

**DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
APPLICATION FOR AMENDED PERMIT TO IMPORT TOBACCO  
PRODUCTS OR PROCESSED TOBACCO**

**INSTRUCTIONS**

This form must be filed by every importer of tobacco products or processed tobacco when required by 26 U.S.C. 5712 and the regulations in 27 CFR Part 41. This application must be filed with the National Revenue Center, Alcohol and Tobacco Tax and Trade Bureau.

All supporting documents required by the regulations, and any additional information the National Revenue Center may require, must be made a part of this application. All the information called for by the items below and any separate instructions relating to this form must be furnished.

If additional space is needed for any item, use the reverse or attach a separate sheet.

<p><b>TO:</b></p> <p><b>OFFICE OF PERMITTING &amp; TAXATION</b></p> <p><b>ALCOHOL AND TOBACCO TAX AND TRADE BUREAU</b></p> <p><b>550 MAIN STREET</b></p> <p><b>SUITE 8970</b></p> <p><b>CINCINNATI, OHIO 45202-5215</b></p>	<p>1. DATE OF APPLICATION</p> <hr/> <p>2. NUMBER OF PERMIT NOW HELD</p> <hr/> <p>3. EFFECTIVE DATE OF PERMIT NOW HELD</p>
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<p>4. NAME AND ADDRESS ON PERMIT NOW HELD</p>	<p>5. MAILING ADDRESS (<b>NOTE:</b> TTB will use this address to correspond with you.)</p>
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<p>6. EMPLOYER IDENTIFICATION NUMBER</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 10px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>			-								<p>7. DAYTIME TELEPHONE NUMBER (Including area code)</p> <p style="text-align: center;">(     )                     -</p>
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**THE UNDERSIGNED HEREBY MAKES APPLICATION FOR AN AMENDED PERMIT AS INDICATED BELOW**

8. CHANGE THE  **LOCATION/ADDRESS** OR  **MAILING ADDRESS** OF MY BUSINESS TO IMPORT TOBACCO PRODUCTS OR PROCESSED TOBACCO (*Number, street/route, city/town, county, State, and Zip code*)

<p>9. CHANGE IN TRADE NAME/ OPERATING NAME(S)</p>	<p>NAME(S)</p>
<p><input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION</p>	
<p><input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION</p>	
<p><input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION</p>	

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10. **CHANGE IN OPERATIONS AUTHORIZED –**

PLEASE AMEND MY PERMIT TO AUTHORIZE IMPORTATION OF PROCESSED TOBACCO

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The applicant agrees, by accepting the amended permit applied for herein, that issuance thereof will not relieve him of any liability heretofore incurred. All data, written statements, affidavits, evidence, or other documents heretofore filed and those submitted in support hereof, or upon any hearing will be deemed to be a part of this application.

Under the penalties of perjury, I declare that all statements made in this application for amended permit, and all data, written statements, affidavits, evidence or other documents submitted in support hereof, or upon any hearing, are true to the best of my knowledge and belief.

11. SIGNATURE	12. TITLE OR STATUS *	13. TYPED OR PRINTED NAME
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\*(State whether individual owner, partner, member officer, or if officer of corporation, give title)

## ADDITIONAL INSTRUCTIONS

- a. **The permit to be amended must be attached to this application.**
- b. If State law requires registration of trade names, proof of registration must be submitted with this application. If State law does not require registration, a statement to that effect must be included on this application.
- c. If the corporate name is changed, certified copies of amended Articles of Incorporation must be submitted with the application.
- d. Issuance of an amended permit does not extend the expiration date of the permit. A person holding a current permit to import tobacco products or processed tobacco must submit an application to renew the permit **within 30 days of the expiration date** shown on the permit.

### FOOTNOTE

1. A change in legal name often occurs as a result of a transfer of ownership. If there is a transfer of ownership, then you must file TTB F 5230.4, not this form.
2. **What is the legal name?**

IF THE BUSINESS IS A:	THE LEGAL NAME IS:
Sole Proprietorship	Sole proprietor's full name
Partnership	The name of each partner or the name of the partnership as filed with a State or local government
Corporation, association, limited liability company, or other business organization	The name as stated on the documents filed with the State or local government

#### PRIVACY ACT INFORMATION

The following information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C. 552(e)(3)):

1. **AUTHORITY.** Solicitation of this information is made pursuant to 26 U.S.C. 5712. Disclosure of this information by the applicant is mandatory in order to obtain an amended importer of tobacco products or processed tobacco permit.
2. **PURPOSE.** To identify the applicant, to identify the location where the applicant will conduct business, and to identify changes affecting the accuracy of the applicant's original importer of tobacco products or processed tobacco permit.
3. **ROUTINE USES.** The information will be used by TTB to make the determinations set forth in paragraph 2. In addition, the information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify the information on the application where such disclosure is not prohibited by law. The information may further be disclosed to Federal authorities if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, information may be disclosed to members of the public in order to verify the information on the application where such disclosure is not prohibited by law.

4. **EFFECTS OF NOT SUPPLYING INFORMATION REQUESTED.** Failure to supply complete information will delay processing and may cause denial of the application.

#### PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. This application is used to determine the eligibility of the applicant to engage in certain operations, to determine location and extent of operations, and to determine whether the operations will be in conformity with Federal laws and regulations. The information requested is mandatory by statute (26 U.S.C. 5712).

The estimated average burden associated with this collection is 1 hour per respondent or recordkeeper, depending on individual circumstances.

Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to: Paperwork Reduction Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G St., NW, Box 12, Washington, DC 20005. (Please do not send completed forms to this address.)

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