



Permits Online

What's New in Permits Online 4.1 (Industry Members)

February 11, 2015

The following enhancements in functionality and interface are included in Version 4.1 of the Permits Online system:

- **Submit Cider Application for New Winery Operations** – You may now select “Cider Producer – Under 7% Alcohol Only” for Application Type when submitting an Application for New Winery Operation in Permits Online. If you are only producing products, such as cider, with less than 7% alcohol, you will be issued a registration, but we will neither require you to have nor issue you a permit.

Submit Cider Application for New Winery Operations

APPLICATION INFORMATION
This information pertains to your business organization and the timing of commencement of your proposed operations.

* Type of Organization:

State Where Incorporated/Organized:

Start Date for New Business Upon Approval by TTB: *

Date of Change:

APPLICATION TYPE
Please select the ? next to each Application Type before making your selection to ensure you are choosing the correct one. If the application is submitted with an incorrect Application Type, you will have to re-apply to correct the error.

Bonded Winery - Full Operations:

Bonded Wine Cellar - Storage ONLY:

Bonded Wine Cellar - Blender:

Bonded Winery - Blending and Production under 7% alcohol:

Tax Paid Wine Bottling House:

Cider Producer - Under 7% Alcohol Only: *

- **Submit Cash Bonds Payments through Pay.gov** – You may now submit payments for cash bonds through Pay.gov. When you create a Permits Online application with a Bond Category of “Cash Bond,” you will be prompted to review and submit the cash bond payment amount through Permits Online. Once you do so, you will be re-directed to the Pay.gov website where you will be prompted to confirm and submit your cash bond payment information. After this is completed, you will receive confirmation of the record submittal in Permits Online.

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Bond Coverage Operations and Bond Category Information in Permits Online

WINE BOND

A wine premises proprietor (except for a Tax Paid Wine Bottling House) filing an original application must upload a wine bond with sufficient bond coverage. Click [here](#) to access a worksheet to assist in determining your correct bond coverage.

Select "Add a Row" to enter the information listed on your TTB Form 5120.36, Wine Bond. This information must match exactly with the uploaded form.

* Commodity Type: Brewery/Brewpub
 * Bond Kind: Original
 * Effective Date of Bond: 12/04/2014

* Bond Coverage - Operations: 1500
 Bond Coverage - Deferral: 0
 * Bond Coverage - Total Penal Sum: 1500

* Bond Category: Cash
 If Surety - Surety Name:
 If Surety - Bond Number:

If T-Note or T-Bond - CUSIP Number:
 If T-Note or T-Bond - Interest Rate:
 If T-Note or T-Bond - Maturity Date:

If T-Note or T-Bond - Issue Date:
 * Execution Date: 12/04/2014

Submit Cancel

Cash Bond Amount Information in Permits Online

Home Alcohol Permits & Registrations Tobacco Permits & Firearms Registration

Create a New Application | Search Your Applications

Application for New Winery Operation

1 Application Information 2 Business Information 3 Review and Submit 4 **5 Cash Bond Amount** 6 Record Submittal

Step 5 : Cash Bond Amount

Listed below in the Application Payments table is the amount to be paid for your cash bond payment. If the amount is wrong or you no longer wish to submit a Cash Bond and prefer to submit another bond type (ex. Surety Bond), please click on the links above to return to the previous step and edit the information you submitted in the bond table.

Application Payments

Payment Type	Coverage	Amount
Cash Bond	1500	\$1,500.00

TOTAL
 Note: If the amount is incorrect click on the above links to return to the previous step to edit the amount.

\$1,500.00

Continue Application »

What's New in Permits Online 4.1 (Industry Members)

Confirm and Submit Cash Bond Amount through Permits Online

Home | Alcohol Permits & Registrations | Tobacco Permits & Firearms Registration

[Create a New Application](#) | [Search Your Applications](#)

Application for New Winery Operation

1 | 2 Application Information | 3 Business Information | 4 Review and Submit | **5 Cash Bond Amount** | 6 Record Submittal

Step 5 : Cash Bond Amount

You will be re-directed to Pay.gov to submit your payment. If the amount is wrong or you no longer wish to submit a Cash Bond and prefer to submit another bond type (ex. Surety Bond), please use the link above to return to the previous step and edit the information you submitted in the bond table. Please ONLY click the "Submit Payment" button ONCE and stand by while you are redirected back to Permits Online. Clicking the "Submit Payment" button multiple times may result in an error message.

* indicates a required field.

Payment Amount

Amount to be charged: \$1,500.00

Pay via PAY.GOV

Submit Payment »

Confirm and Submit Account Information through Pay.gov

Pay.gov

Permits Online Cash Bond

Please enter checking or savings account information below.

