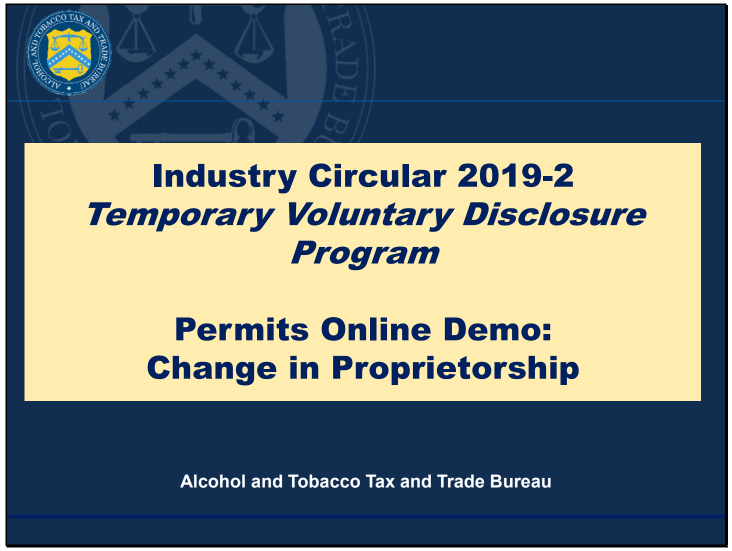
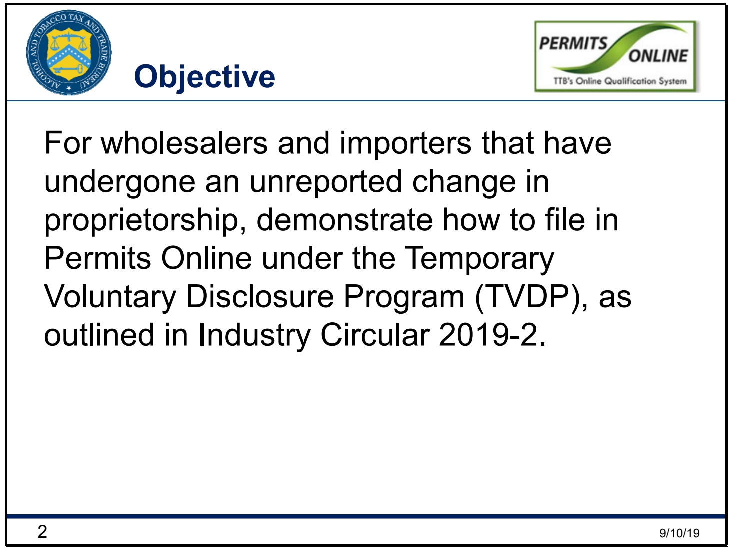
Slide 1



V1: Hi everyone, and thank you for joining our Permits Online presentation for submitting your temporary voluntary disclosure program, or TVDP, applications, per Industry Circular 2019-2.

Slide 2



V2: In this presentation, we’re going to show you how to submit the documentation needed under the temporary voluntary disclosure program for a change in proprietorship.

Slide 3

Objective

Follow the Industry Circular 2019-2 Temporary Voluntary Disclosure Program (TVDP) requirements to:

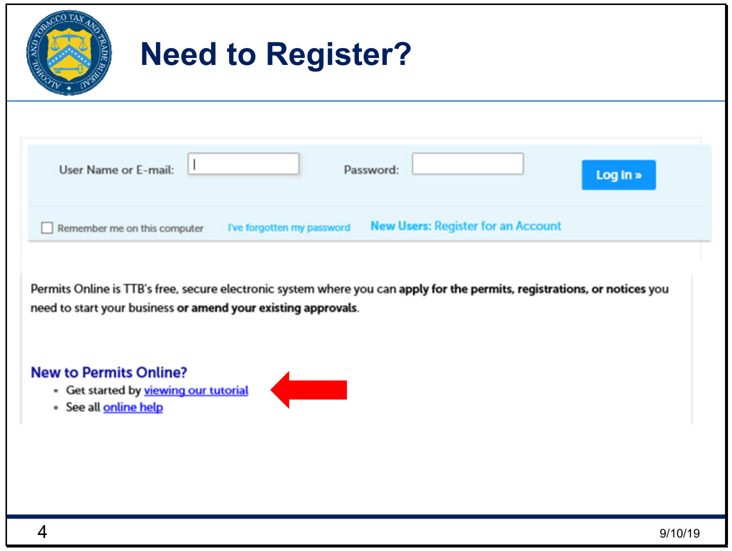
- Create a new application for a Change in Proprietorship through Permits Online

3

9/10/19

V2: Today we're going to show you how to file an application for a new permit for a Change in Proprietorship following the TVDP requirements as outlined in Industry Circular 2019-2.

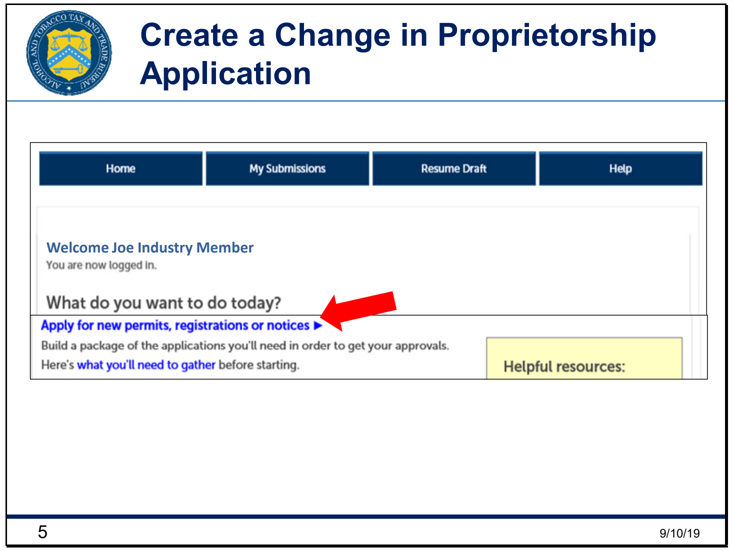
Slide 4



V1: If you are new to Permits Online and need help registering for an account, please click the "***viewing our tutorial***" link on the Permits Online login page, and visit Part Two of the tutorial.

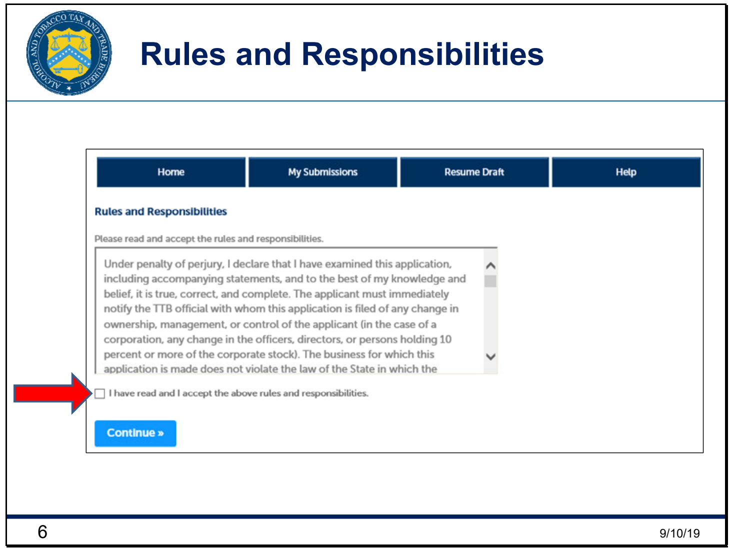
V2: The rest of this presentation will help you navigate the screens you'll see when you're logged into Permits Online.

Slide 5



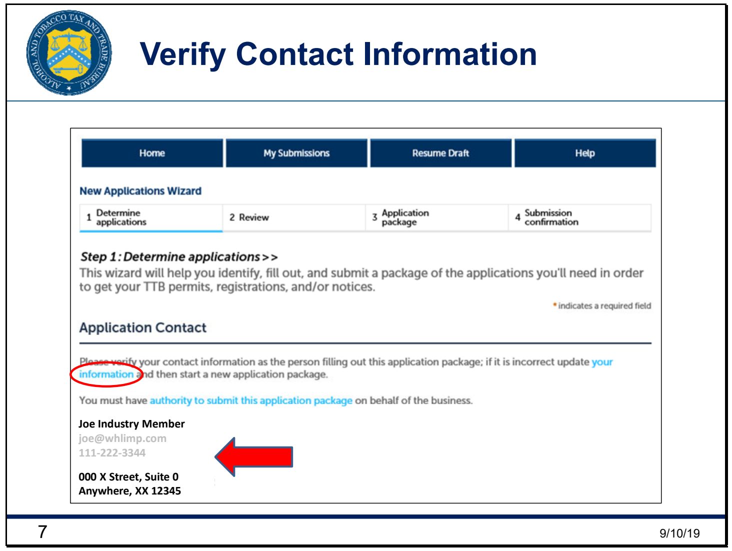
V1: A Change in Proprietorship requires a new application. So, select ***Apply for new permits, registrations or notices*** from the Permits Online home screen. This will take you to the *New Applications Wizard*.

