

CREATING AN AMENDMENT WHICH INCLUDES A TABLE

The amendments containing a table are:

- 1.) Add/Remove Trade Name (located under the amended commodity dropdowns)
- 2.) Add/Remove Power of Attorney (located in All Commonly Filed)
- 3.) Add/Remove Signing Authority (located in All Commonly Filed)
- 4.) Add/Remove Variance or Alternate Method (located in All Commonly Filed)
- 5.) Change in Control (located in All Commonly Filed)
- 6.) Change in Officer, Director, Member or Stockholder (located in All Commonly Filed)

Sign into your Permits Online Account:

Click **Search Your Applications**. Locate the tracking number you wish to amend and click the **Create Amendment** link.

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

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

Records

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<input type="checkbox"/>	Date	Tracking Number	Application Type	FIN / Business Name	Perm/Reg/Op	Address	Status	Action
<input type="checkbox"/>	01/06/2015	2015-IMP-00001-O	Alcohol Importer	22-3334444 / wh/imp	OH-I-21032	1 main ST, cincinnati OH 452020000	Approved	Create Amendment

Select the appropriate amendment type.

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

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

Select an Amendment Type

Click here for a [description of amendment application types](#) currently available. For assistance or to apply for an amendment type not listed below please contact TTB at 1-855-TTB-PONL.

Information, your Permits Online session will end two hours after you have signed on or not. If you are not able to complete and submit your application in that time, click on "save and resume later" so your work is not lost.

--Select a Category--

- Amended - All Commonly Filed
- Amended ASP
- Amended Brewery
- Amended SSP
- Amended SSP THA US00V
- Amended THA
- Amended Winery

Add / Remove Wholesaler/Importer Trade Name

Change in Wholesaler/Importer Operations

Change in Wholesaler/Importer Premises Location

[Continue Application >](#)

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

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

Select an Amendment Type

Click here for a [description of amendment application types](#) currently available. For assistance or to apply for an amendment type not listed below please contact TTB at 1-855-TTB-PONL.

IMPORTANT: To protect the security of your information, your Permits Online session will end two hours after you have signed on regardless of whether you are continuously working or not. If you are not able to complete and submit your application in that time, please make sure to save your progress by clicking on "Save and resume later" so your work is not lost.

Amended - All Commonly Filed

- Add / Remove Power of Attorney - Alcohol
- Add / Remove Signing Authority - Alcohol
- Add / Remove Variance or Alternate Method - Alcohol
- Change in Business Name - Alcohol
- Change in Control - Alcohol
- Change in Mailing Address - Alcohol
- Change in Officer, Director, Member, or Stockholder holding ownership of 10% or more - Alcohol
- Change in Premises Address due to USPS - Alcohol
- Export Certificate - Alcohol
- Termination of Business - Alcohol

[Continue Application >](#)

Continue through the application to the amended information table (Amended Ownership Information, Amended Signing Authority Information, Amended Power of Attorney Information...) you need to amend

AMENDED 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.

Showing 1-1 of 1

Action	How is Officer/Owner Info Submitted?	Officer/Owner Info Tracking No.	Officer/Owner Classification	EIN	First Name	Middle Name	Last Name	Suffix	Email Address	Primary Title	List Additional Titles	Title Other	Description of Duties or Relation to the Proposed Operation	Company Name
<input type="checkbox"/> No Change via Permits Online	Electronically	OOI-2015-00001	Individual		John		Doe			Owner/Sole Proprietorship			Owner	

The system will display your current approved information. There are two ways to amend your information.

- 1.) Mark the box before **No Change** and select **Edit Selected**.
- 2.) Scroll to the far right and select **Edit** from the **Actions** dropdown (shown below). Select **Add** or **Delete** from the **Actions** dropdown.
Do not use Delete Selected or make changes to an existing row.

AMENDED 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.

Last Name	Suffix	Email Address	Primary Title	List Additional Titles	Title Other	Description of Duties or Relation to the Proposed Operation	Company Name	Trust Name	Percent Voting-Stock-Interest	Investment in Business	Financial Institution: Name, City and State	Source of Funds (SOF) Description	How is SOF Documentation Submitted?	Actions
oe			Owner/Sole Proprietorship			Owner			100	100	My Bank	Earnings	Uploaded	Actions ▼

Example 1: In this example, we are removing an individual with 100% ownership and replacing them with a trust also holding 100% ownership.

When you follow steps 1 & 2 above, the following window will appear:

AMENDED 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.

Action: --Select--
Add
Delete
No Change

How is Officer/Owner Info Submitted?: Electronically via Permit

Officer/Owner Info Tracking No.: OOI-2015-00001

*** Officer/Owner Classification:** Individual

EIN: [Empty]

First Name: John

Middle Name: [Empty]

Last Name: Doe

Suffix: --Select--

Email Address: [Empty]

Primary Title: Owner/Sole Proprietorship

List Additional Titles: [Empty]

Title if Other: [Empty]

Description of Duties or Relation to the Proposed Operation: Owner

Company Name: [Empty]

Trust Name: [Empty]

*** Percent Voting-Stock-Interest:** 100

Investment in Business: 100

*** Financial Institution: Name, City and State:** My Bank

Source of Funds (SOF) Description: Earnings

*** How is SOF Documentation Submitted?:** Uploaded

If you need to make a change to this info, select **Delete** from the **Action** dropdown, scroll to the bottom of the window and click **Submit**

The record will show as follows:

AMENDED 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.

