



THE STATE  
*of* **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,  
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

**MEMORANDUM**

TO: Alcoholic Beverage Control Board

DATE: June 2, 2021

FROM: Olivia Frank, OLE

RE: #5951 Swiftwater Wine & Art Co

**Requested Action:** Consideration for a new winery application with a recreational trailer as the proposed licensed premises.

**Statutory Authority:** AS Sec. 04.11.430 (b): "Except for a license authorizing the sale of alcoholic beverages on a common carrier, a specific location shall be indicated on the license or permit as the licensed premises, the principal address of which shall be indicated on the license or permit. The mailing address of a licensee or, if the licensee is a corporation, the address of the registered office of the corporation must be kept current and on file in the main office of the board."

**Staff Rec.:** Consider the applicants proposed premises in accordance with Alaska statutes and regulations and approve the new license with delegation.

**Background:** On February 1<sup>st</sup>, 2021 AMCO received a new winery license application in the Matanuska – Susitna Borough with an unusual proposed premises. In 2018, the board did approve an Airstream trailer as part of a licensed premises for Goldie's AK once the protest was lifted by the City of Fairbanks.

**Attachment:** AB-02  
Email Correspondence  
AB-00  
Alcohol Tobacco and Tax Borough (TTB) Permit



## Alaska Alcoholic Beverage Control Board

**Form AB-02: Premises Diagram****What is this form?**

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

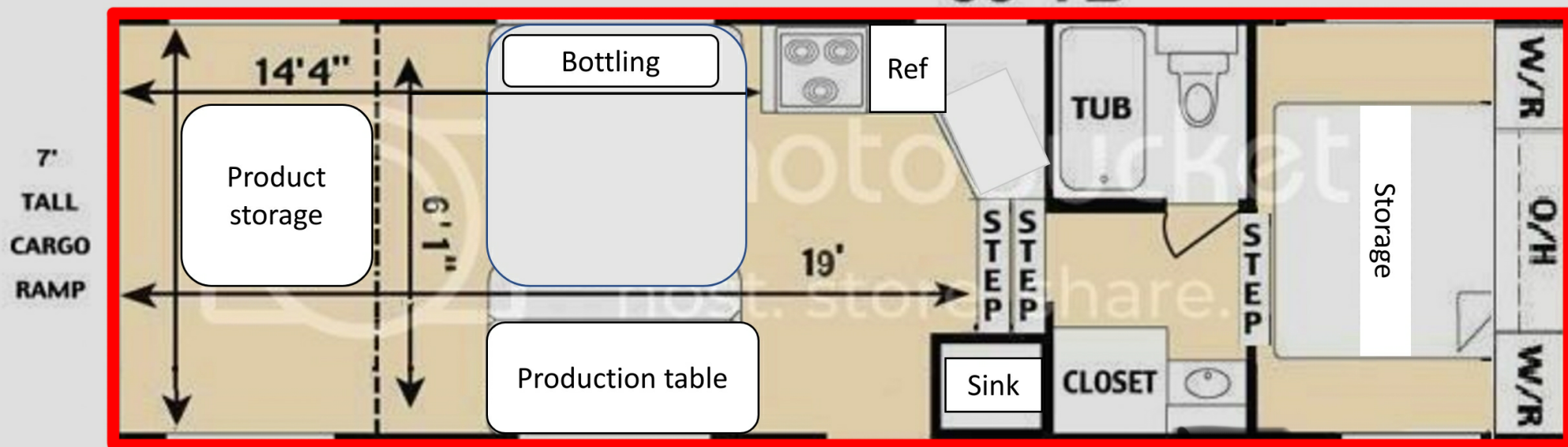
☒ ☐**Section 1 – Establishment Information**

Enter information for the business seeking to be licensed, as identified on the license application.

