

Permits Online (PONL), New Alcohol Wholesaler or Importer Application — 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 alcohol beverage (distilled spirits, wine, malt beverages) Wholesaler or Importer permit applications made on that form.

PONL Log-in Screen:

The screenshot shows the TTB Permits Online login interface. At the top, the browser address bar displays <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", "Accessibility Support", "Register for an Account", and "Log in". The main content area has a dark blue navigation bar with buttons for "Home", "My Submissions", "Resume Draft", and "Help". Below this is a login form with fields for "User Name or E-mail:" and "Password:", followed by a "Log in »" button. There is also a checkbox for "Remember me on this computer" and links for "I've forgotten my password" and "New Users: Register for an Account". A section titled "Permits Online" includes links to "Get started by viewing our tutorial" and "See all online help". A large yellow banner in the center reads "Welcome to TTB's NEW Permits Online". At the bottom, there is a link for "Already familiar with Permits Online?". The Windows taskbar at the bottom shows the time as 8:54 AM on 10/4/2018.

PONL Log-in Screen (continued):

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

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

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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.

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8:55 AM
10/4/2018


Screen shown after successful log-in:

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Permits Online

Announcements

 | Logged in as: **Michael Hoover** | ☐ Accessibility Support | [My Record Collections \(0\)](#) | [Account Management](#) | [Log out](#)

Home

My Submissions

Resume Draft

Help

Welcome Michael Hoover
You are now logged in.

What do you want to do today?
[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.


Helpful resources:


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

[See more online help](#) ▶



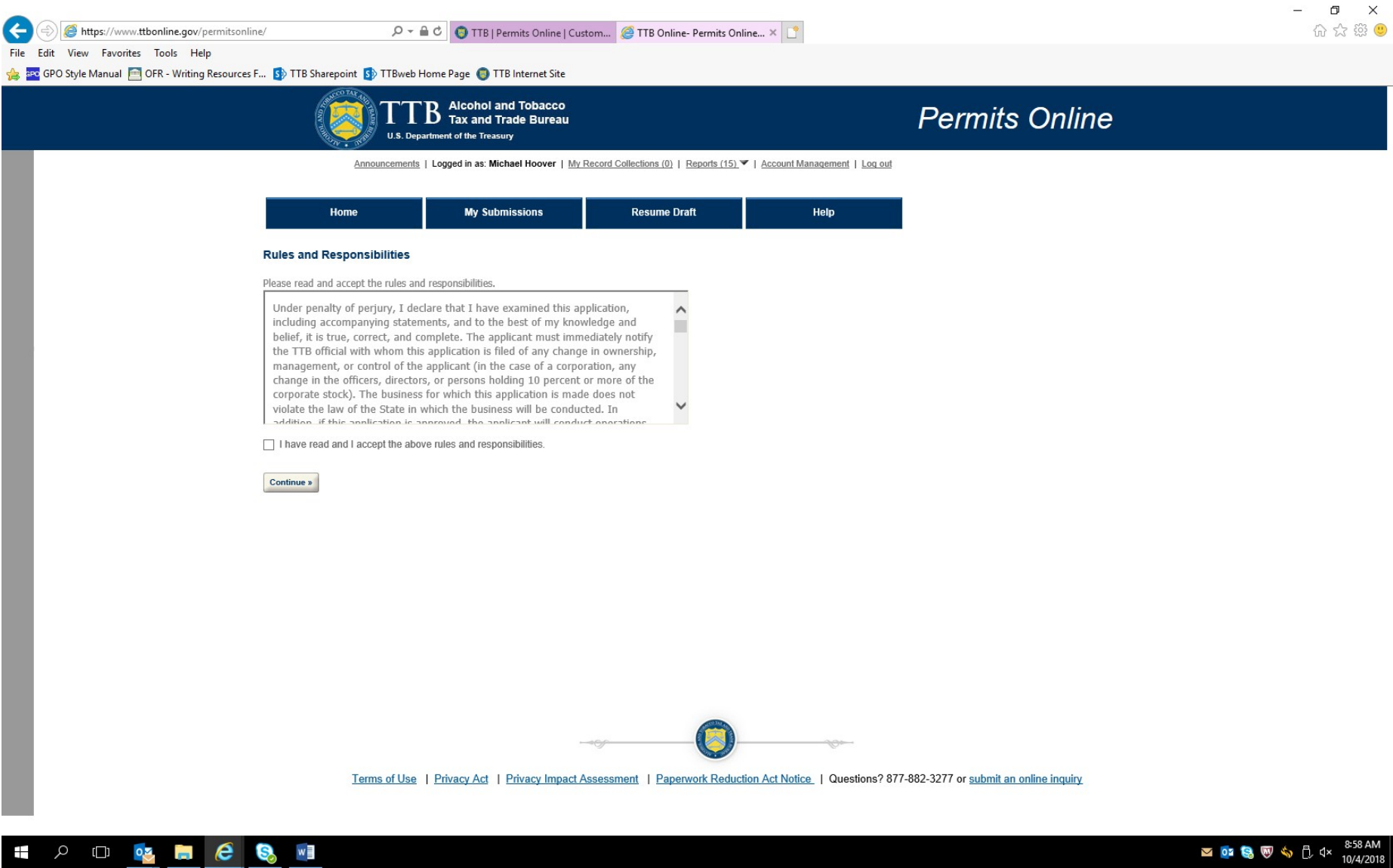
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8:57 AM
10/4/2018


