

Permits Online (PONL) Signing Authority Section

After logging on to PONL, users may add, edit, or delete information in the Signing Authority Section of any new or amended permit function of PONL within Step 2: Key personnel and trade names / Step 2a:



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

Permits Online

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Step 2: Key personnel & trade names >>

Below you will find the information currently on file with TTB for this business entity. Please review all information and edit as appropriate if any information has or will be changing. There may be new information you will need to fill out if TTB's requirements have changed since the last time you updated this permit/registration. Some sections may not reflect all of the information you previously filed with TTB if you originally filed on paper.

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

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

* indicates a required field

Step 2a

OFFICER/OWNERSHIP INFORMATION

Select "Add a Row" and identify by name, 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 (do not include the company applying for this permit, notice or registration) or trust holding ownership in the business.

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Removal date (for TTB use only)	Officer/Owner Classification	How are you submitting the Personnel Questionnaire Information?	First Name	Middle Name	Last Name	Personnel Questionnaire Tracking Number	Employer Identification Number (EIN)	Suffix	Email Address	Title	Title if Other	List additional titles (any)
No records found.												

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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

Removal Date (for TTB use only)	Designate this person as a key contact for TTB?	How is authority granted?	First Name	Middle Name	Last Name	Suffix	Is this person a registered user of Permits Online?	Address	City	State	ZIP Code	Phone Number	Email Address	Select your primary title
No records found.														

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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.

Removal Date (for TTBB use only):	Designate this person as a key contact for TTBB?: ☐ Yes ☐ No	*How is authority granted?: --Select--
First Name:	Middle Name:	Last Name:
Suffix: --Select--	Is this person a registered user of Permits Online?: ☐ Yes ☐ No	Address:
City:	State: --Select--	ZIP Code:
Phone Number:	Email Address:	Select your primary title: ? --Select--
Title if Other:	*Source of Authority: ? --Select--	Type of Board Meeting: ? --Select--
Date of Meeting (Must be on or before date of submittal):	Type: ? --Select--	If limited, describe what they are authorized to do on behalf of the business:

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



What authorization does this person have regarding label submissions?:



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



What authorization does this person have regarding formula submissions?:



Does this authority apply to all permits?:

☐ Yes ☐ No

Authorized Locations:



OK

Cancel

After entering, editing, or deleting data and clicking the OK button, the user returns to the Step 2 / 2a screen and is able to see a summary of the entered or revised data in the Signing Authority Section:

(Close up of the Signing Authority section of the Step 2a Screen shown below.)

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.

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☐	Removal Date (for TTB use only)	Designate this person as a key contact for TTB?	How is authority granted?	First Name	Middle Name	Last Name	Suffix	Is this person a registered user of Permits Online?	Address	City	State	ZIP Code	Phone Number
☐		Yes	Name	John		Doe		Yes	1310 G Street, NW	Washington	DC	20005	555-555-5555

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Add a Row

Edit Selected

Delete Selected

The user then goes onto to complete the new or amended permit, and/or goes thru to the submission function to submit the Signing Authority information to TTB.

[END]