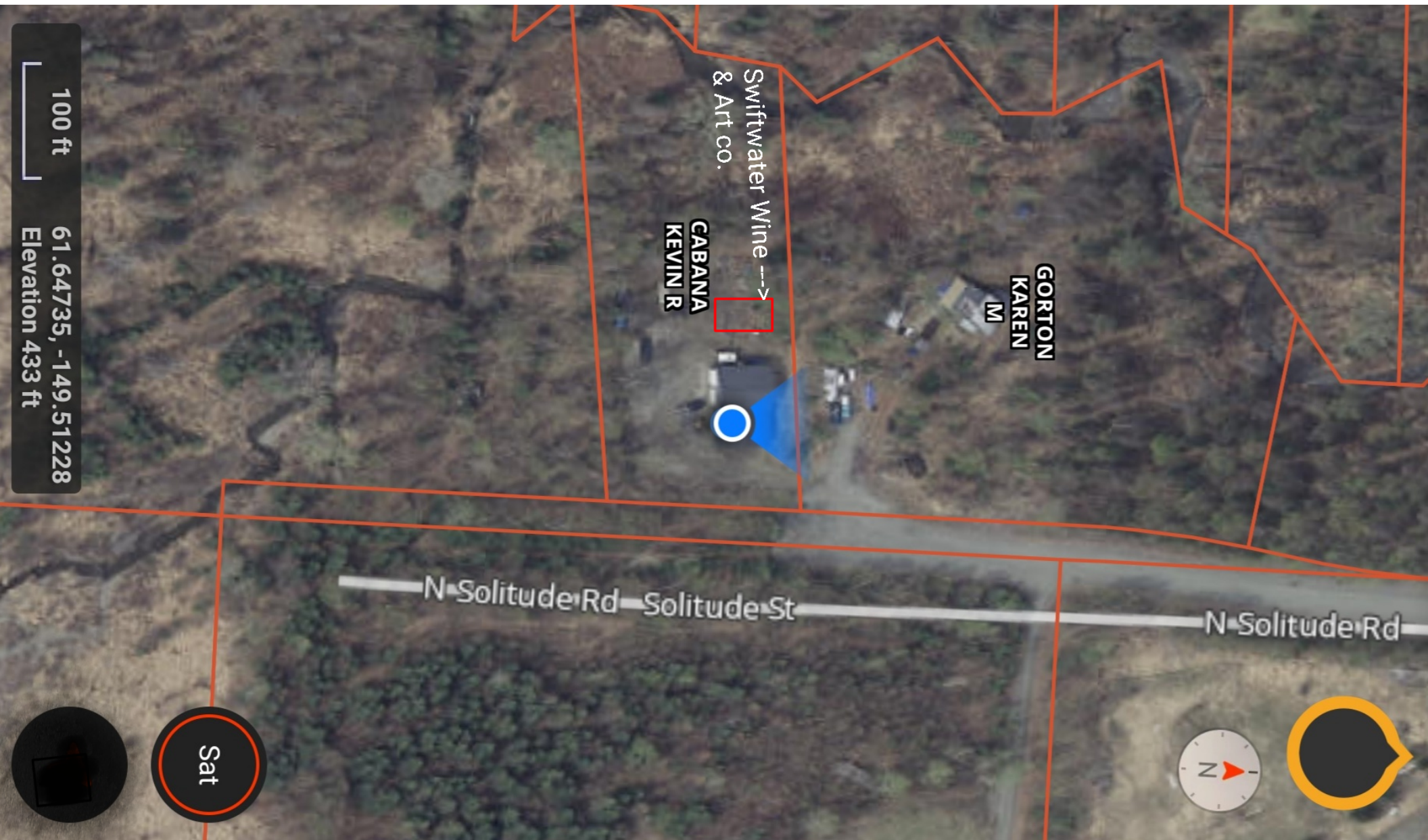
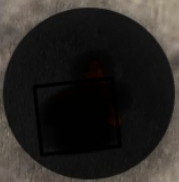
|                    |                          |                 |       |
|--------------------|--------------------------|-----------------|-------|
| Licensee:          | Kaylee Anne Armstrong    | License Number: |       |
| License Type:      | Winery                   |                 |       |
| Doing Business As: | Swiftwater Wine & Art Co |                 |       |
| Premises Address:  | 5766 Solitude Street     |                 |       |
| City:              | Wasilla                  | State:          | AK    |
|                    |                          | ZIP:            | 99623 |