Slide 6



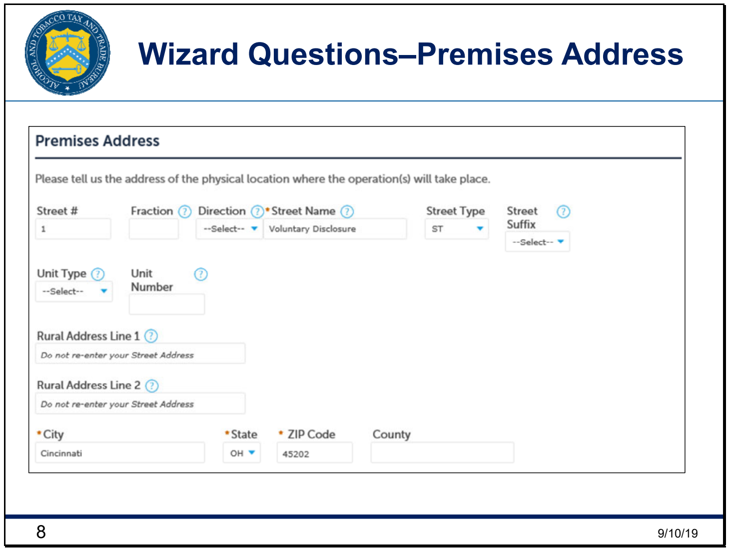
V2: Read the Rules and Responsibilities text box, and then select and accept them by marking the indicated box, and then click ***Continue***.

Slide 7



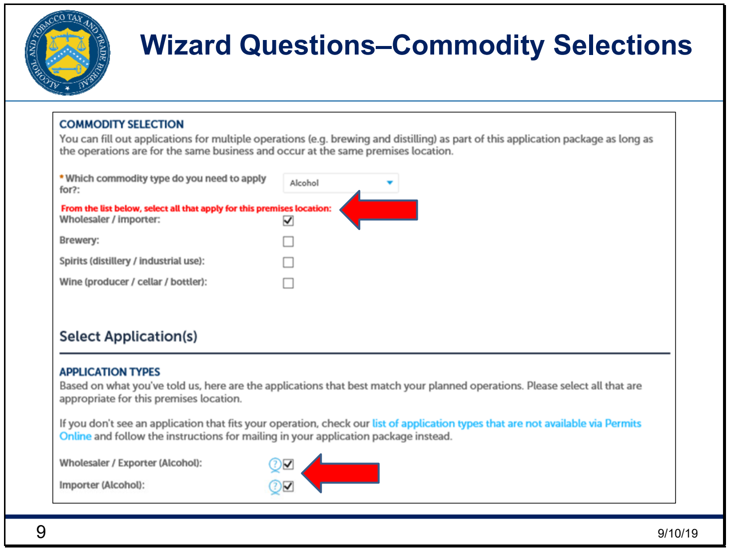
V1: Next, double check your contact information, indicated by our arrow. If you notice that it's incorrect, click the blue ***your information*** link we circled to edit the information. Note that if you do have to change your contact information, you'll have to exit the New Applications Wizard to do so, and will need to begin the wizard again after you make the necessary edits. If you can verify your contact information is correct, scroll down to the next section.

Slide 8



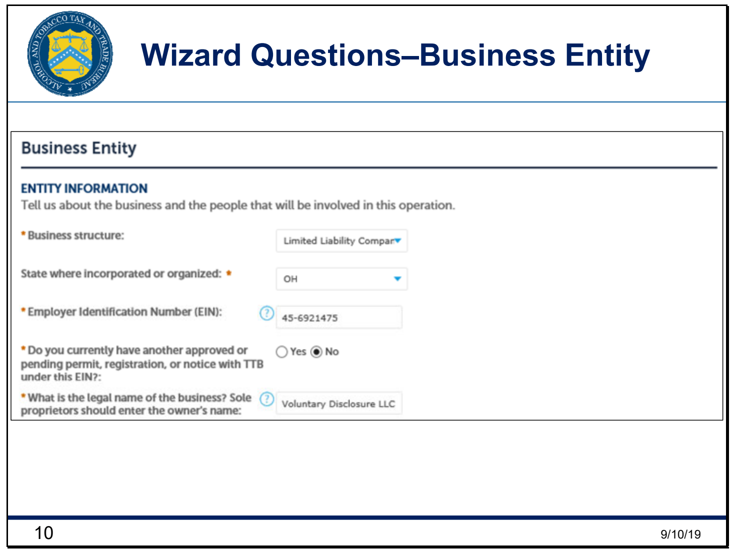
V2: Here you will enter the address of the physical location where the operations will take place. After entering your premises address, scroll down to the next section.

Slide 9



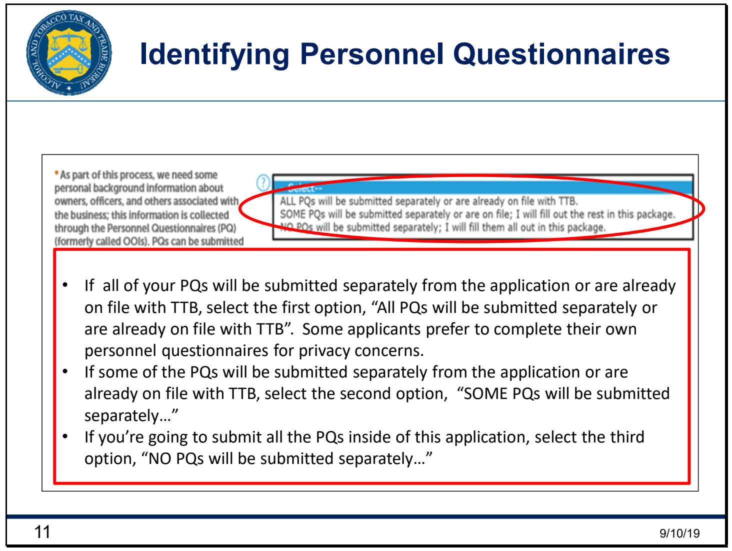
V1: Mark the first box, ***Wholesaler/Importer***. Scroll down to the next section, *Application Types*, and mark one or both of the Application Types you need to submit.

Slide 10



V1: Enter the information about your business in the boxes here.

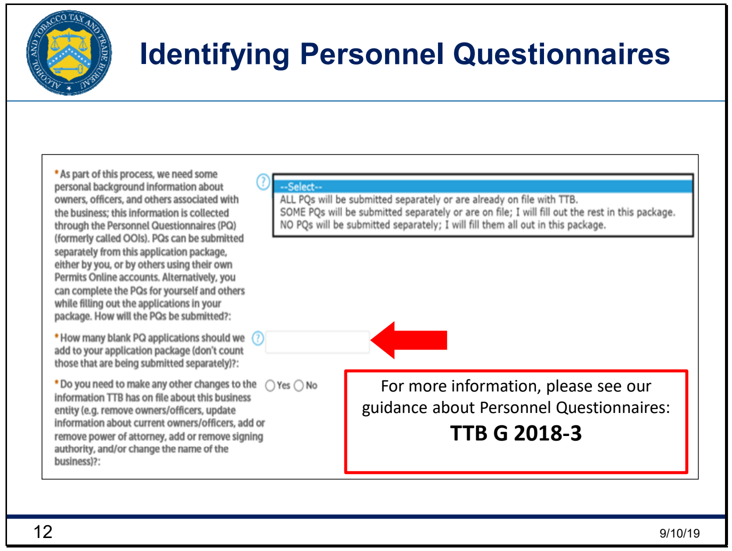
Slide 11



V2: On this screen you will decide how to submit your personnel questionnaires, that we'll call "PQs." Look at the first drop-down box we've circled, and follow these directions to highlight your selection:

- If all of your PQs will be submitted separately from the application or are already on file with TTB, select the first option, "All PQs will be submitted separately or are already on file with TTB". Some applicants prefer to complete their own personnel questionnaires for privacy concerns.
- If some of the PQs will be submitted separately from the application or are already on file with TTB, select the second option, "SOME PQs will be submitted separately…"
- If you're going to submit all the PQs inside of this application, select the third option, "NO PQs will be submitted separately…"

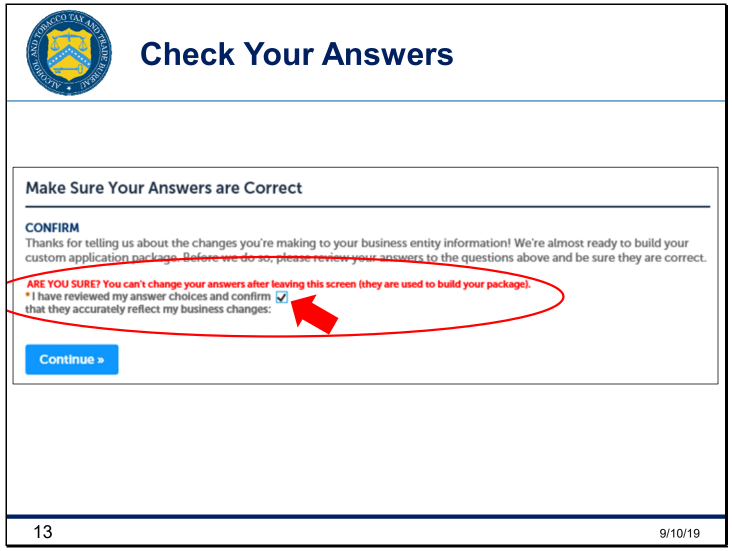
Slide 12



V1: Then, in the area we've indicated with an arrow, make sure you list the correct number of PQs for the question, "How many blank PQ applications should we add…" – it's important to do this because the wizard will create PQ applications in your package based on the number you provide here. If you list too many or not enough, you'll need to start the amendment wizard all over again to get the correct amount. PQs already on file with TTB and PQs that you plan to submit separately do not count toward this number.

