

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)
CHANGE IN BOND (CONSENT OF SURETY) - INSTRUCTIONS

- A. What is the purpose of this form?** This form shows your, and if any, the corporate surety's requested change to a bond filed with TTB relating to wine, beer, spirits, tobacco products, or cigarette papers and tubes, and TTB's approval of that change.
- B. Where can I get assistance?** Contact your specialist in the National Revenue Center by phone at 1-877-882-3277 or 1-513-684-3334, or e-mail to ttbquestions@ttb.gov.
- C. Must I submit two copies with original signatures?** You must file two copies with original signatures. If we approve this change of bond, we keep one copy and return the other copy to you.
- D. Where do I send this change in bond?** Send signed copies with necessary attachments to:
 Director, National Revenue Center
 550 Main St, Ste 8002
 Cincinnati, OH 45202-5215
- E. How do I make corrections to this change in bond if I make a mistake?** If you make any alteration or erasure to this bond, you must identify the correction, and you, and if any, the corporate surety must initial and date next to the correction. If TTB alters this bond, you, TTB, and if any, the corporate surety must initial and date next to the correction with one exception. The exception is you do not identify the TTB permit number(s) or registry number(s) in item 3. TTB may enter the permit number(s) or registry number(s).
- F. May I submit this form on more than one sheet?** We prefer that you submit this change in bond on a single sheet. However, if you are unable, put your employer identification number and TTB permit number on any additional sheets.

G. Item 1. What is my business' legal name?

If your business is a:	Your legal name is:
A sole proprietorship	Your full name
A partnership	The name of each partner, or the name of the partnership as filed with the State or local government
A corporation, association, limited liability company, or other business	The name as stated on your documents filed with the State or local government

- H. Item 2. What is an Employer Identification Number (EIN)?** This is the nine-digit number that the Internal Revenue Service (IRS) assigns to your business. If you do not have an EIN, you must obtain one from the IRS. Use an IRS Form SS-4 and follow instructions on the form to apply for an EIN.
- I. Item 3. What is my TTB permit number or registry number?** DO NOT complete this item if you do not know the TTB permit number or registry number for the bond that you are changing.
- J. Item 4. What is a corporate surety?** A corporate surety promises to pay your liability under bond. Leave this item blank if you filed a bond for your business using collateral rather than a corporate surety.
- K. Items 10b. and 10c.**

a. How do I sign this bond?

If your business is:	Signature:
A sole proprietorship	a. Your name; OR b. An individual for whom you have filed TTB F 5000.8, Power of Attorney, that grants the authority to sign this bond.
A partnership	a. Each partner; OR b. The partner who has been given the authority to sign by the articles of partnership or similar agreement of all partners that you have filed with your application for a TTB permit; OR c. An individual for whom TTB F 5000.8, Power of Attorney has been filed, that grants the authority to sign this bond.
A corporation, association, limited liability company, or other business	a. An officer who has been given the authority to sign by the business documents that you have filed with your application for a TTB permit; OR b. An individual for whom you have filed TTB F 5000.8, Power of Attorney, that grants the authority to sign this bond.

- b. Must I have a seal? If your business is a corporation, association, or other business, you may have a seal. A seal is adopted and used by a business for authenticating its corporate acts and executing legal instruments.
- c. When are witnesses needed and what must they do? If your business has no seal, the witnesses must sign and testify to the fact that you signed the bond in their presence.
- d. How must the corporate surety sign this form? An authorized individual for the corporate surety must sign and affix the corporate surety's seal. Also, the corporate surety must attach a power of attorney authorizing the individual who signs on its behalf.

PAPERWORK REDUCTION ACT NOTICE

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

We estimate the average burden for a business associated with this collection to be 1 hour, depending on individual circumstances. Address your comments concerning the accuracy of this burden estimate and suggestions to reduce this burden to: Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G Street, NW., Box 12, Washington, DC 20005.

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

PRIVACY ACT INFORMATION

We provide this information to comply with Section 3 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. 5173, 5272, 5354, 5401, and 5711. You must disclose this information to obtain authority to conduct operations.
- 2. What is the purpose for this information collection?** You give this information so that we may determine if you may change your bond for a business that you wish to operate or currently operate. We must identify changes to your business, the surety company, and the bond.
- 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 on the form 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 on the form 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 will ask you to complete the information, and we will not approve your bond change.

TTB F 5000.18 (07/2015)

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1. What is the legal name of your business <i>(read instruction G)</i> ?	2. What is your Employer Identification Number <i>(read instruction H)</i> ? —
3. What is your permit number or registry number listed on the bond that you are changing <i>(read instruction I)</i> ?	4. What is the corporate surety, if any, listed on the bond that you are changing <i>(read instruction J)</i> ?
5. What is the form number of the bond that you are changing?	6. What is the dollar amount of the bond that you are changing?
7. What is the effective date of the bond that you are changing?	8. What is the effective date of this change in bond? <i>(If no effective date is stated, the effective date is the date of its execution shown in item 10a.)</i>
9. We are changing the above bond as follows:	

10a. We bind ourselves to this change and witness our hands and seals this _____ day of _____, _____.

10b. Signature for your business _____
(Read instruction K)

Printed name and title _____

Seal of your business

10c. Signature for corporate surety _____
(Read instruction K)

Printed name and title _____

Corporate seal of surety

Signature of two witnesses _____

Printed names of two witnesses _____

FOR TTB USE ONLY

On behalf of the United States of America, I approve and accept this consent of surety.

11a. _____
 Authorized TTB Official *(Signature and Title)*

11b. _____
 Date Approved