



DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
550 Main Street, Suite 8002  
Cincinnati, Ohio 45202

5020210

## WHOLESALE AND IMPORTER (ALCOHOL) INFORMATION

As requested, we are enclosing the necessary forms for your use in applying for a permit to import alcohol products into the United States from a foreign country and a wholesaler's basic permit to sell alcohol products other than what you directly import.

Application for Basic Permit Under the Federal Alcohol Administration Act, TTB F 5100.24, must be completed following the instructions attached to the form.

The application and supporting documents must be signed by someone with authority to do so. Where signature authority is granted by the bylaws, a resolution of your board of directors, partnership or operating agreement, or otherwise, submit two copies of such document; **or** you may submit TTB F 5100.1, Signing Authority for Corporate and LLC Officials, in duplicate.

Where signature authority is NOT granted by the bylaws, a resolution of your board of directors, partnership or operating agreement, or otherwise, submit TTB F 5000.8, Power of Attorney, in duplicate, as evidence of signature authority.

If an individual listed on the application is a citizen of a foreign country, or has lived in a foreign country within the last ten years, please complete Personnel Questionnaire, TTB F 5000.9.

Importers must submit a contract or letter of intent, signed by a foreign supplier.

You must submit a legible photocopy of the Driver's License or official State ID card of the primary contact person who is also an officer, member, manager, partner, or owner.

If the premises to be used for this operation are eligible for the National Register of Historic Places, you should not begin construction or remodeling until you have contacted the State Historic Preservation Officer (see enclosed information).

The alcohol regulations can be found on our website [www.ttb.gov](http://www.ttb.gov). Click on "Code of Federal Regulations" under "Laws & Regulations" in the 'Information by Topic' area and select Part 1 for the basic permit requirements under the FAA, and Part 27 for the regulations to import distilled spirits, wines and malt beverages.

Please provide your daytime telephone number in Item 1 and your email address in Item 15 of the application in the event we need to contact you about your application.

**Providing good contact information plays an important role in helping us process your application more efficiently.**

If you have any questions, please contact this office at 513-684-3337 or 1-877-882-3277.

## NEW WHOLESALER AND IMPORTER (ALCOHOL) APPLICATION CHECKLIST

### *To be filed with the NRC (Cincinnati, Ohio)*

- Application for Basic Permit, TTB F 5100.24
- Signing Authority:
  - Two copies of either your bylaws, a resolution of your board of directors, partnership or operating agreement, or other document as evidence of signature authority; **OR**
  - Signing Authority for Corporate and LLC Officials, TTB F 5100.1; **OR**
  - Power of Attorney, TTB F 5000.8
- Personnel Questionnaire, TTB F 5000.9 (if applicable)
- Contract or Letter of Intent with Foreign Suppliers **for Importer Applications**
- A legible photocopy of the Driver's License or official State ID card of the primary contact person who is also an officer, member, manager, partner, or owner.
- Statement advising that the premises are covered under the National Historical Preservation Act (if applicable)

### *To be filed with IRS*

- Application for Employer Identification Number, Form SS-4