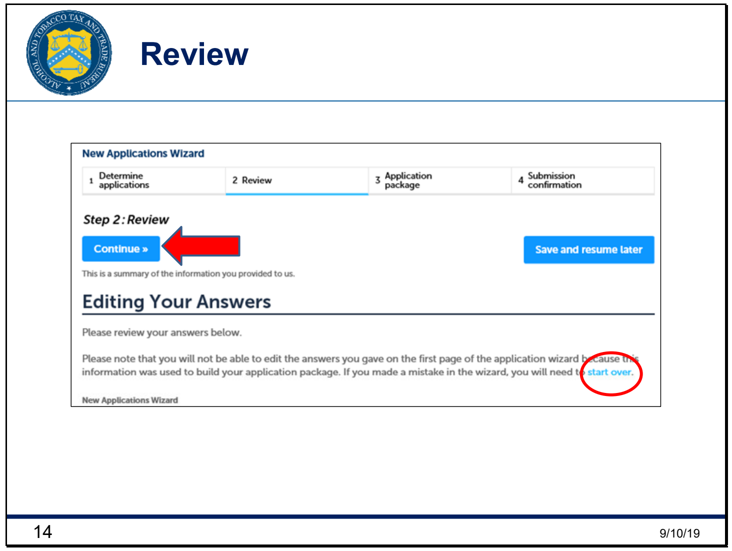
V2: If you need additional information about Personnel Questionnaires, please search for "TTB G 2018-3" on TTB.gov.

Slide 13



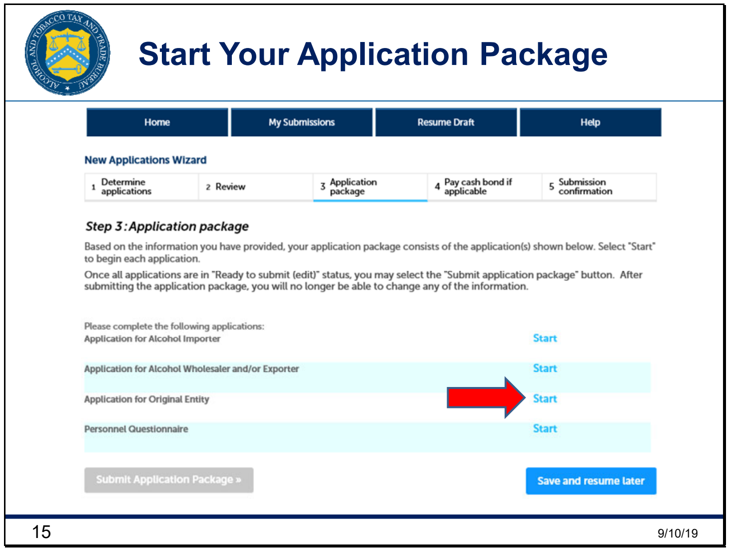
V1: After you complete all the questions and you're at the bottom of the page, you'll get a reminder to check your questions and verify that you've reviewed them and they're accurate. Once you check the ***Confirm*** box, you'll notice a red prompt asking if you're sure. Make sure you ARE sure because you can't change your answers after leaving this screen. This is your last opportunity to make sure you answered all the questions in the wizard correctly. Once you click ***Continue***, the package will be built based on your answers.

Slide 14



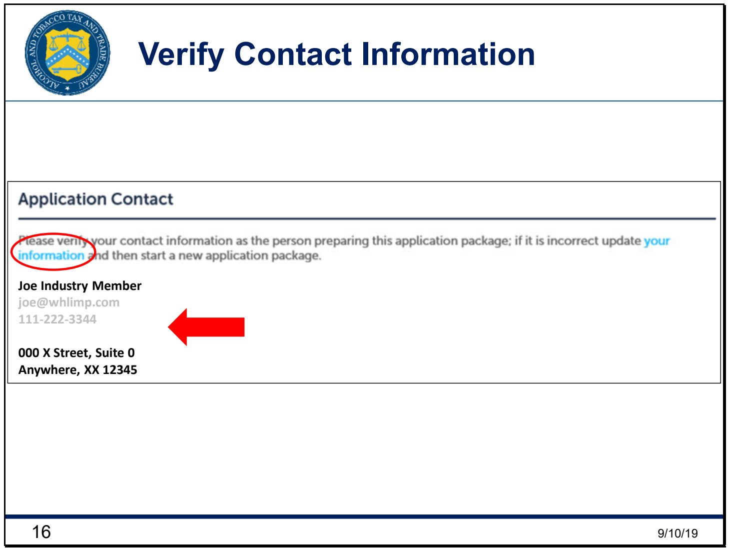
V2: This page allows you to review everything again. It shows you all the questions you were asked, along with the answers you provided. You can't make any corrections at this point. So if your package is incorrect, you'll need to exit by clicking the circled blue ***start over*** link and begin the New Applications Wizard again. If everything is correct, click *Continue*. Unfortunately, users have reported issues with the *Save and resume later* function, and we do not recommend using it at this time.

Slide 15



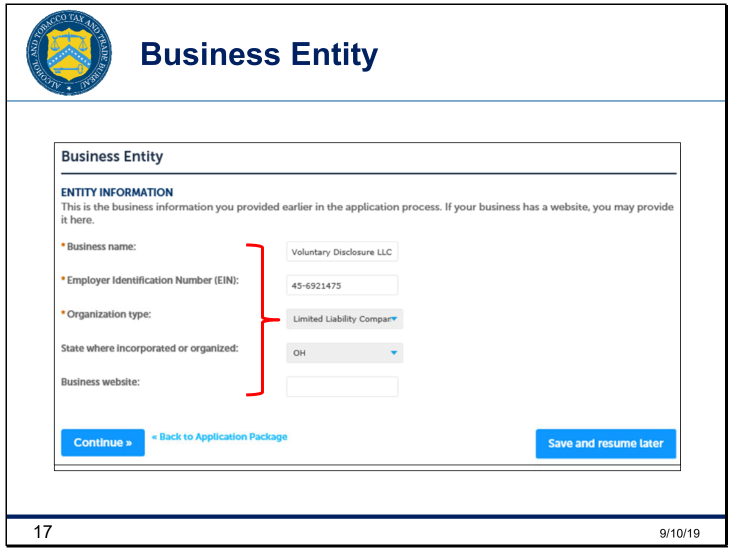
V1: Okay, now the *Application Package* the wizard created based on your answers is ready. Click on the ***Start*** link to begin each application in your package. For the purpose of this presentation, we will begin with the *Application for Original Entity*.

Slide 16



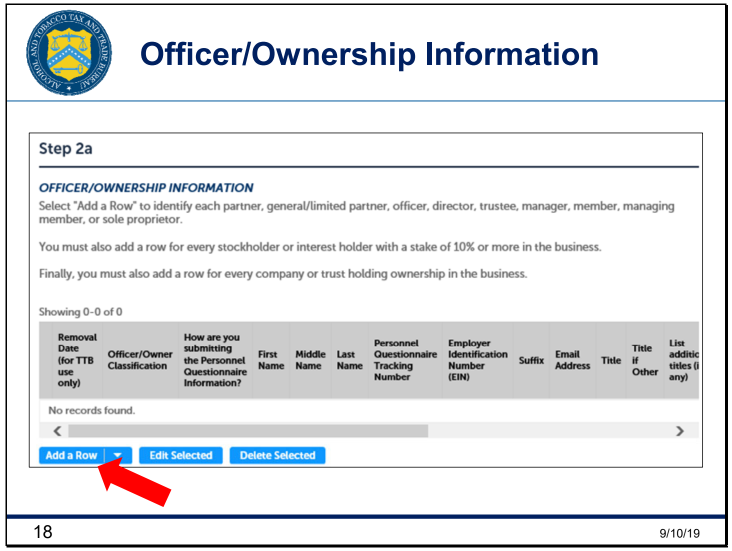
V1: Next, double check your contact information here. If you notice that it's incorrect, click the blue ***your information*** link we circled to edit the information. Note that if you need to change your contact information, you'll have to exit the system to do so, and then log in again after you make the necessary edits. Once you verify your contact information, click ***Continue***.

Slide 17



V1: Here you're going to verify your *Entity Information* and then click ***Continue***.

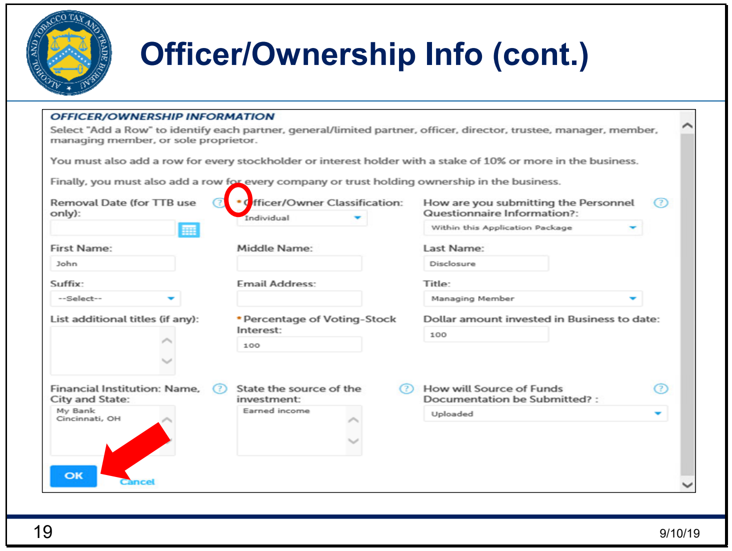
Slide 18



V2: When you get to this section of the Application in Permits Online, you'll see three separate tables. One for *Officer/Ownership Information*, one for *Signing Authority,* and another one for *Power of Attorney*. This screenshot only shows you the Officer/Ownership Information table as an example, but each table works the same way to add, remove, or delete any of the information, and they are all located on the same page.