Showing 1-1 of 1

Action	How is Officer/Owner Info Submitted?	Officer/Owner Info Tracking No.	Officer/Owner Classification	EIN	First Name	Middle Name	Last Name	Suffix	Email Address	Primary Title	List Additional Titles	Title if Other	Description of Duties or Relation to the Proposed Operation	Company Name
<input type="checkbox"/> Delete	Electronically via Permits Online	OOI-2015-00001	Individual		John		Doe			Owner/Sole Proprietorship			Owner	

Buttons: Add a Row, Edit Selected, Delete Selected

Click Add a Row to enter the updated information. Be sure to select Add from the Actions Dropdown.

AMENDED 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.

* Action: **Add** (circled in red) How is Officer/Owner Info Submitted?: Electronically via Permit Officer/Owner Info Tracking No.:* 001-3025-00004

* Officer/Owner Classification: Trust EIN: First Name: Middle Name: Last Name: Suffix: --Select--

Email Address: Primary Title: Manager List Additional Titles:

Title if Other: Description of Duties or Relation to the Proposed Operation: owner Company Name:

Trust Name:* John Doe Revocable Trust * Percent Voting-Stock-Interest: 100 Investment in Business: 1000

* Financial Institution: My Bank Source of Funds (SOF) Description: Earnings * How is SOF Documentation Submitted?: Uploaded

Submit (circled in red) Cancel

Select **Submit**.

The record will show as follows:

AMENDED 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.

Showing 1-2 of 2

Action	How Is Officer/Owner Info Submitted?	Officer/Owner Info Tracking No.	Officer/Owner Classification	EIN	First Name	Middle Name	Last Name	Suffix	Email Address	Primary Title	List Additional Titles	Title if Other	Description of Duties or Relation to the Proposed Operation	Company Name
<input type="checkbox"/> Delete	Electronically via Permits Online	OOI-2015-00001	Individual		John		Doe			Owner/Sole Proprietorship			owner	
<input checked="" type="checkbox"/> Add	Electronically via Permits Online	OOI-3025-00004	Trust							Manager			owner	

Add a Row (circled in red) Edit Selected Delete Selected

Repeat these steps as needed to document the application changes. Continue through the application until completed. You will receive an email with your assigned tracking number once you have submitted the application.

Example 2: In this example, we are changing the percentage of ownership of an existing owner and adding an additional owner.

We have marked the box before **No Change** and clicked **Edit Selected**

AMENDED 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.

Showing 1-1 of 1

<input type="checkbox"/>	Action	How is Officer/Owner Info Submitted?	Officer/Owner Info Tracking No.	Officer/Owner Classification	EIN	First Name	Middle Name	Last Name	Suffix	Email Address	Primary Title	List Additional if Titles	Title Other	Description of Duties or Relation to the Proposed Operation	Company Name
<input type="checkbox"/>	No Change via Permits Online	Electronically	OOI-2015-00001	Individual		John		Doe			Owner/Sole Proprietorship			OWNER	

From the **Action** dropdown we selected **Delete** – to remove John Doe with 100% of ownership.

Online

POWER OF ATTORNEY INFO
 v" for each non-employee of the company you are granting the authority to sign or act on your behalf.
 delete Selected" button to remove an existing line item. The "Delete Selected" button should be used ONLY to abort unintended data entry.
 e "Edit Selected" button and then the "Delete" option found under the Action drop down to remove an existing line item.

tvoid(0);

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We then clicked **Add a Row** and selected **Add 2 Rows** to add John Doe with 50% and Jane Doe with 50% of ownership.

Following is the result.

AMENDED OWNERSHIP INFORMATION
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<input type="checkbox"/>	Action	How is Officer/Owner Info Submitted?	Officer/Owner Info Tracking No.	Officer/Owner Classification	EIN	First Name	Middle Name	Last Name	Suffix	Email Address	Primary Title	List Additional if Titles	Title Other	Description of Duties or Relation to the Proposed Operation	Company Name	Percent / Trust Voting-Name Stock-Interest
<input type="checkbox"/>	Delete	Electronically via Permits Online	OOI-2015-00001	Individual		JOHN		DOE			Owner/Sole Proprietorship			OWNER		100
<input type="checkbox"/>	Add	On File with TTB	OOI-2015-00001	Individual		JOHN		DOE			Partner					50
<input type="checkbox"/>	Add	Electronically via Permits Online	OOI-2015-09999	Individual		JANE		DOE			Partner					50

Repeat the step above for all tables needing amendments. Continue through the application until submitted.