

NEW WINE PREMISES CHECKLIST

To be filed in duplicate with TTB's National Revenue Center in Cincinnati, Ohio

ALL OF THESE DOCUMENTS APPLY FOR EVERY NEW APPLICATION:

- Application to Establish and Operate Wine Premises, Form 5120.25, including the answers to the questions on the back of the form.
- Application for Basic Permit, Form 5100.24, if wine will be produced and/or blended (not required for storage-only bonded wine cellars)
- Wine Bond, Form 5120.36 (not required if proprietor is exempt from bond requirements under 27 CFR 24.146(d))
- Surety company representative Power of Attorney, if filing a Surety Bond
- Diagram (plat/plan) of the winery premises.
- Environmental Information, Form 5000.29
- Supplemental Information on Water Quality Considerations, Form 5000.30
- Signing Authority:
 - Power of Attorney, Form 5000.8 or
 - Signing Authority for Corporate Officials Form 5100.1 or
 - Other evidence of signature authority, such as a specific notification in organizational documents.
- Statement advising that the premises is covered under the National Historic Preservation Act (if applicable)
- Source of Funds Documentation
- Lease Agreement (if applicable)
- Trade Name Registration statement (if required by state or local government)
- Personnel Questionnaire, Form 5000.9 (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

THE FOLLOWING MUST BE SUBMITTED FOR ALL CORPORATIONS:

- List of Stockholders of more than 10% which includes their addresses and amount of shares held
- By-Laws
- Certificate to Operate in a Foreign State (if organized in a different state)
- Certificate and Articles of Incorporation

THE FOLLOWING MUST BE SUBMITTED FOR ALL PARTNERSHIPS:

- Partnership Agreement

THE FOLLOWING MUST BE SUBMITTED FOR LLCs:

- Signing Authority for Corporate Officials, Form 5100.1
- Corporate resolution or specific notification in organizational documents
- List of Interest holders of more than 10% which includes their addresses and amount of interest held
- Operating Agreement
- Certificate and Articles of Organization

To be filed with the IRS

- Application for Employer Identification Number, Form SS-4