* indicates required fields

Agency Tracking ID: PONLCB63031

Payment Amount: \$1500.00

* Account Holder Name:

* Account Type:

Routing Number	Account Number	Check Number
<input type="text" value="026946783"/>	<input type="text" value="9243767390"/>	<input type="text" value="1234"/>

* Routing Number:

* Account Number:

* Confirm Account Number:

[Cancel](#)

What's New in Permits Online 4.1 (Industry Members)

Confirm and Submit Payment Information through Pay.gov

Permits Online Cash Bond

Review and submit payment
* indicates required fields

Agency Tracking ID: PONLCB63030
Payment Amount: \$1500.00
Payment Method: ACH Debit
Account Holder Name: Jane Smith
Account Type: Business Checking
Routing Number: 042000424
Account Number: *****5678

Authorization and Disclosure Statement: Authorization and Disclosure--Consumers and Businesses
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service.

agree to the Pay.gov authorization and disclosure statement.

[Previous](#) [Cancel](#) **Submit**

► **Note:** Select the **Submit** button only ONCE to confirm and submit the cash bond payment information through Pay.gov or you may disrupt the process and need to repeat the steps from scratch.

Record Submittal Confirmation in Permits Online

Home Alcohol Permits & Registrations Tobacco Permits & Firearms Registration

Create a New Application | Search Your Applications

Application for New Winery Operation

1 2 Application Information 3 Business Information 4 Review and Submit 5 Cash Bond Amount 6 Record Submittal

Step 6 : Record Submittal

You have successfully submitted a Permits Online application and/or a bond payment to TTB, Please ensure you have attached all required supporting documentation to your application.

TTB will consider your application abandoned after fifteen business days if all required supporting documents are not received.

- **Application Summary Report** – You may now access the Application Summary Report in Permits Online. The Application Summary Report is a record summary report for original and amendment applications and includes the following information:
 - Application Tracking Number
 - Application Type

What's New in Permits Online 4.1 (Industry Members)

- Application Status
- Application Submitted Date
- EIN
- Company Name
- Premises Address, Contact, and Phone Number
- Application Contact
- Business Headquarters
- Mailing Address
- Application Information
- Application Specific Information Table (ASIT) Information

► **Note:** The Application Summary Report does not display any fields which do not contain values.

Select the [Application Summary](#) link from the Reports menu to display the report in PDF format (in a separate browser window or tab).

Display the Application Summary Report

The screenshot shows the user interface of the Permits Online 4.1 system. At the top right, there are links for [Account](#) | [Logout](#) and [Management](#). Below these is a dropdown menu for [Reports \(16\)](#). The dropdown menu is open, displaying a list of report categories and their corresponding codes. The 'Application Summary' link is circled in red. The list includes:

- Application Data Detail
- [Application Summary](#)
- TTB F5000.18 Change of Bond
- TTB F5000.18 Change of Bond Winery
- TTB F5000.29 Environmental Information
- TTB F5000.30 Water Quality
- TTB F5000.8 Power of Attorney
- TTB F5100.1 Signing Authority
- TTB F5100.16 Transfer in Bond
- TTB F5110.56 Distilled Spirits Bond
- TTB F5120.25 Winery Registration
- TTB F5120.36 Wine Bond
- TTB F5130.22 Brewer's Bond
- TTB F5130.23 Brewer's Bond Continuation
- Certificat
- TTB F5130.25 Brewer's Collateral Bond
- TTB F5130.27 Brewer's Collateral Bond Cont.
- Cert.

On the left side of the interface, there are tabs for 'trations' and 'Tobacco Permits & Firearm'. Below the tabs, there are links for [Create a New Application](#) | [Search Your Applicati](#).

What's New in Permits Online 4.1 (Industry Members)

Application Summary Report

<u>Industry Member Information</u>		Report Date : 17-NOV-14 10:30 AM
Original Application Tracking Number: WN-2014-00950	Application Type: Application for New Winery Operation	Original Application Submitted Date: 11/17/2014
Application Status: Received	EIN: 99-9999999	
Company Name: TTB	Premises Street Num and Direction: 1310	
Premises Street Name: G	Premise Suffix: ST	
Premises City: Washington	Premises State & Zip: DC 20005	
PREMISE CONTACT : Anna Sari	PREMISE PHONE NUMBER 2024532000	
<u>Application Contact</u>		
Full Name: Anna Sari	Business Name: TTB	
Address/City/State/Zip: 1310 G Street	Washington DC 20005	
Phone/Fax: 202-453-2000	Email: anna.sari@ttb.gov	
<u>Business Headquarters</u>		
Full Name:	Business Name: TTB	
Address/City/State/Zip: 1310 G Street	Washington DC 20005	
Phone/Fax: 202-453-2000	Email: anna.sari@ttb.gov	
<u>Mailing Address</u>		
Full Name: Anna Sari	Business Name: TTB	
Address/City/State/Zip: 1310 G Street	Washington DC 20005	
Phone/Fax: 202-453-2000	Email: anna.sari@ttb.gov	
<u>APPLICATION INFORMATION</u>		
** SENSITIVE BUT UNCLASSIFIED ** FOR OFFICIAL USE ONLY		Page 1 of 4

- **Permits Online Help Update** – You have updates to system messages and help throughout Permits Online to better assist you with the application process. For example, you are now prompted with the following notice when you add Officer/Ownership information to an application in Permits Online:

Important!! Ownership percentage should equal 100%. Select "Add a Row" to enter additional individuals, companies and/or trusts.