V1: Here you must select ***Add a Row*** to identify the ownership of your business.

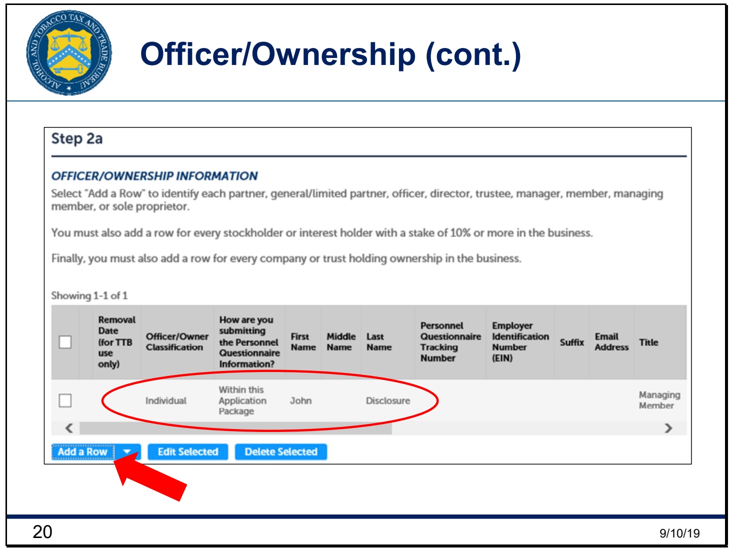
Slide 19



V1: Then you'll get a pop up screen like this. As you begin answering these questions, you'll notice some will disappear and some additional questions will appear based on the answers you provide. Be sure to answer all required fields identified with a red asterisk, like the one circled here.

When you've answered all required questions, click the ***OK*** button to return to the Owner/Officer Table.

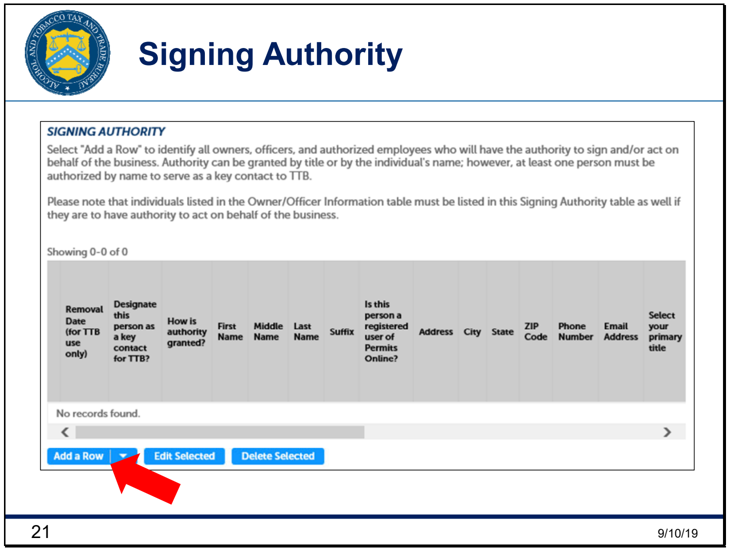
Slide 20



V2: Now you'll see the information you entered in the prior screen here in the *Officer/Ownership Information Table*. If you need to add additional information, click the ***Add a Row*** button as many times as you need to correctly identify the ownership of your business.

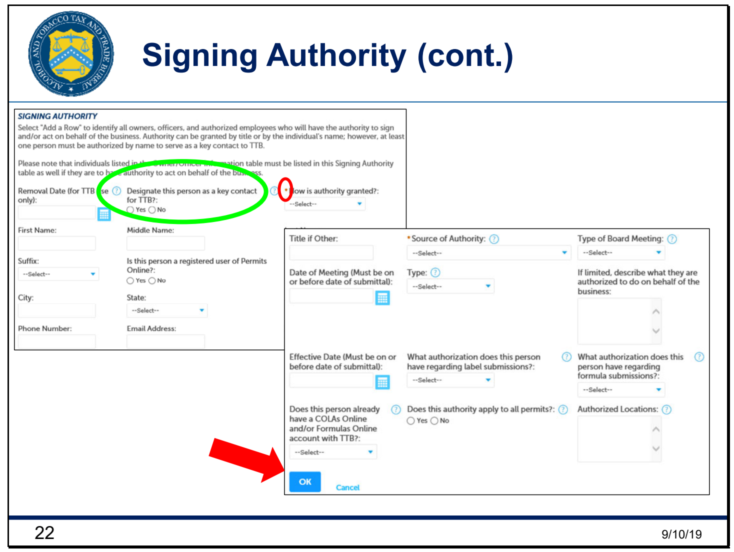
Once this table is complete, scroll down to the next table.

Slide 21



V1: The *Signing Authority Table* allows you to add the individual or individuals that have the ability to sign and act on behalf of the business. Select ***Add a Row*** to begin adding this information.

Slide 22



V2: You'll see a pop up screen like this, similar to the *Officer/Ownership Table*. Start answering these questions and again notice that some questions will appear or disappear based on your answers. Later in the application process, you'll have to upload the document that is assigning the signing authority to each of the individuals listed in this table. So, be sure to answer all required fields identified with a red asterisk, indicated here with a small red circle.

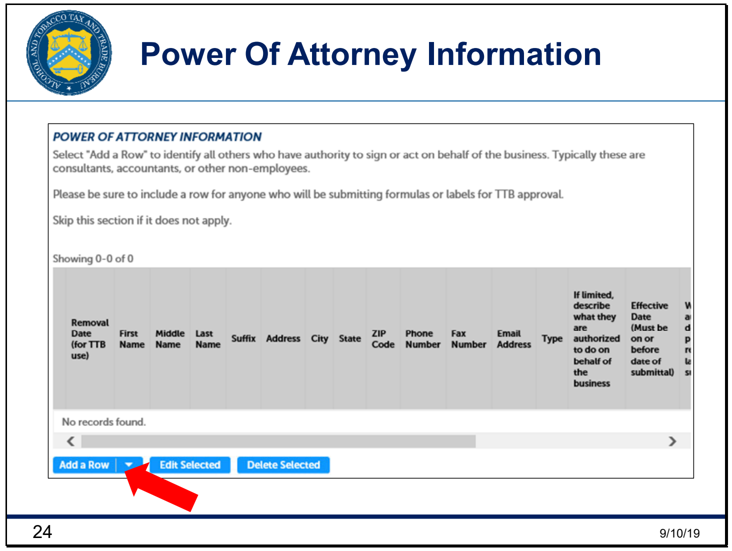
Note that you'll be required to list at least one individual in this table and at least one of the individuals listed must be designated as a key contact for TTB, shown here with a big green circle.

When you have answered all required questions, click the ***OK*** button to return to the *Signing Authority Table*.

V1: Here, you'll see the information you entered in the prior screen for the *Signing Authority Table*. If you need to add additional information, click the ***Add a Row*** button as many times as you need to correctly identify all individuals having signing authority for your business.

Once this table is complete, scroll down to the next table.

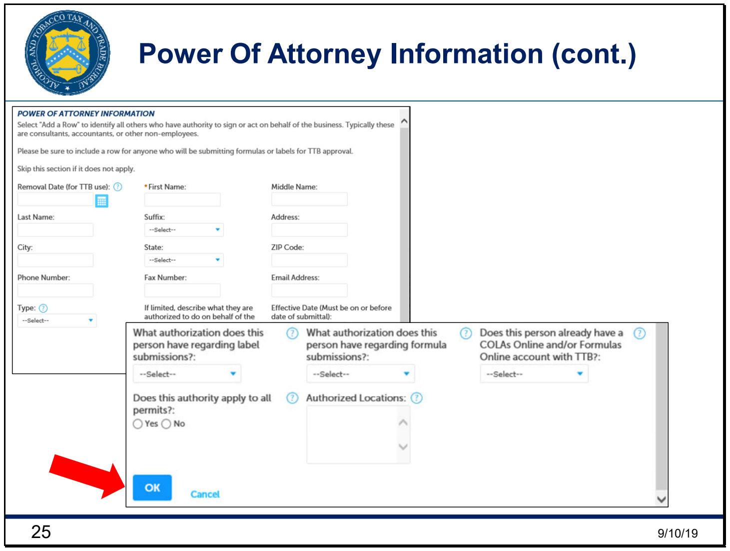
Slide 24



V2: The *Power of Attorney Table* allows you to identify all others you wish to have authority to sign and act on behalf of the business. You're not required to complete this table. If you choose not to assign anyone with Power of Attorney, scroll down to the next table.

If you would like to assign Power of Attorney, select ***Add a Row*** to begin adding this information.