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



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

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Permits Online

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

HomeMy SubmissionsResume DraftHelp

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 #FractionDirectionStreet NameStreet TypeStreet Suffix

--Select--

--Select--

--Select--

Unit TypeUnit Number


--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

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New Application Wizard screen continued – Alcohol Wholesaler selected, with business organized as an LLC (selecting “Alcohol Importer” does not change the data collected):

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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?:

Alcohol

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.

Wholesaler / Exporter (Alcohol):☒

Importer (Alcohol):☐

Business Entity

ENTITY INFORMATION

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

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New Application Wizard screen continued:

←→

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Business Entity

ENTITY INFORMATION

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

* Business structure:

Limited Liability Comp

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?:

Yes

No

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

XXX Wholesale, LLC

* 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? :

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

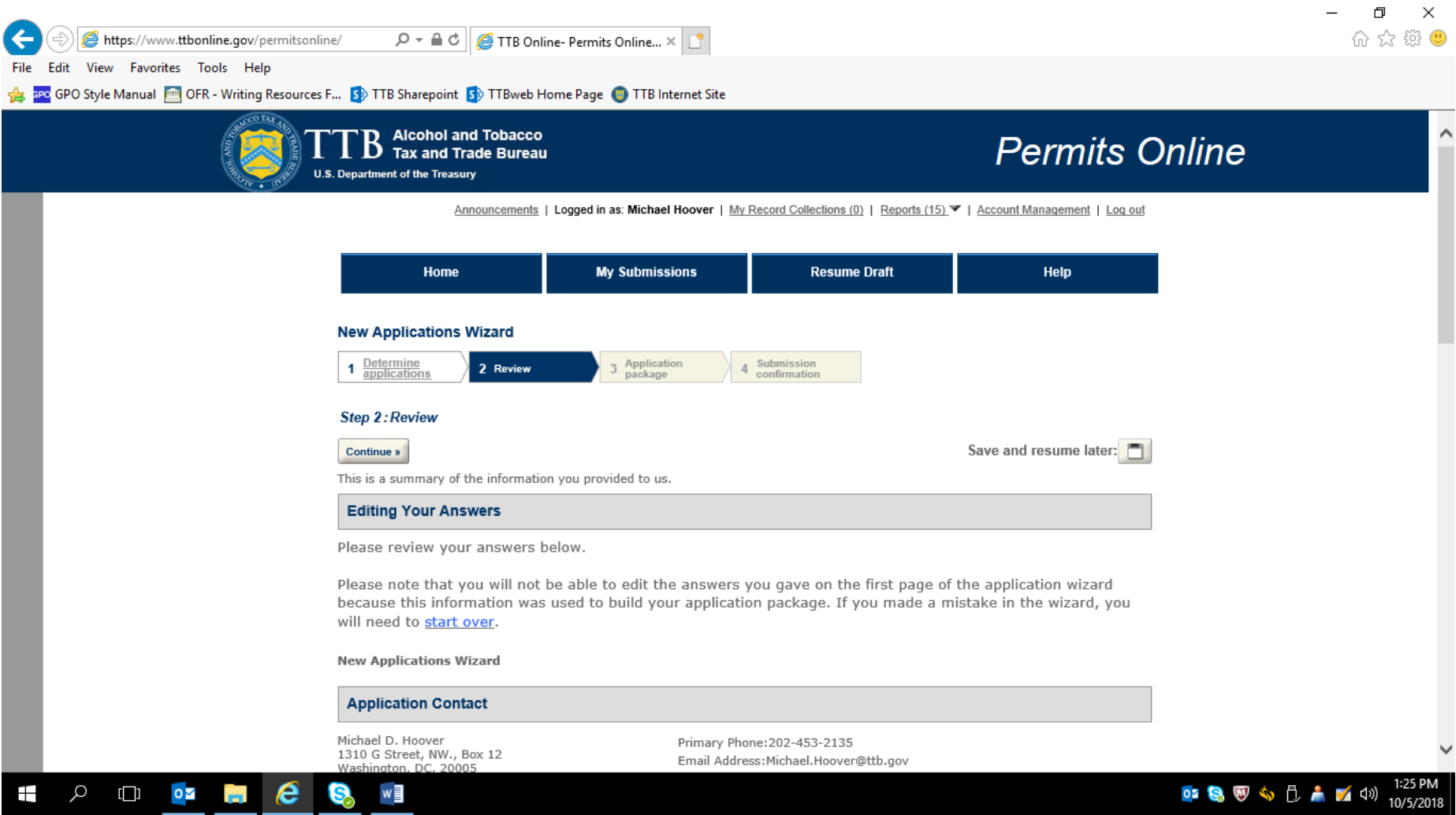
Make Sure Your Answers are Correct

CONFIRM

Windows Taskbar

1:24 PM 10/5/2018

After confirming the information, the respondent is presented with review screens:



Review screen continued:

←→https://www.ttbonline.gov/permitonline/TTB Online- Permits Online...x

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Premises Address

1 X Street

Washington DC 22153

COMMODITY SELECTION

Which commodity type do you need to apply for?:

Wholesaler / importer:

Yes

Brewery:

No

Spirits (distillery / industrial use):

No

Wine (producer / cellar / bottler):

No

Select Application(s)

APPLICATION TYPES

Wholesaler / Exporter (Alcohol):

Yes

Importer (Alcohol):

