



# COLAs Online

## Surrender COLA

This document discusses all of the basic information needed to surrender a COLA. This document includes the following information:

- [Request to Surrender COLA](#)
- [Surrender COLA Confirmation](#)

## Request to Surrender COLA

The Request to Surrender COLA page allows an authenticated External User to surrender an approved e-filed COLA. Figure 1 details the Request to Surrender COLA page.

**Figure 1: Request to Surrender COLA**

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

**COLAs Online**  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/  
Exemption of Label/Bottle Approval

[Formulas Online](#)

[Home: My eApplications](#)  
[Create an eApplication](#)  
[Search for eApplications](#)  
[My Profile](#) [Contact Us](#)  
[Instructions](#)  
[Log Off](#)

### Request to Surrender COLA

Are you sure you want to Surrender this Cola?

TTB ID: 08325001000013  
Brand Name: POM  
Fanciful Name:  
Type of Product: WINE  
Source of Product: DOMESTIC

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V, of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [alfd@ttb.gov](mailto:alfd@ttb.gov).

If you have difficulty accessing any information in the site due to a disability, please contact us via email ([webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0.  
If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.

Follow these steps to surrender an approved COLA:

1. Select the [TTB ID](#) link of an approved COLA. The Application Detail page displays. See [Application Detail](#).
2. Select the [Surrender Cola](#) link on the Application Detail page. The Request to Surrender COLA page displays. See Figure 1.

## Surrender COLA

3. Select the **Surrender** button. The Surrender COLA Confirmation page displays. See Figure 2.
4. Select the **Cancel** button to cancel the surrender process.

► **Note:** You should surrender a COLA when you no longer need it to bottle or remove product from Customs custody, or when you go out of business.

### Surrender COLA Confirmation

The Surrender COLA Confirmation page displays the confirmation of the surrendered e-filed COLA. Figure 2 details the Surrender COLA Confirmation page.

**Figure 2: Surrender COLA Confirmation**

The screenshot shows the TTB website header with the logo and text: "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below the header is a navigation menu with links: "Formulas Online", "Home: My eApplications", "Create an eApplication", "Search for eApplications", "My Profile", "Contact Us", "Instructions", and "Log Off". The main content area features the heading "COLAs Online" and "Surrender COLA Confirmation". Below the heading, it states: "You have successfully surrendered TTB ID 08325001000013". A button labeled "Back to My eApplications" is positioned below the confirmation message. The footer contains the TTB logo, contact information, and a warning: "WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM."

1. Select the **Back to My eApplications** button to return to the Home: My eApplications page.