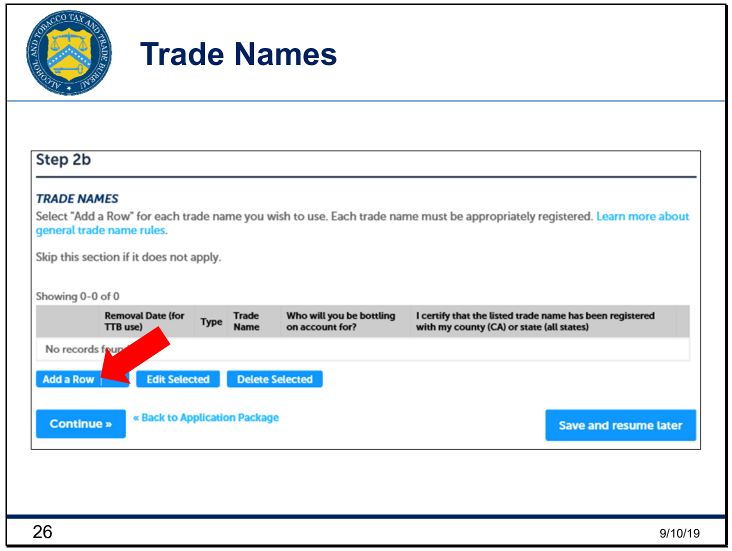
Slide 25



V1: If you clicked the ***Add a Row*** button, a pop-up screen will show you this series of fields to fill in. Be sure to answer all required fields identified with a red asterisk. Later in the application process you'll have to upload the document that is assigning the authority to each of the individuals listed in this table.

When you have answered all required questions, click the ***OK*** button to return to the Power of Attorney Table to review the information you have added, if any.

Slide 26



V2: Now scroll down to the *Trade Name Table*. This table allows you to enter each trade name you wish to use. You may skip this section if it doesn't apply to your business.

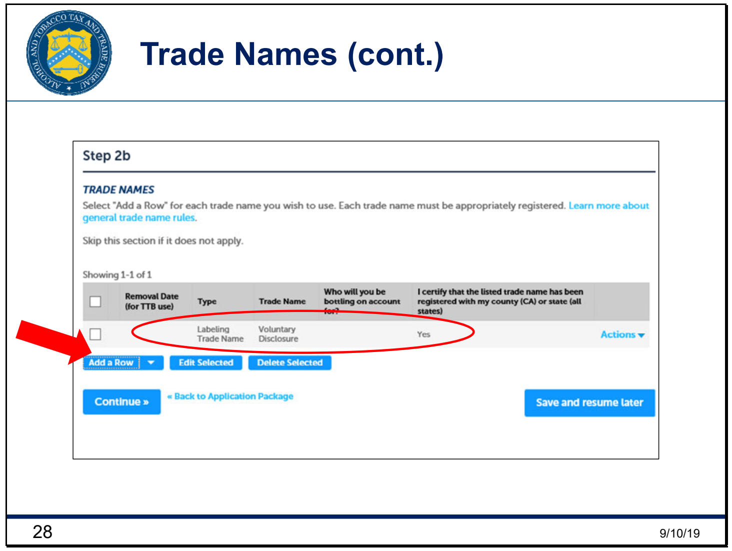
If you would like to add any trade names, select ***Add a Row*** to begin adding this information.

Slide 27

V1: If you clicked on ***Add a Row,*** a pop-up screen like this will come up. Be sure to answer all required fields identified with a red asterisk.

When you have answered all required questions, click the ***OK*** button to return to the *Trade Name Table* to review the information you've added here.

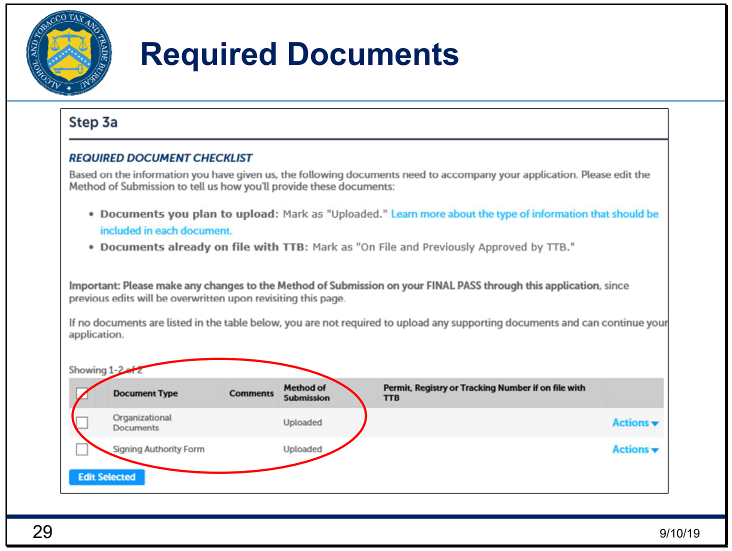
Slide 28



V2: If you added any trade name information in the prior screen, you'll see that information here. Click on ***Add a Row*** as many times as you need to enter all trade names listed on your permit.

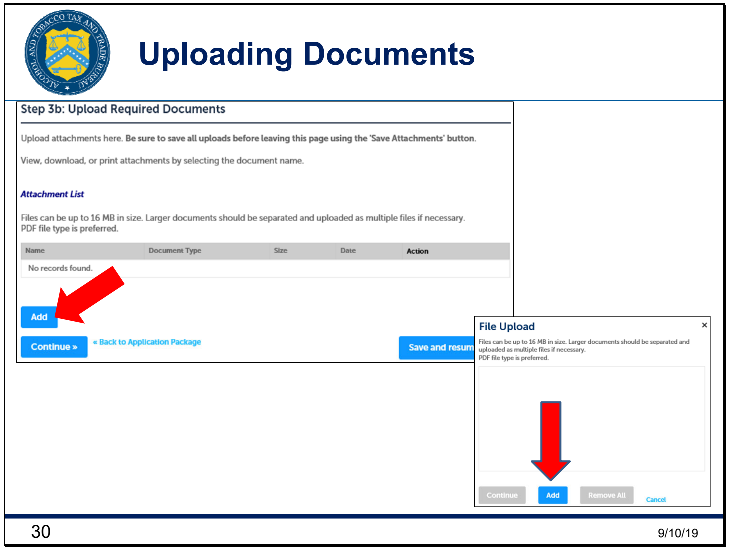
Once this table is complete, click ***Continue***.

Slide 29



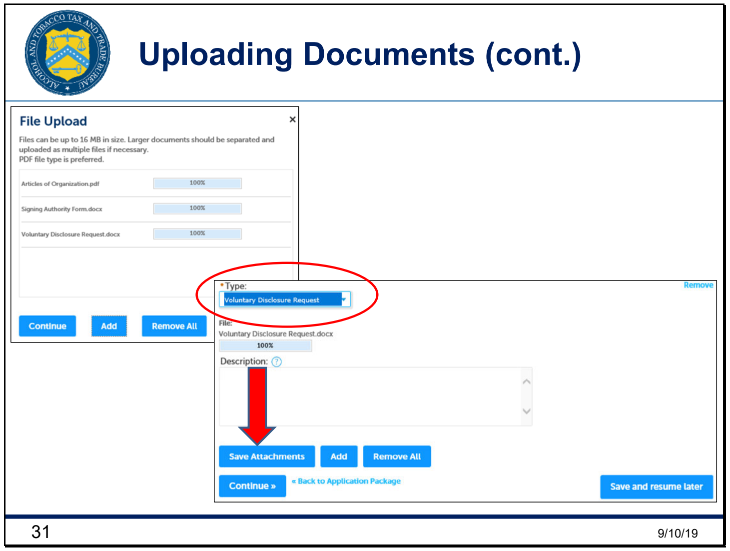
V1: Based on your answers, Permits Online will create a list of *Required Documents* that you'll need to attach to your application. For applications under the Temporary Voluntary Disclosure Program, along with any listed Required Documents, you must also upload your *Request and Certification* letter here. A sample of that letter can be found as Attachment A to Industry Circular 2019-2.

Slide 30



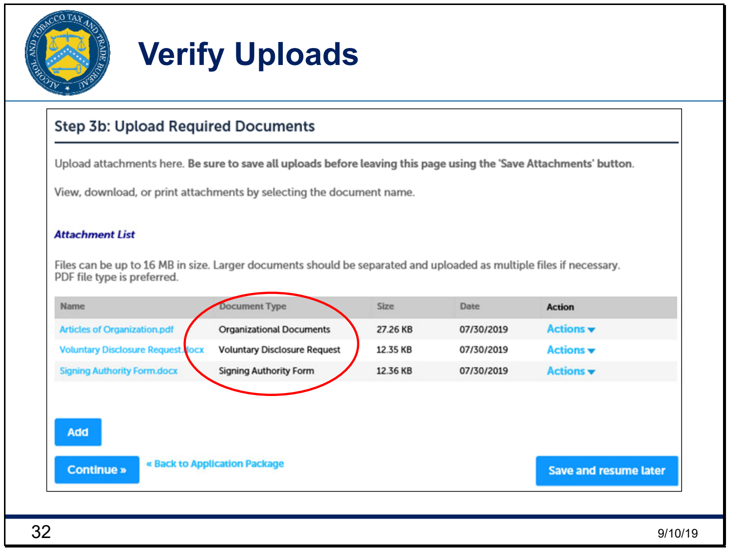
V2: Click the ***Add*** button to browse your computer files to find and attach the required documents.