No

Business Entity

ENTITY INFORMATION

Business structure:

Limited Liability Company

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:

XXX Wholesale, LLC

As part of this process, we need some personal background information about

NO PQs will be submitted separately; I will fill them all out in this package.

1:26 PM
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Review screens continued:

https://www.ttbonline.gov/permitonline/TTB Online- Permits Online...

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Importer (Alcohol):NO

Business Entity

ENTITY INFORMATION

Business structure:

Limited Liability Company

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:

XXX Wholesale, LLC

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 OOIs). 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:

10/5/20181:27 PM

Permits Online Screen Shots — New Alcohol Importer or Wholesaler FAA Act Basic Permit Applications (OMB Control No. 1513-0018) (10-2018)

This screen shows the applications the respondent has to complete (Personnel Questionnaire approved under 1513-0002 and Application for Original Entity approved under several OMB control numbers, and these screens are not shown).

The screenshot shows a web browser window with the URL <https://www.ttbonline.gov/permitonline/>. The browser's address bar and tabs are visible at the top. Below the browser window is a Windows taskbar with various application icons and a system clock showing 1:28 PM on 10/5/2018.

The web application interface features a dark blue header with the TTB Alcohol and Tobacco Tax and Trade Bureau logo and the text "Permits Online". Below the header, a navigation bar contains links for "Home", "My Submissions", "Resume Draft", and "Help".

The main content area is titled "New Applications Wizard" and displays a five-step process flow: 1 Determine applications, 2 Review, 3 Application package (highlighted), 4 Pay cash bond if applicable, and 5 Submission confirmation.

Under the "Step 3: Application package" heading, the text states: "Based on the information you have provided, your application package consists of the application(s) shown below. Select 'Start' to begin each application." It further explains: "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."

