



DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
550 Main Street, Suite 8002
Cincinnati, Ohio 45202

5020220

DISTILLED SPIRITS PLANT – INDUSTRIAL INFORMATION

Enclosed are the necessary forms to apply for a permit to produce industrial alcohol. Submit the following forms to this office:

1. TTB F 5110.41, Registration of Distilled Spirits Plant
2. TTB F 5110.25, Application for Operating Permit
3. TTB F 5110.56, Distilled Spirits Bond (**TWO ORIGINALS, NO PHOTOCOPIES**)
4. TTB F 5000.9, Personnel Questionnaire, (**SINGLE COPY**) for each
 - Corporate stockholder of 10% or more, each officer, and director,
 - Limited Liability Company (LLC) manager and member,
 - Partner in a partnership, or
 - Individual owner
5. TTB F 5000.29, Environmental Information
6. TTB F 5000.30, Supplemental Information on Water Quality Considerations
7. Diagram of the premises
8. Signing authority. If someone will be signing the application and/or supporting documents or act on your behalf, you must submit one of the following with your application if applicable you must file:
 - TTB F 5000.8, Power of Attorney
 - TTB F 5100.1, Signing Authority for Corporate and LLC Officials, or
 - Corporate resolution or specific notification in organizational documents granting this authority

If you are:	You must also file:
a sole owner and someone will sign documents on your behalf	TTB Form 5000.8, Power of Attorney
a partnership	<ul style="list-style-type: none">• Copy of Partnership Agreement;• List of the partners, including addresses, and their percentage of ownership;

If you are:	You must also file:
	<ul style="list-style-type: none">• Copy of certificate of partnership where required to be filed by any State, county or municipality;• If there is a verbal agreement rather than written partnership agreement, please provide a written statement to that effect signed by all partners. If no single partner has signing authority on behalf of the partnership, all partners must sign each form sent to this office.
a corporation	<ul style="list-style-type: none">• Copy of Articles of Incorporation• Copy of Bylaws• List of officers, directors, and anyone holding 10% or more of stock, including addresses, and showing the number of shares held; and• Copy of certificate of incorporation executed by an officer of the state in which incorporated
a limited liability company	<ul style="list-style-type: none">• Copy of Articles of Organization• Copy of Operating Agreement• Copy of certificate of organization executed by an officer of the state in which organized• List of members/managers, including addresses, and their percentage of interest

All applicants applying for a permit to produce industrial alcohol received by TTB after January 1, 2008, must also submit certain documents related to the **source of funds** (see Source of Funds and Lease Agreement document) and a **lease agreement or proof of ownership** (tax bill, title, etc.).

Provide a **legible photocopy of the Driver's License** or official State ID card of the primary contact person. A TTB representative will interview, by phone, this individual regarding the application.

If the premises to be used for this operation are eligible for the National Register of Historic Places, you should not begin construction or remodeling until you have contacted the State Historic Preservation Officer (see National Historic Preservation Act document).

Please see Industry Circular No. 2004-2, Using Pay.gov To Submit Alcohol and Tobacco Excise Tax Returns, Tax Payments, and Operational Reports. This circular explains how you may file your Federal excise tax returns and monthly reports electronically through pay.gov. Refer to www.ttb.gov, "Publications" "Industry Circulars" for additional information regarding this service.

The alcohol regulations can be found on our website www.ttb.gov. Click on "Code of Federal Regulations" under "Laws & Regulations" in the 'Information by Topic' and select Part 19.

Please provide your e-mail address and a daytime telephone number on the bottom portion of the registration in the event we need to contact you about your application. If you have any questions, please contact this office at 1-877-882-3277 or 513-684-7150.

DISTILLED SPIRITS PLANT (INDUSTRIAL) APPLICATION CHECKLIST

To be filed with the NRC (Cincinnati, Ohio)

- Registration of Distilled Spirits Plant, Form 5110.41
- Supplemental information required to be attached to Registration
- Distilled Spirits Bond, Form 5110.56
- Surety company representative Power of Attorney
- Personnel Questionnaire, Form 5000.9
- Diagram (plat/plan) of the plant premises
- Application for Operating Permit TTB F 5110.25
- Environmental Information, Form 5000.29
- Supplemental Information on Water Quality Considerations, Form 5000.30
- Signing Authority:
 - Power of Attorney, Form 5000.8
 - Signing Authority for Corporate Officials, Form 5100.1
 - Corporate resolution or specific notification in organizational documents
- Organizational Documents:
 - Certificate and Articles of Incorporation (for Corporations)
 - Certificate and Articles of Organization (for LLCs)
 - Partnership Agreement (for Partnerships)
 - By-Laws (for Corporations)
 - Operating Agreement (for LLCs)
 - Trade Name Registration (if required by state or local government)
 - Certificate to Operate in a Foreign State (if organized in a different state)
 - List of Stockholders (of 10% or more of stock), Directors, Officers, members/managers, and partners, including addresses, with titles and amount of shares/interest held
- Statement advising that the premises is covered under the National Historic Preservation Act (if applicable)
- Source of Funds Documentation
- Lease Agreement or proof of ownership (tax bill, title, mortgage, etc)
 - Legible photocopy of the Driver's License or official State ID card of the primary contact person who will be interviewed by phone by TTB regarding the application

To be filed with the IRS

- Application for Employer Identification Number, Form SS-4