Slide 31



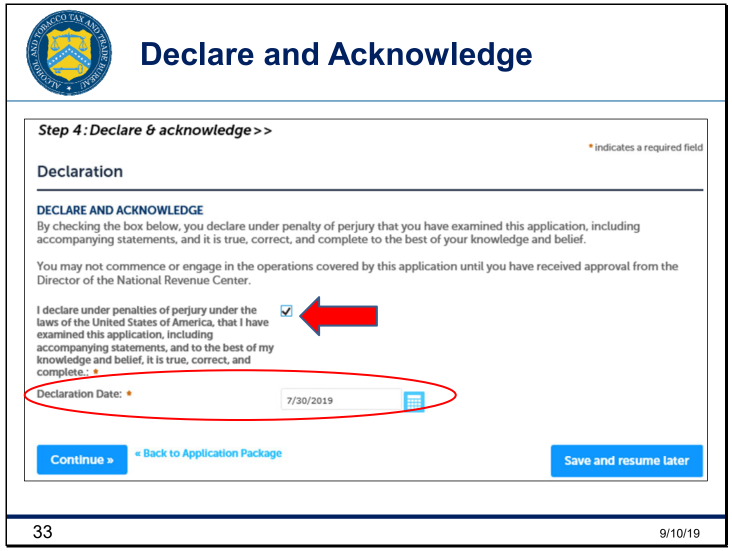
V1: In addition to any listed required documents, don’t forget to upload the *Request and Certification* letter. First, in the *Type* dropdown, select ***Voluntary Disclosure Request*** for the *Request and Certification* letter. Next, once it’s uploaded, click ***Save Attachments***, and then click ***Continue****.*

Slide 32



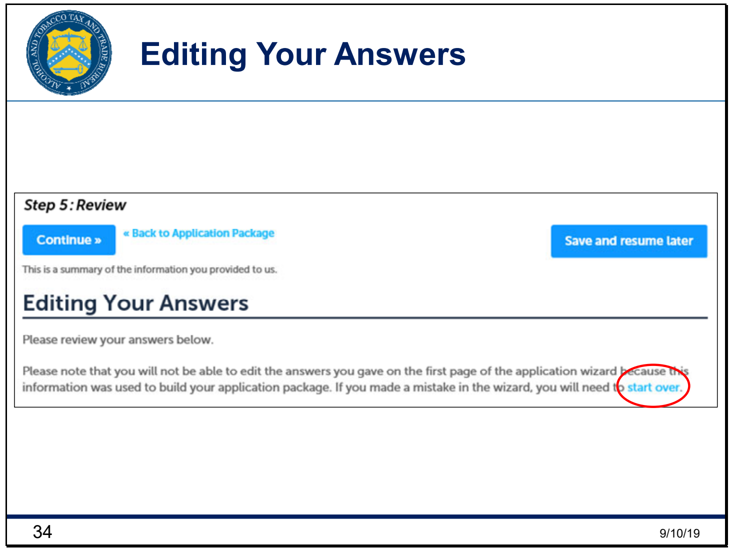
V1: Review the attachment list and verify that your documents were successfully uploaded, including the *Request and Certification* letter. After you verify that you uploaded the documents, click ***Continue***.

Slide 33



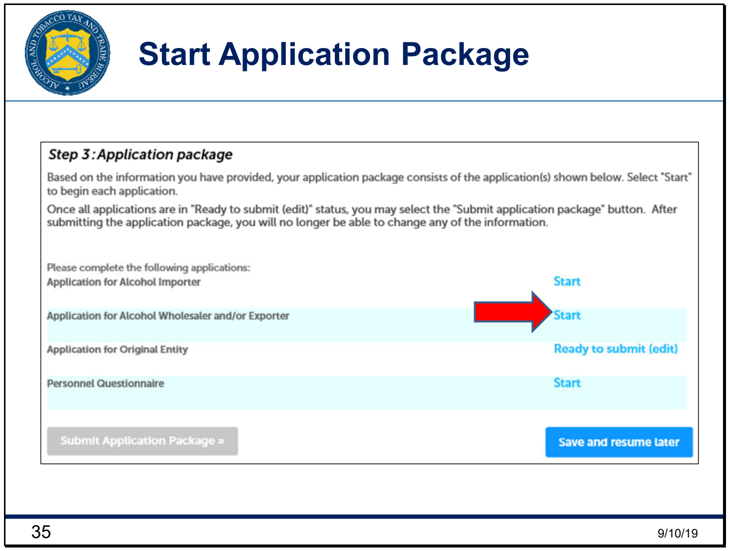
V2: After you read the *Declaration*, acknowledge it by checking the ***Declare and Acknowledge*** box. The *Declaration Date* will populate automatically, then click ***Continue***.

Slide 34



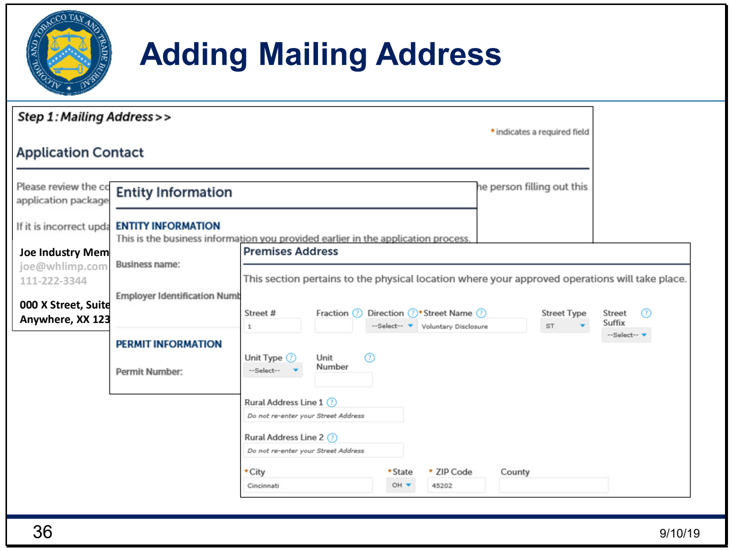
V2: All of your answers will show up on this page. If you notice that you missed something, you can select the ***start over*** link we've circled to add what's missing. If everything is there, click ***Continue***.

Slide 35



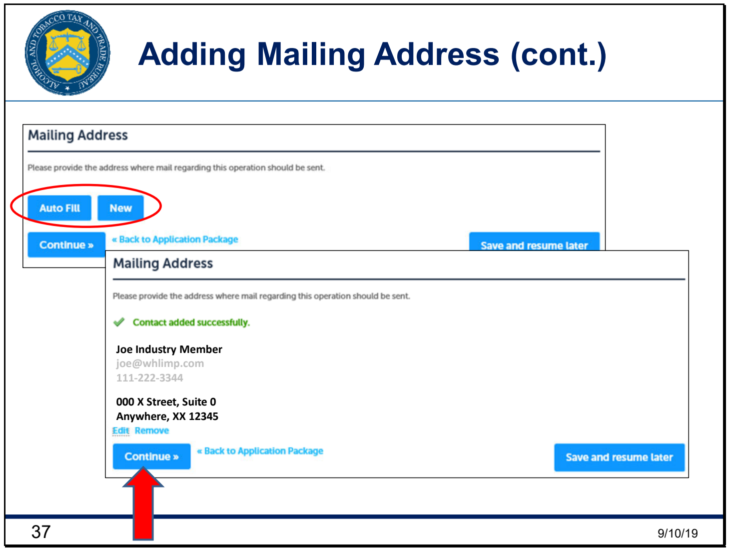
V1: Then you'll come back to your *Application Package*. Begin the next application on your list here by selecting the appropriate ***Start*** link. For the purpose of this presentation, we'll demonstrate the submission of an application as an Alcohol Wholesaler, so we'll select the "Application for Alcohol Wholesaler and/or Exporter."

Slide 36



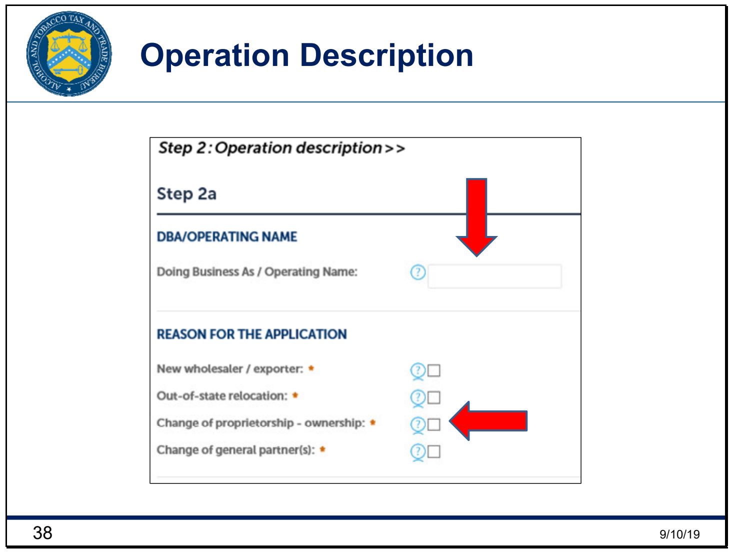
V2: The first three sections you'll see will be completed for you based on the information you entered in the *New Application Wizard*.

