

**DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)
REPORT – MANUFACTURER OF PROCESSED TOBACCO
INSTRUCTIONS**

GENERAL INSTRUCTIONS

- A. Who prepares this report?** A person holding a permit as a Manufacturer of Processed Tobacco must prepare and file this report about their TTB permit operations. A person holding a permit as a Manufacturer of Tobacco Products must prepare and file this report if processed tobacco is transferred from the factory premises for any purpose other than destruction.
- A Manufacturer of Processed Tobacco must keep records and file reports as required in 27 CFR 40.521 and 27 CFR 40.522, including the requirement to file TTB F 5250.1 each month.
- A Manufacturer of Tobacco Products that transfers any processed tobacco from the factory premises must submit an application to TTB for approval to conduct other business operations, as provided for in 27 CFR 40.72 and 27 CFR 40.47.
- A manufacturer of tobacco products that transfers any processed tobacco from the factory premises must keep records and file reports as required in 27 CFR 40.521 and 27 CFR 40.522, including the requirement to file TTB F 5150.1 each month.

- B. When must I prepare this report?**
- (1) The month in which you start your business as a manufacturer of processed tobacco as noted above covered by your TTB permit or authorization.
 - (2) You must file each month whether or not you conduct any business as long as you hold your TTB permit.
 - (3) When an appropriate TTB officer has required a special inventory.
 - (4) When you discontinue the business covered by your TTB permit.
 - (5) When you transfer the business covered by your TTB permit to another person.
- The other person to whom you transfer your business must have TTB approval before commencing operations.
- C. When must I file this report?** File it no later than 20 days after the end of the month that the report covers.
- D. How do I file this form?** Send this form to Office of Permitting and Taxation, Alcohol and Tobacco Tax and Trade Bureau, Ste. 8970, Cincinnati, OH 45202-3222
- E.** Keep a copy for your records.

INSTRUCTIONS FOR ITEMS ON THE FORM

- E. Item 1 - What is my employer identification number?** The nine-digit code that the Internal Revenue Service (IRS) has assigned to your business.
- F. Item 2 - What is my TTB permit number?** This "number" is listed on your TTB permit to conduct operations as a Manufacturers of Processed Tobacco. For example, MP-XX-1234, where XX is the 2-letter State abbreviation of the U.S. Post Office. Each location at which you conduct operations has a "number." If you have more than one TTB permit, file separate reports for each.
- G. Item 3 - What time period(s) must my report cover?**

H. Item 20 – Who may sign this report?

| If your business is a | The report must be signed by: |
|---|--|
| Sole Proprietorship | (1) You; OR (2) An individual for whom you have filed an ATF or TTB F 5000.8, Power of Attorney, that grants authority to sign this report |
| Partnership | (1) Each partner; OR (2) The partner who has been given the authority to sign by the articles of partnership or similar agreement of all the partners that you filed for this permit; OR (3) An individual for whom you filed an ATF or TTB F 5000.8, Power of Attorney, that grants Authority to sign this report |
| Corporation, association, limited liability company or other business | (1) An individual who has signature authority granted by the business documents that you filed for this permit; OR (2) An individual for whom you filed an ATF or TTB F 5000.8, Power of Attorney, that grants authority to sign this report |

| Report(s) for: | Time period(s): |
|--|--|
| Starting business | From the day and month that you start business to the last day of the same month |
| After starting business | Each month |
| Special inventory required by appropriate TTB office | (1) From the first day of the month to the day preceding the special inventory; AND (2) From the day of the special inventory to the last day of the month |
| Discontinuing or transferring business | From the first day of the month to the day of the same month that you discontinue or transfer your business |

