

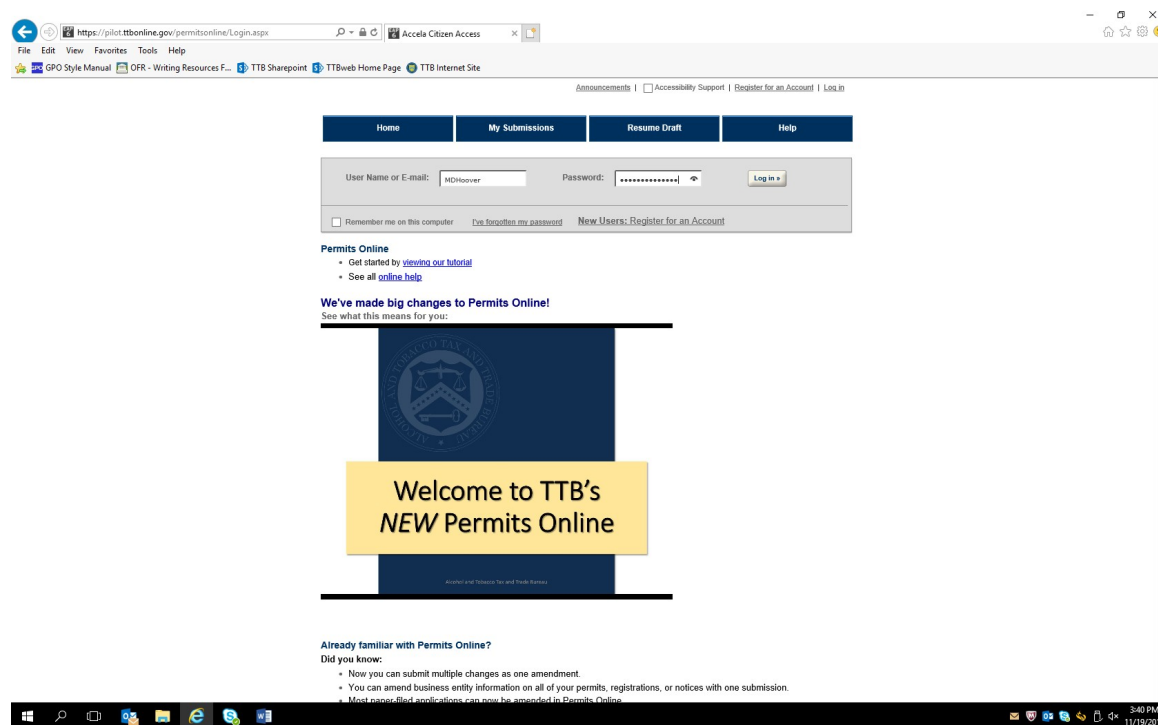
Permits Online Screen Shots

Submitting Form TTB F 5000.18, Change in Bond (Consent of Surety), as an Attachment to a Permits Online (PONL) Application

A respondent may electronically submit a scanned copy of a completed and signed TTB F 5000.18, Change in Bond (Consent of Surety), to TTB as an attachment to an alcohol or tobacco industry application in TTB's "Permits Online" (PONL) system.

Shown below are the relevant screens for the submission of a TTB F 5000.18 as an attachment to a PONL application. These screens are common to any PONL application.

PONL log-in screen at <https://www.ttbonline.gov/permitsonline/>:



After logging in, based on the respondent's circumstances, the respondent may choose to submit an application to amend an existing alcohol or tobacco industry permit or may choose to submit a new application (these screens are not shown). In either case, the respondent may upload a scanned copy of a completed and signed TTB F 5000.18 form as an attachment to the application.

Each PONL application includes a Bond / Consent of Surety / Request for Variance screen. When including a TTB F 5000.18 as an attachment to an application, the respondent will provide information regarding the change(s) to a bond and the consent of the surety to the change(s) on this screen by selecting "Add a Row" within the Consent of Surety section of the screen:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/CapEdit.aspx?stepNum1>. The browser's address bar also shows 'Accela Citizen Access'. The page content is titled 'Step 3b' and includes the following sections:

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 the corresponding 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.

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Effective Date of Bond	Select (must be Bond on or before date of TTB approval)	Bond Coverage - Operations	Bond Coverage - Deferral	Bond Coverage - Total Sum	Select Bond Category	Enter Surety 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
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No records found.