Slide 37



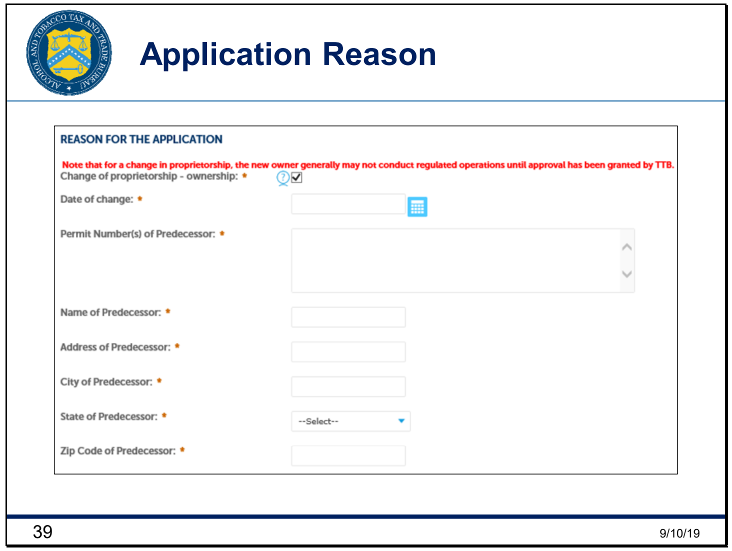
V1: Here, provide your mailing address by clicking the ***Auto Fill*** button, which will pull the information from your *User Profile* that you filled out when you created your account in Permits Online. If the mailing address needs to be different than the address entered in your User Profile, click the ***New*** button to enter the new mailing address. When finished, click ***Continue***.

Slide 38



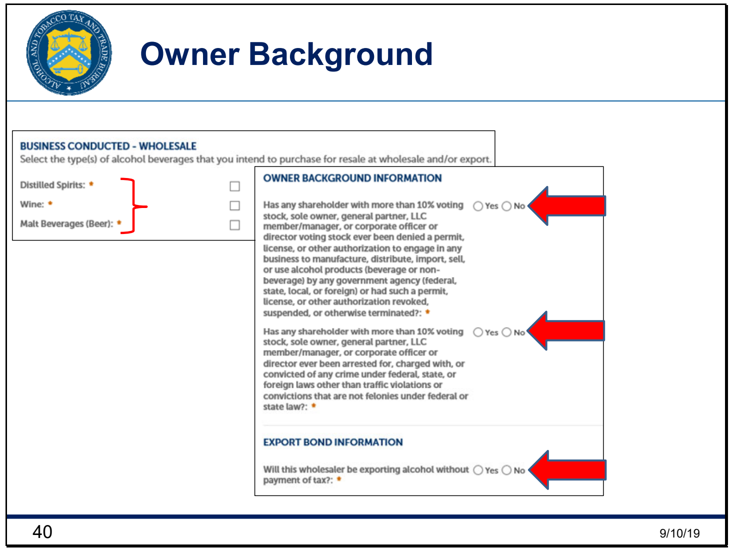
V2: If you need a Doing Business As / Operating Name on your Permit, enter it here. Then, under the *Reason for the Application*, mark the ***Change of proprietorship - ownership*** box.

Slide 39



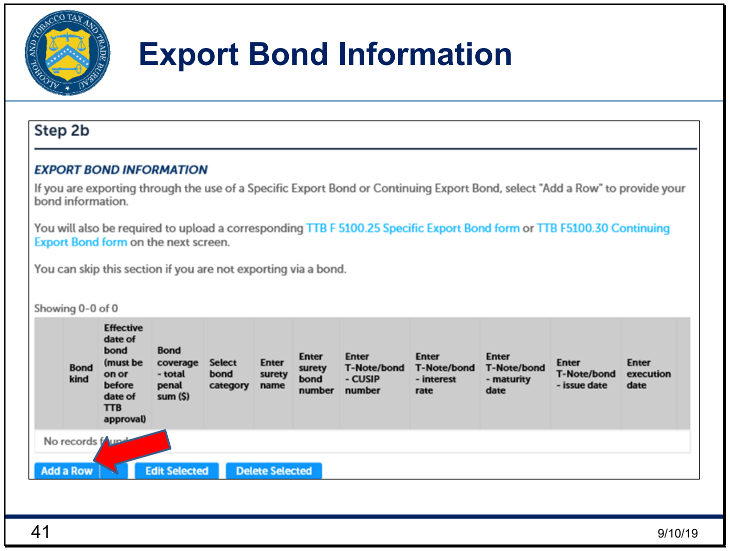
V1: Notice the additional questions that appear after you mark the ***Change of proprietorship – ownership*** box. Answer all the required questions, these appear with red asterisks.

Slide 40



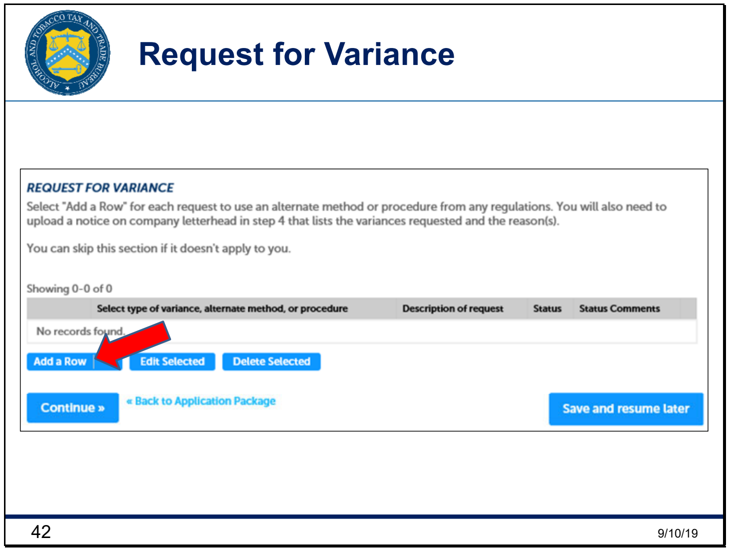
V2: Select the **type(s) of alcohol beverages** you intend to purchase for resale at wholesale and then answer the two ***Owner Background Information*** questions and, if applicable**,** the ***Export Bond Information*** question.

Slide 41



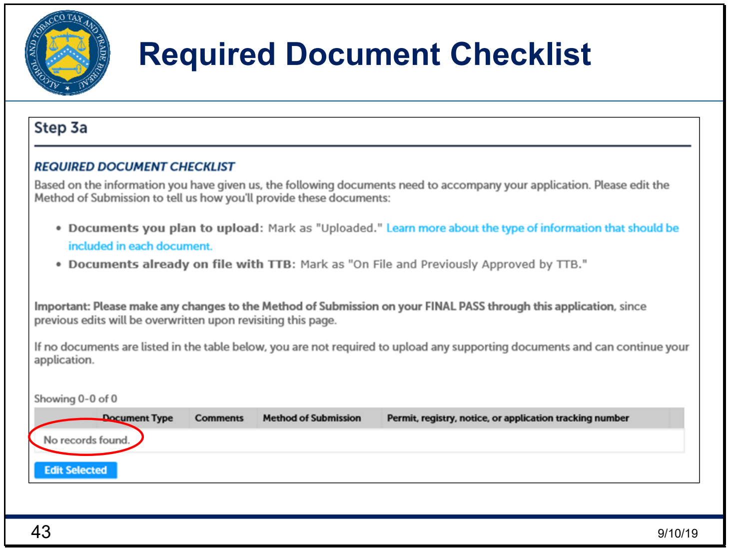
V1: If you answered “yes” to the *Export Bond Information* question, you’ll have to ***Add a Row*** in the *Export Bond Information Table*. If you answered “no,” scroll down to the next table.

Slide 42



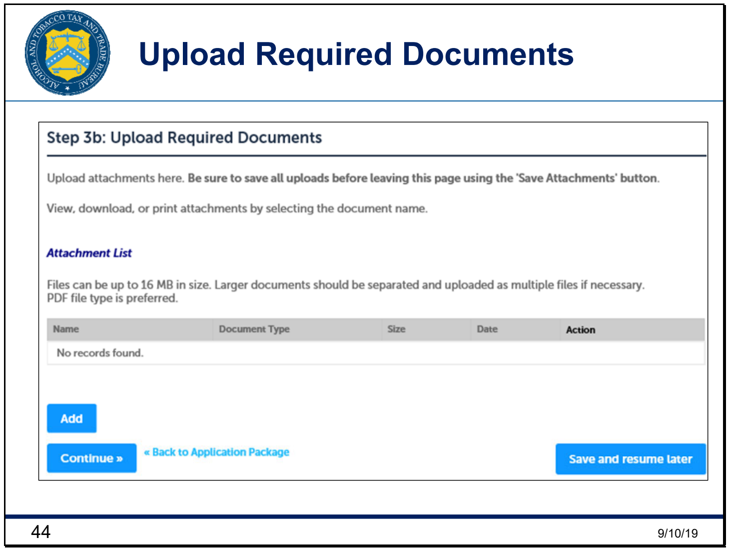
V2: If you need to add a variance request to your application, which isn't that common, you do that in the *Request for Variance Table*. Click ***Add a Row*** to enter the necessary information. If you don't need to add a variance, click ***Continue***.

