



DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
8002 Federal Office Building
550 Main Street
Cincinnati, Ohio 45202
www.TTB.gov

BREWERY QUALIFICATION INFORMATION

As requested, we are enclosing the necessary forms to qualify your proposed brewery premises. You may apply online using our online application system, Permits Online, for faster service, or you may submit the following forms and documents to TTB via hard copy with original signatures where required to the address listed above:

- [TTB F 5130.10](#), Brewer's Notice
- [TTB F 5130.22](#), Brewer's Bond, or [TTB F 5130.25](#), Brewer's Collateral Bond, whichever is applicable (not required if brewer is exempt from bond requirements under 27 CFR 25.91(e))
- [TTB F 5000.9](#), Personnel Questionnaire, for each stockholder 10 percent or more, member, partner, officer and director
- [TTB F 5000.29](#), Environmental Information
- [TTB F 5000.30](#), Supplemental Information on Water Quality Considerations

In addition you must file:

- Diagram of the brewery premises
- Description of the brewery premises
- Statement describing the security at the brewery
- Copy of ownership documents for the brewery premises or copy of a valid lease agreement
- Trade Name Registration (if required by state or local government)
- Source of funds as described in the enclosed instructions
- Legible photocopy of the driver's license or official state identification card of the primary contact person who is an officer, director, member, manager, partner or owner
- Signature Authorization
 - [TTB F 5100.1](#), Signing Authority for Corporate Officials, or complete item 17 of the Brewer's Notice, or
 - Corporate Resolution or specific designation in organizational documents granting this authority
 - [TTB F 5000.8](#), Power of Attorney (If you are filing as a sole owner and someone will sign documents on your behalf, you must file this form)

If you are filing as a corporation, you also must file:

- Copy of Articles of Incorporation
- Copy of Bylaws

- Copy of certificate of incorporation executed by an officer of the state in which incorporated
- List showing names and addresses of officers, directors, and anyone holding 10 percent or more of stock, including total number of shares authorized and number of shares held by each

If you are filing as a limited liability company, you also must file:

- Copy of Articles of Organization
- Copy of Operation Agreement
- Copy of certificate of organization executed by an officer of the state in which organized
- List showing names, addresses and percentage interest of all members and managers

If you are filing as a partnership, you also must file:

- Copy of Partnership Agreement, or if there is a verbal agreement rather than a written partnership agreement, please provide a written statement to that effect which is 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.
- Copy of Certificate of partnership where required to be filed by any State, county, or municipality
- List showing names, addresses and percentage of ownership of the partners

We also have enclosed in this packet [Industry Circular No. 2004-2](#) and [Pay.gov User Agreement](#) for information on filing your Federal excise tax returns and brewer's reports of operations electronically through Pay.gov. Please refer to [TTB & Pay.gov User Guides](#) for additional information regarding this service.

We also have enclosed information in case the premises to be used as the brewery is 50 years or older. Buildings 50 years or older may be eligible for the National Register of Historic Places, and you should not begin construction or remodeling until you have contacted the State Historic Preservation Officer within the state the brewery is located. For more information, see the enclosed information.

You can find TTB regulations on our Web site at www.ttb.gov/other/regulations.shtml. For regulations specific to qualification and brewery operations, click on 27 CFR Part 25. For regulations specific to labeling and advertising, click on 27 CFR Part 7.

Lastly, we ask that you please provide your e-mail address in Item 9 of the Brewer's Notice and a daytime telephone number where we can reach you 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 513-684-3337.

Enclosures

BREWER'S NOTICE CHECKLIST

TO BE FILED WITH THE NRC IN CINCINNATI, OHIO:

- Brewer's Notice, [Form 5130.10](#)
- Brewer's Bond, [Form 5130.22](#) or Brewer's Collateral Bond, [Form 5130.25](#) (if a bond is required)
- Surety company representative Power of Attorney (if a bond is required)
- Diagram (plat/plan) of the brewery premises
- Legal description of the brewery premises
- Statement describing the security at the brewery
- Personnel Questionnaire, [Form 5000.9](#)
- Environmental Information, [Form 5000.29](#)
- Supplemental Information on Water Quality Conditions, Form [5000.30](#) Signing Authority:
 - Power of Attorney, [Form 5000.8](#) or
 - Signing Authority for Corporate Officials, [Form 5100.1](#) (if not granted on the Brewer's Notice) or Corporate resolution or specific designation in organizational documents
- Organizational Documents:
 - Certificate and Articles of Incorporation (for Corporations)
 - By-Laws (for Corporations)
 - Certificate and Articles of Organization (for LLCs)
 - Operating Agreement (for LLCs)
 - Partnership Agreement (for Partnerships)
 - 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 percent or more of stock, directors, officers, members, managers, and partners, including addresses, with titles and amount of shares/interest held by each
- Statement advising TTB that the premises is covered under the National Historic Preservation Act and that applicant has contacted the State Historical Preservation Officer (if applicable)

- Controlled group listing, if applicable. Include a breakdown of the 60,000 barrel allocation for the reduced rate.
- Source of Funds Documentation
- Copy of ownership documents of brewery premises or copy of a valid lease agreement
- Legible photocopy of the driver's license or official state identification card of the primary contact person who is an officer, director member, manger, partner or owner.

TO BE FILED WITH THE IRS PRIOR TO SUBMITTING BREWER'S NOTICE:

- Application for Employer Identification Number, [Form SS-4](#)