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

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 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
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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
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No records found.

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

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

Save and resume later:

(Note: The screens shown in this example are from the Amended Wine Premises application. However, the Bond / Consent of Surety / Request for Variance screen and the screens for uploading attachments are common to all PONL applications.)

Selecting “Add a Row” with the Consent of Surety section leads to this screen:

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 the corresponding 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

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.

Enter the name of the corporate surety:

Enter the effective date of this bond change:

Select the type of bond you are changing:

--Select--

Describe the proposed change to your existing bond:

Enter the total dollar amount of the bond:

OK

Cancel

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:

Completing the “Consent of Surety” information screen results in the addition of a row to the Consent of Surety section of the screen as shown here:

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 the corresponding 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 Kind	Effective Date of Bond	Bond Coverage - Operations	Bond Coverage - Deferral	Bond Coverage - Total	Bond Penal Sum	Select Bond Category	Enter Surety Name	Enter Surety 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 T-Note/Bond Execution Date
--	-----------	------------------------	----------------------------	--------------------------	-----------------------	----------------	----------------------	-------------------	---------------------	----------------------------------	-----------------------------------	-----------------------------------	--------------------------------	----------------------------------

No records found.

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

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 1-1 of 1

<input type="checkbox"/> 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	Actions
<input type="checkbox"/> test	TTB F 5120.36 - Wine Bond	10000	11/19/2018	Increase in bond amount.	Actions

[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:

After other data screens (not shown) are completed as appropriate to the type of application, the respondent will be presented with the Attachment List screen. The respondent selects "Add" in the Attachment List section and uploads a scanned copy of the completed and signed TTB F 5000.18 form:

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/CapEdit.aspx?stepNum1>. The page title is "Amended Application for Winery". A progress bar at the top indicates the current step is "4 Upload required documents", with previous steps being "1", "2 Operation description", "3 Environmental & bond info.", "5 Declare & acknowledge", "6 Review", and "7".

Step 4: Upload required documents >>

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 0-0 of 0

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
No records found.			

[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:

The completed Attachment List showing the added TTB F 5000.18 form:

https://pilot.ttbonline.gov/permitonline/Cap/CapEdit.aspx?stepNum=1 Accela Citizen Access

File Edit View Favorites Tools Help

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

Amended Application for Winery

1 2 Operation description 3 Environmental & bond info. 4 Upload required documents 5 Declare & acknowledge 6 Review 7

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 0-0 of 0

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
No records found.			

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
TTB F 5000.18 (11-2018).pdf	Change in Bond (Consent of Surety) Form	853.63 KB	11/19/2018	Actions

Add

Continue < Back to Application Package

Save and resume later:

Windows taskbar: 4:03 PM 11/19/2018

Declaration and Acknowledge Screen:

The user submits the application with the attached TTB F 5000.18 to TTB by clicking “continue,” reviewing the submitted information on a subsequent review screen, and then clicking “Submit” on the final screen (Review and Submit screens not shown.)

The screenshot displays a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/CapEdit.aspx?stepNum1>. The browser's address bar shows the Accela Citizen Access logo. The page header includes navigation links: [Announcements](#), [Logged in as: Michael Hoover](#), [My Record Collections \(0\)](#), [Reports \(15\)](#), [Account Management](#), and [Log out](#). Below the header is a navigation bar with buttons for [Home](#), [My Submissions](#), [Resume Draft](#), and [Help](#).

The main content area is titled "Amended Application for Winery" and features a progress bar with seven steps: 1, 2, 3, 4, 5, 6, and 7. Step 5, "Declare & acknowledge", is the current step and is highlighted in blue. The other steps are: 1, 2, 3, 4, 6, and 7. Step 3 is labeled "Environmental & bond info." and step 4 is labeled "Upload required documents". Step 6 is labeled "Review" and step 7 is labeled "Application package".

Below the progress bar, the text "Step 5: Declare & acknowledge >>" is displayed. A red asterisk indicates a required field. The section is titled "Declaration" and contains the following text:

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: * 11/19/2018

At the bottom of the form, there are two buttons: "Continue >" and "< Back to Application Package". To the right of these buttons is a "Save and resume later:" button with a document icon.

The Windows taskbar at the bottom of the screen shows the time as 4:04 PM on 11/19/2018.

— END —