A list of applications to be completed is shown:

- Application for Alcohol Wholesaler and/or Exporter** with a [Start](#) button.
- Application for Original Entity** with a [Start](#) button.
- Personnel Questionnaire** with a [Start](#) button.

At the bottom of the application list, there is a "Submit Application Package »" button and a "Save and resume later:" option with a folder icon.



Screen 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. Below the browser window, the application form is displayed. The form has a header section titled "PERMIT INFORMATION" and a section titled "Premises Address". The "Premises Address" section contains a text box for the "Permit Number:" and a description: "This section pertains to the physical location where your approved operations will take place." Below this, there are several input fields: "Street #" (with value "1"), "Fraction" (with a question mark icon), "Direction" (with a dropdown menu showing "--Select--"), "* Street Name" (with value "X Street" and a question mark icon), "Street Type" (with a dropdown menu showing "--Select--"), and "Street Suffix" (with a dropdown menu showing "--Select--"). There are also fields for "Unit Type" (with a dropdown menu showing "--Select--") and "Unit Number". Below these are two fields for "Rural Address Line 1" and "Rural Address Line 2", both with the placeholder text "Do not re-enter your Street Address". At the bottom of the "Premises Address" section are fields for "* City" (with value "Washington"), "* State" (with a dropdown menu showing "DC"), "* ZIP Code" (with value "22153"), and "County". Below the "Premises Address" section is a section titled "Mailing Address" with the instruction "Please provide the address where mail regarding this operation should be sent." The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock indicating 1:38 PM on 10/5/2018.

PERMIT INFORMATION

Permit Number:

Premises Address

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

Street # Fraction Direction * Street Name Street Type Street Suffix

Unit Type Unit Number

Rural Address Line 1

Rural Address Line 2

* City * State * ZIP Code County

Mailing Address

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

Screen continued:

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--Select--

Number

Rural Address Line 1

Do not re-enter your Street Address

Rural Address Line 2

Do not re-enter your Street Address

*City

Washington

*State

DC

* ZIP Code

22153

County

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:

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Business Name and other business information:

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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 Alcohol Wholesaler and/or Exporter

1 Mailing Address

2 Operation description

3 Upload required documents

4 Declare & acknowledge

5 Review

6

Step 2: Operation description >>

* indicates a required field

Step 2a

DBA/OPERATING NAME

Doing Business As / Operating Name:

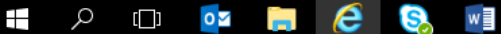
By checking this box I certify that the Doing Business As / Operating Name listed above has been registered with my county or state, if applicable: ☐


REASON FOR THE APPLICATION

New wholesaler / exporter: * ☒

BUSINESS CONDUCTED - WHOLESALE

Select the type(s) of alcohol beverages that you intend to purchase for resale at wholesale and/or export.



1:41 PM
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Screen continued:

https://www.ttbonline.gov/permitsonline/ TTB Online- Permits Online...

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BUSINESS CONDUCTED - WHOLESALE
Select the type(s) of alcohol beverages that you intend to purchase for resale at wholesale and/or export.

Distilled Spirits: ☒

Wine: ☒

Malt Beverages (Beer): ☒

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?: ☐ Yes ☒ 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?: ☐ Yes ☒ No *