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| | | |
|---|--|---|
| 1. My Employer Identification Number <i>(Read instruction E)</i> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">–</div> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div> | 2. TTB Permit Number <i>(Read instruction F)</i> | 3. Report Covers Period of: <i>(Read instruction G)</i> |
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| 4. Is this your first or last report? <i>(Check one box, only if it applies)</i> <div style="margin-left: 20px;"> <input type="checkbox"/> This report is my first report <input type="checkbox"/> This report is my last report and I have attached my permit OR <input type="checkbox"/> My permit is not attached because: <hr style="width: 40%; margin-left: 0;"/> </div> | 5. Name and Premises Address: |
|---|-------------------------------|

| | | |
|---|----------------------------|--------------------------|
| Processed Tobacco (Pounds) <i>(Report your beginning and ending inventory of processed tobacco on hand)</i> | 6. On Hand Start of Period | 7. On Hand End of Period |
|---|----------------------------|--------------------------|

| | Account for all processed tobacco received, manufactured, and transferred | Processed Tobacco (Pounds) | |
|-----------|---|--|--|
| ADDITIONS | 8. Processed Tobacco Manufactured | | |
| | 9. Processed Tobacco Received: | a. From importers of processed tobacco | |
| | | b. From other manufacturers of processed tobacco | |
| | | c. From manufacturers of tobacco products | |
| | 10. Returns or Other Sources | | |
| | 11. Gains | | |

| REMOVALS | Account for all processed tobacco received, manufactured, and transferred | Processed Tobacco (Pounds) |
|----------|--|----------------------------|
| | 12. Used in the manufacture of processed tobacco | |
| | 13. Used in the manufacture of tobacco products (entry only for those holding permit and bond to manufacture tobacco products) | |
| | 14. Removed for transfer to other manufacturers of processed tobacco | |
| | 15. Removed for transfer to manufacturers of tobacco products | |
| | 16. Removed for sale or transfer to persons not holding TTB permit (Any such sale or transfer of processed tobacco requires submission of TTB F 5250.2) | |
| | 17. Exported or Transferred to Export Warehouse | |
| | 18. Destroyed or removed for destruction | |
| | 19. Losses | |

UNDER PENALTIES OF PERJURY, I DECLARE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS REPORT IS TRUE, ACCURATE, AND COMPLETE.

| | | |
|---|-----------------------------|-------------------------------|
| 20. Signature (Print name of individual signing the form) (Read Instruction H) | 21. Title of Person Signing | 22. Date |
| 23. E-Mail Address for Business | | 24. Business Telephone Number |

PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. The purpose of this information collection is to monitor the operations of industries regulated by TTB. TTB uses the information to monitor activities and determine errors or omissions on regulated commodities. The information requested is mandatory by statute (26 U.S.C. 5712).

The estimated average burden associated with this collection is 1 hour per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to: Paperwork Reduction Act Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G Street, NW., Box 12, Washington DC 20005. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.**

An agency may not conduct or sponsor, and an individual is not required to respond to, a collection of information unless it displays a current, valid OMB control number.

PRIVACY ACT INFORMATION

The following information complies with Section 3 of the Privacy Act of 1974 (5 U.S.C. 552a(e)(3)):

- 1. What is TTB's authority to ask for this information?** We require this information under the authority of 26 U.S.C. 5722. You must provide this information to comply with law and regulations regarding transactions in a commodity regulated by TTB under a permit issued by TTB.
- 2. What is the purpose for this information collection?** You must provide this information so that TTB will be able to determine whether your operations conform with Federal laws and regulations.
- 3. How does TTB routinely use this information?** We use this information to make determinations for the purposes described in paragraph 2. Also, if we are not prohibited by law, we may disclose the information that you provided on this form to other Federal, State, foreign, or local law enforcement or regulatory agency personnel, and to members of the public to verify it. Finally, we may disclose this information to the Justice Department if it appears that false information, which constitutes a violation of Federal law, has been provided.

What is the effect if I do not supply the information TTB requests? If you fail to supply this information, then TTB may determine that you are not in compliance with Federal laws and regulations and may initiate action to suspend or revoke your permit as provided for in 26 USC 5713.