



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

5020220

**DEALER IN SPECIALLY DENATURED SPIRITS INFORMATION**

Enclosed are the necessary forms to make application for an industrial alcohol user permit to deal in specially denatured spirits.

If the quantity of specially denatured spirits you withdrawal and deal in **will not exceed 5,000 gallons** in a calendar year, you must file the following forms:

1. TTB F 5150.22, Application for Industrial Alcohol User Permit
2. Signing authority, if applicable

If the quantity of specially denatured spirits you withdrawal and deal in **will exceed 5,000 gallons** in a calendar year, you must file the following forms:

1. TTB F 5150.22, Application for Industrial Alcohol User Permit
2. TTB F 5000.9, Personnel Questionnaire, for the person(s) responsible for the specially denatured spirits (**SINGLE COPY**)
3. Organizational documents as stated below
4. Signing authority, if applicable

**SIGNATURE AUTHORIZATION** - If someone will be signing the application and/or supporting documents on your behalf, you must submit one of the following with your application:

- TTB F 5000.8, Power of Attorney
- TTB F 5100.1, Signing Authority for Corporate Officials. This may be granted by title rather than individual name, or
- Corporate resolution or specific notification in organizational documents granting this authority.

A corporation or LLC intending to use **over 5,000 gallons** of specially denatured spirits annually must include the following organizational documents with their application:

<b>CORPORATION</b>	<b>LLC</b>
Copy of Articles of Incorporation	Copy of Articles of Organization
Copy of Bylaws	Copy of Operating Agreement
Copy of certificate of incorporation which has been filed with the state in which incorporated	Copy of certificate of organization which has been filed with the state in which organized
Statement designating who is directly responsible for the SDS part of business	Statement designating who is directly responsible for the SDS part of business
List of names and addresses of the Officers, directors and stockholders(holding 10 percent or more stock) with number of shares held	List of names and addresses of the members/managers of the LLC, and anyone holding 10 percent or more interest and amount held

If you are applying as a partnership, your application must include the following:

- List of the names and addresses of every person interested in the business
- Copy of the Partnership Agreement
- If there is a verbal agreement rather than a written partnership agreement, please provide a 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.

If you are applying as an individual owner, your application must include a list of the names and addresses of every person interested in the business.

If an individual involved in the business operations is a citizen of a foreign country, lived in a foreign country for more two years (after 18 years of age) or has association with a foreign country, please complete the enclosed Personnel Questionnaire, TTB F 5000.9.

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 contact the State Historic Preservation Officer (see information enclosed)

Please include with your application a legible photocopy of the Driver's License or official State ID card of the primary contact person. We will conduct an application telephone interview with that individual and need to confirm their identity beforehand.

The alcohol regulations can be found on our website [www.ttb.gov/regulations/rulesandregulations.htm](http://www.ttb.gov/regulations/rulesandregulations.htm). Click on Code of Federal Regulations, Title 27, Parts 20 and 21.

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

Enclosures

## NEW SDA DEALER APPLICATION CHECKLIST

*To be filed with the NRC in Cincinnati, Ohio*

### IF ANNUAL WITHDRAWAL IS 5,000 GALLONS OR LESS:

- Application for Permit, Form 5150.22
- Signing Authority for Corporate Officials, Form 5100.1
  - Power of Attorney, Form 5000.8
  - Corporate resolution or specific notification in organizational documents
- Statement advising that the premises is covered by the National Historic Preservation Act (if applicable)
- Personnel Questionnaire, Form 5000.9 (if applicable)

### IF ANNUAL WITHDRAWAL IS MORE THAN 5,000 GALLONS:

- Application for Permit, Form 5150.22
- Personnel Questionnaire, Form 5000.9, for the person responsible for the specially denatured spirits and foreign citizen, if necessary
  - Signing Authority for Corporate Officials, Form 5100.1
  - Power of Attorney, Form 5000.8
  - Corporate resolution or specific notification in organizational documents
- Organizational Documents:
  - Certificate and Articles of Incorporation (for Corporations)
  - Certificate and Articles of Organization (for LLCs)
  - Bylaws (for Corporations)
  - Operating Agreement (for LLCs)
  - List of Stockholders (of 10% or more stock), Officers, Directors, and Members, including

addresses, with titles and amount of shares/interest held

- Statement designating person directly responsible for the SDS part of business
- List of persons interested in business, including addresses (for sole owner or partnership)
- Trade Name Registration (if required by state or local government)
- Certificate to Operate in a Foreign State (if organized in a different state)
- Statement advising that the premises is covered by the National Historic Preservation Act (if applicable)
- 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 (if applicable)