What's New in Permits Online 4.1 (Industry Members)

Officer/Ownership Information System Message Update

OFFICER/OWNERSHIP INFORMATION

Important!! Ownership percentage should equal 100%. Select "Add a Row" to enter additional individuals, companies and/or trusts.

This information must be provided for every stockholder holding 10% or more, Sole Proprietor, Partner, Officer, Director, Trustee, Member and/or Managing Member as well as for any Company or Trust holding ownership in the Company.

* How is Officer/Owner Info Submitted?: You must enter at least one Owner or Officer	Officer/Owner Info Tracking No.: ?	* Officer/Owner Classification:
--Select--	<input type="text"/>	--Select--
EIN:	First Name:	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name:	Suffix:	Email Address:
<input type="text"/>	--Select--	<input type="text"/>
Primary Title: ?	List Additional Titles:	Title if Other: ?
--Select--	<input type="text"/>	<input type="text"/>
* Description of Duties or Relation to the Proposed Operation:	Company Name:	Trust Name: ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Percent Voting-Stock-Interest: ?	* Investment in Business:	* Financial Institution: Name, City and State: ?
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Privacy Act Statement Update** – You may now view the following updated Privacy Act Statement in the Permits Online Login and Registration pages:

TTB Privacy Act Notice

We provide this information to comply with Sections 3 and 7(b) 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., Section 4222; 26 U.S.C. 5171(b), 5173, 5271(b), 5272, 5354, 5356, 5401, 5401(a), 5502(b), 5511(3), 5711 and 5712; 27 U.S.C. 204(c). You must disclose this information to engage in any of the businesses regulated pursuant to the above described statutes.

2. What is the purpose for this information collection?

You give this information to enable TTB to determine your eligibility, suitability, and/or qualifications to engage in a business regulated by TTB.

3. How does TTB routinely use this information?

We use this information to make determinations for the purposes described in paragraph 2. Also, we may disclose the information to other Federal, State, foreign, and local law enforcement, or regulatory agency personnel to verify information in your application where such disclosure is not prohibited by law.

We may disclose the information to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law.

What's New in Permits Online 4.1 (Industry Members)

Finally, we may disclose the information to members of the public to verify information in your application where such disclosure is not prohibited by law.

4. What happens if I do not supply the information TTB requests?

If you do not supply complete information, we may be prevented from making an informed judgment as described above. If you fail to supply the necessary information it may cause us to delay, deny or disapprove your application.

5. How might TTB disclose my Employer Identification Number (EIN) or Social Security Number (SSN)?

Pursuant to the statutes above, we are authorized to solicit this information. We use these numbers to identify an individual or business. Your disclosure of these numbers is voluntary. If you do not supply these numbers, your application may be delayed.

Privacy Act Statement Update (Login)

The screenshot shows a web page with a sidebar on the left and a main content area on the right. The sidebar contains a "WARNING!" section with text about unauthorized use of the system and a link for "Privacy Act Statement" circled in red. The main content area features a "TTB Privacy Act Notice:" section with five numbered points. A red arrow points from the circled link in the sidebar to the first point of the notice.

online, 24 hours a day, 7 days a week, convenient, and interactive e-government [application types](#) currently available.

To use any of the services we provide, you must be registered for your account; you cannot do so if you do not have an account, please create one to get started. To contact us about the Permits Online system, please call 1-800-848-8888.

Each user must obtain an individual login ID to be shared with anyone.

The **sharing** of your Permit Information is **strictly prohibited**. Such sharing is prohibited by the Privacy Act of 1974 (5 U.S.C. 552a(e)(3)).

WARNING!
THIS SYSTEM IS THE PROPERTY OF THE U.S. DEPARTMENT OF THE TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE SYSTEM WILL MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM STORED WITHIN THE SYSTEM. BY AGREEING TO ABIDE BY THE TERMS OF THIS NOTICE, YOU AGREE TO SUCH MONITORING, RECORDING, ENFORCEMENT AND OTHER PURPOSES. YOUR PRIVACY WHILE USING THIS SYSTEM IS PROTECTED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a(e)(3)).

[Privacy Act Statement](#) [Privacy Information](#)

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Home Alcohol Permits

Permits Online Account Registration

You will be asked for the following information:

- Choose a user name and password
- Provide Personal and Company Information

Please review and accept the terms and conditions of the Permits Online system by clicking the links below to review the entire Privacy Policy.

[Privacy Act Statement](#) [Paperwork Reduction Act](#)

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I have read and accepted the above terms and conditions.

[Continue Registration >>](#)

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