EXPORT BOND INFORMATION

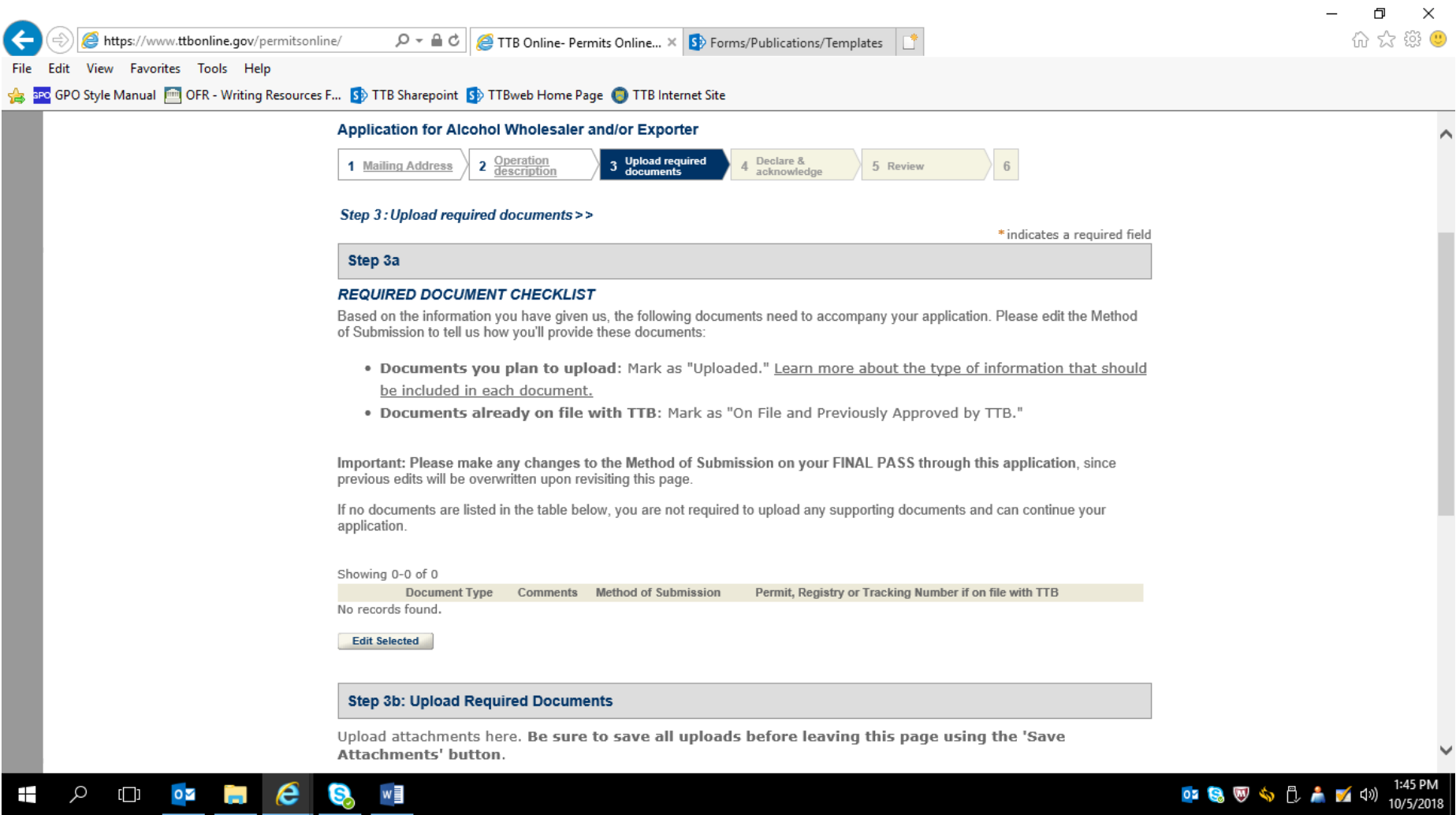
Will this wholesaler be exporting alcohol without payment of tax?: ☐ Yes ☒ No *

Step 2b

1:41 PM 10/5/2018

(Bond information approved under 1513-0135 and other control numbers and PONL bond information not shown here).

Supporting document upload screen:



Declare and Acknowledge screen:

←

→

https://www.ttonline.gov/permitonline/

TTB Online- Permits Online...

Forms/Publications/Templates

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HomeMy SubmissionsResume DraftHelp

Application for Alcohol Wholesaler and/or Exporter

1

2 Operation description

3 Upload required documents

4 Declare & acknowledge

5 Review

6 Application package

Step 4 : Declare & acknowledge>>

* indicates a required field

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: *

Continue »

Back to Application Package

Save and resume later:

Windows Taskbar

1:46 PM 10/5/2018


PONL user notification screens:

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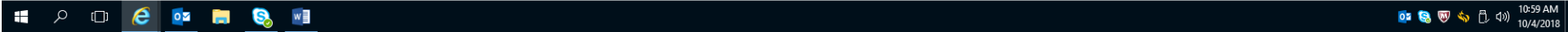
Each user must have an individual user name and password. Sharing your Permits Online user name or password is strictly prohibited and in violation of the Federal Information Security Management Act (FISMA) (Public Law 107-347) and can result in the cancellation of your Permits Online privileges.