Slide 43



V1: Based on the answers you've provided, Permits Online will provide a list of documents that you must upload with your application. If all of the required documents are already on file with TTB, you may not be required to upload anything here, which is the case with this demonstration showing *No records found*.

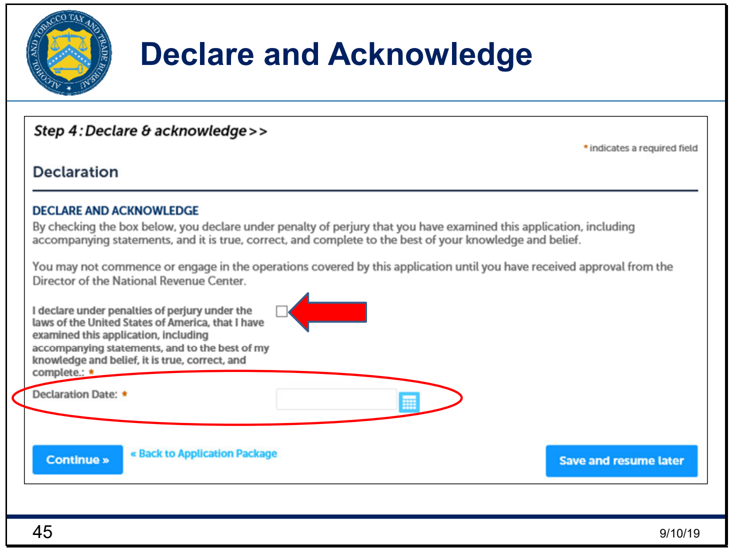
Slide 44



V2: If you have any documents to upload, the same steps we previously described apply here as well.

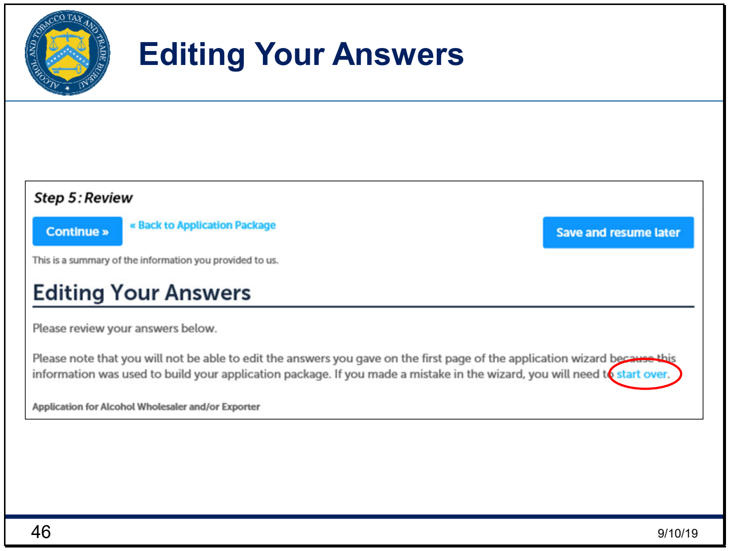
V1: In this demonstration, there are no files that must be uploaded at this stage. We already uploaded the *Request and Certification* letter to the Original Entity application. Therefore, we can click ***Continue***.

Slide 45



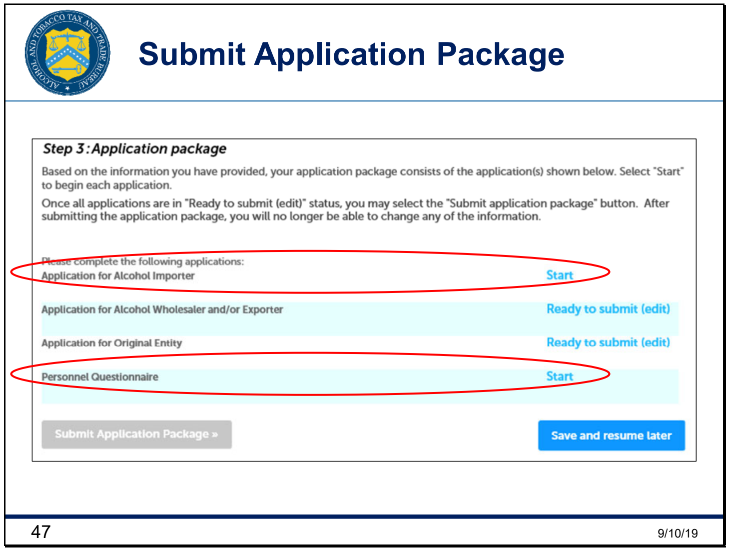
V2: After you read the declaration, acknowledge it by checking the ***Declare and Acknowledge*** box. The *Declaration Date* will populate automatically, then click ***Continue***.

Slide 46



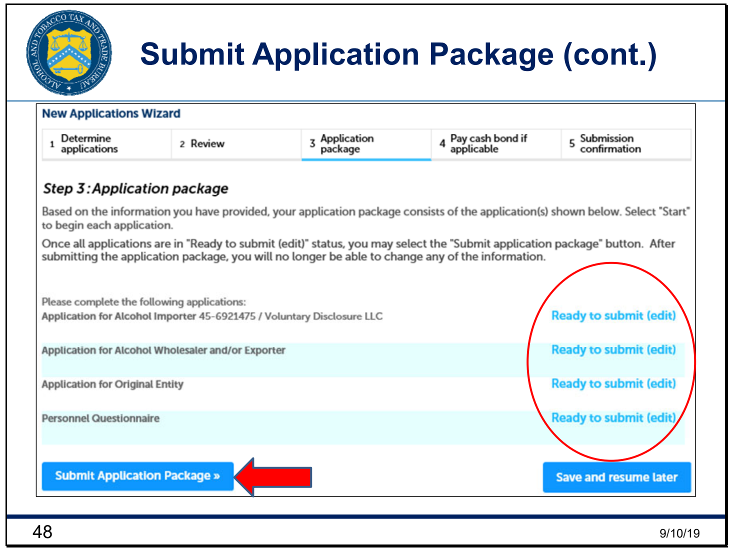
V1: Next, you'll review your answers. If everything is correct, click ***Continue***. If you notice that you missed something, you can select the ***start over*** link we've circled to add what's missing.

Slide 47



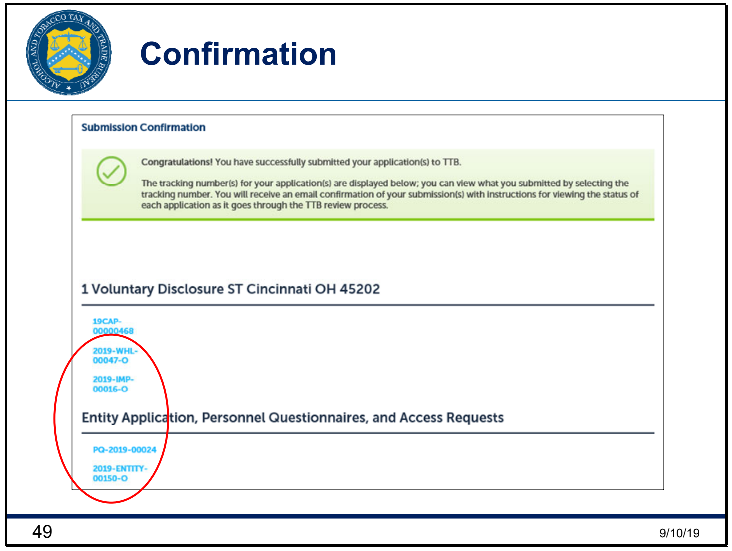
V2: Then, you'll be directed back to your *Application package*. Complete any remaining applications by clicking on the appropriate ***Start*** link.

Slide 48



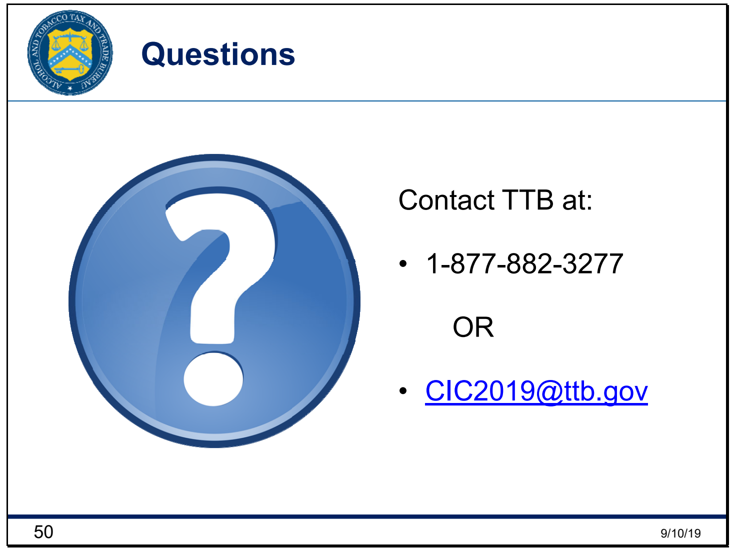
V1: Once all of the applications have been completed, click the ***Submit Application Package*** button. You'll know the applications are all complete when you see a *Ready to submit* status next to each application.

Slide 49



V2: Your submission confirmation window will pop up and your email confirmation will include the Tracking Numbers assigned to your applications.

Slide 50



V1: If you have any questions, please contact us by phone or email and we'll be happy to help you! Good luck and thanks for joining us!