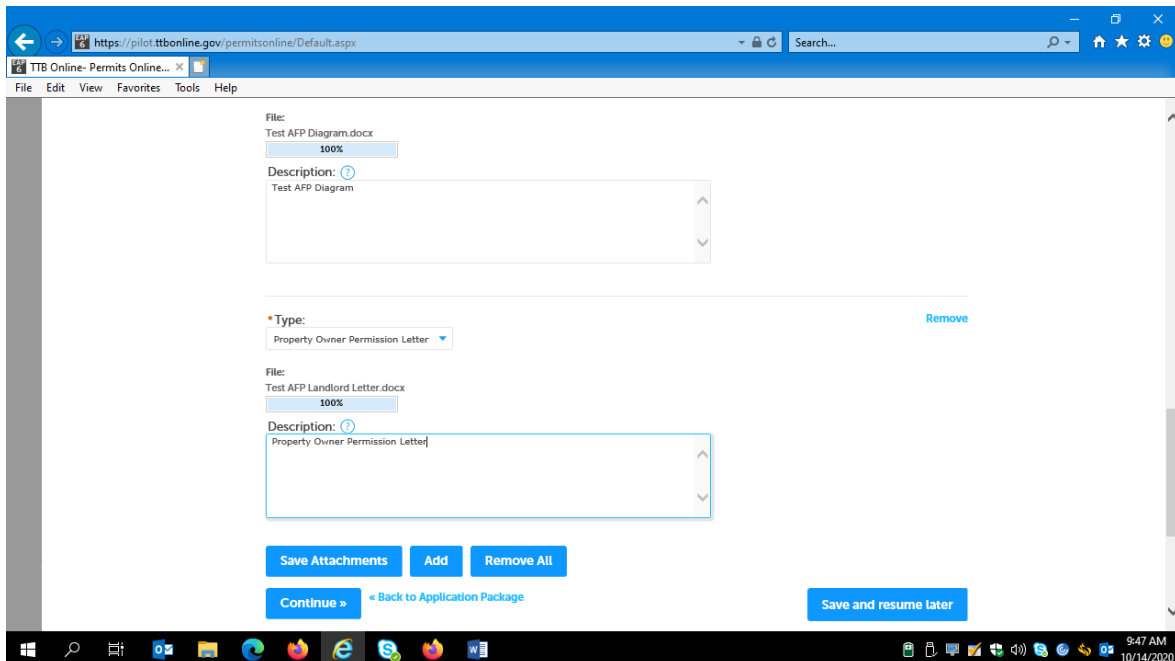
[Save and resume later](#)

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

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



Upload is completed as follows:



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

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

The user then completes the Declare and Acknowledge statement:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitsonline/Default.aspx>. The page title is "Application for Alcohol Fuel Plant (Small, Medium, or Large)". A progress bar at the top shows seven steps: 1, 2, 3 Additional info., 4 Upload required documents, 5 Declare & acknowledge (highlighted), 6 Review, and 7 Application package. Below the progress bar, the heading "Step 5: Declare & acknowledge >>" is followed by a "Declaration" section. The text reads: "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." A checkbox is present next to the declaration text. Below the checkbox is a "Declaration Date:" field with a calendar icon. At the bottom of the form, there are two buttons: "Continue »" and "Save and resume later".

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

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

The screenshot shows the "Step 6: Review" screen. The progress bar at the top shows seven steps: 1, 2, 3 Additional info., 4 Upload required documents, 5 Declare & acknowledge, 6 Review (highlighted), and 7 Application package. Below the progress bar, the heading "Step 6: Review" is followed by two buttons: "Continue »" and "Save and resume later". The text below the buttons reads: "This is a summary of the information you provided to us." Below this text is the heading "Editing Your Answers". The text below the heading reads: "Please review your answers below." Below this text is a paragraph: "If you are submitting alcohol or tobacco permits/registrations/notices, please note that you will not be able to edit the answers you gave on the first page of the application wizard because this information was used to build your application package. If you made a mistake in the wizard, you will need to [start over](#)." Below this paragraph is another paragraph: "If you are submitting an SOT you will be able to make edits to your answers by using the numbered tabs at the top of the page." At the bottom of the page, the text "Application for Alcohol Fuel Plant (Small, Medium, or Large)" is displayed.

[Remainder of review screen not shown.]

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

New Applications Wizard — Step 3: Application Package (submission page).

Home	My Submissions	Resume Draft	Help
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New Applications Wizard

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

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

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

Please complete the following applications:

Application for Alcohol Fuel Plant (Small, Medium, or Large) 98-7654321 / TTB Test AFP	Ready to submit (edit)
Application for Original Entity 98-7654321 / TTB Test AFP	Ready to submit (edit)

Submit Application Package »

Save and resume later

PONL Submission Confirmation Screen:

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


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

Permits Online

[Announcements](#) | [Logged in as: Michael Hoover](#) | [My Record Collections \(0\)](#) | [Reports \(15\)](#) | [Account Management](#) | [Log out](#)

[Home](#) | [My Submissions](#) | [Resume Draft](#) | [Help](#)

Submission Confirmation

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


1310 1 ST NW Washington DC 20005

20CAP-00000370

2020-AFP-00024-O

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

2020-ENTITY-00117-O



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

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

PONL Terms of Use Statement:



TTB Permits Online: Terms of Use

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

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

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

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



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PONL Privacy Act Notice:



TTB Privacy Act Notice:

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

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

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

2. What is the purpose for this information collection?

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

3. How does TTB routinely use this information?

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

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

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


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

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

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

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


PONL Privacy Act Assessment:



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

Who We Are What We Do TTB Audiences Resources

REPORT FRAUD:
TTB Tips Online

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Permits Online (PONL)

Privacy Impact Assessment

Information Collected and Purpose

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

Information Use and Sharing

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

Information Consent

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

Information Protection

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

The following access safeguards will also be implemented:

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

Page last reviewed: June 4, 2015

Page last updated: October 16, 2015

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PONL Paperwork Reduction Act Notice:



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

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

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

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



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[END OF PONL SCREENS]