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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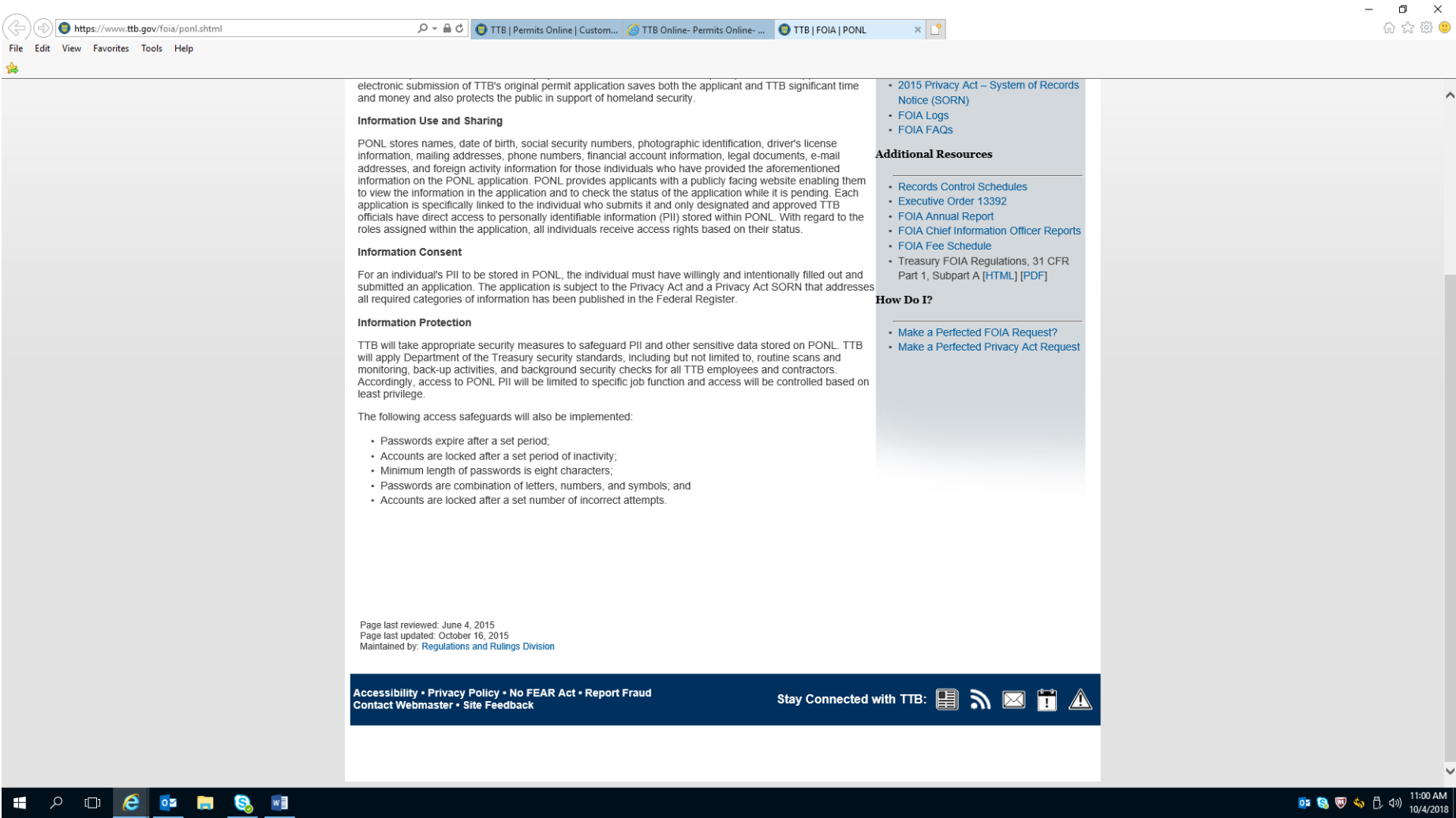


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Privacy Impact Assessment (continued)





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