N

33 TB







100 ft

61.64735, -149.51228  
Elevation 433 ft





AMCO Received 1/31/21





AMCO Received 1/31/21









AMO Received 1/31/21

**From:** K Armstrong  
**To:** [Alcohol Licensing, CED ABC \(CED sponsored\)](#)  
**Subject:** Re: 5951 Incomplete New Application Notice  
**Date:** Tuesday, May 11, 2021 10:19:33 PM

---

Hello,

I was told by TTB prior to purchasing the trailer that as long as it was stationary and not to be moved our trailer was acceptable. It is set up on a permanent jack system currently. The tires can be removed if necessary. Please let them know that and we can accommodate immediately if changes need made.

Thank you,  
Kaylee Armstrong  
907-360-0338

On Tue, May 11, 2021, 5:27 PM Alcohol Licensing, CED ABC (CED sponsored)  
<[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)> wrote:

Basically, I need to know if they consider the trailer moveable. My supervisor will be back in the office on Thursday so if I do not get a response back from enforcement by then I will ask her if I can deem your application complete and schedule you for the June 22<sup>nd</sup> meeting.

Thank you,

Olivia Frank

Occupational Licensing Examiner

Alcohol and Marijuana Control Office

[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)



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**From:** K Armstrong <[kayleekodiak@gmail.com](mailto:kayleekodiak@gmail.com)>  
**Sent:** Tuesday, May 11, 2021 4:25 PM  
**To:** Alcohol Licensing, CED ABC (CED sponsored) <[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)>  
**Subject:** Re: 5951 Incomplete New Application Notice

Hello,

I will contact TTB regarding the DBA name. What is the questions regarding the AB-02 diagram?

Thank you,

Kaylee Armstrong

907-360-0338

On Tue, May 11, 2021, 10:28 AM Alcohol Licensing, CED ABC (CED sponsored) <[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)> wrote:

Good morning,

I looked over your corrections and other forms and everything appears to be in order except for the TTB permit. I just noticed that the DBA needs to be updated to "Swiftwater Wine & Art Co". I also need some questions answered by enforcement regarding your AB-02 diagram, so in the meantime I encourage you to get an updated TTB permit. The permit issue won't stop me from deeming you application complete and getting to scheduled for ABC board consideration, but it may put a hold on issuing the license once we've received all required approvals.

Thank you,



Olivia Frank

Occupational Licensing Examiner

Alcohol and Marijuana Control Office

[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)



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**From:** K Armstrong <[kayleekodiak@gmail.com](mailto:kayleekodiak@gmail.com)>

**Sent:** Monday, May 10, 2021 1:47 PM

**To:** Alcohol Licensing, CED ABC (CED sponsored) <[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)>

**Subject:** Re: 5951 Incomplete New Application Notice

Hello,

Thank you for the update. Look forward to hearing back from you this week.

Kaylee Armstrong

907-360-0338

On Fri, May 7, 2021, 12:30 PM Alcohol Licensing, CED ABC (CED sponsored)  
<[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)> wrote:

Hello,

Thank you for checking in. I haven't reviewed everything just yet and I'm waiting on getting a couple of my questions answered by management/enforcement. I will follow-up with you no later than next week, I'm aiming for Monday.

Thank you,

Olivia Frank

Occupational Licensing Examiner

Alcohol and Marijuana Control Office

[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)



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**From:** K Armstrong <[kayleekodiak@gmail.com](mailto:kayleekodiak@gmail.com)>

**Sent:** Friday, May 7, 2021 10:40 AM

**To:** Alcohol Licensing, CED ABC (CED sponsored) <[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)>

**Subject:** Re: 5951 Incomplete New Application Notice

Hello Olivia,

Just wanted to follow up with you regarding the updated paperwork you needed for the new liquor license. I sent the two pages that needed updated last Friday. Please let me know if you need any more information. If not, how soon after their next meeting on June 22nd should I expect to hear back?

Thank you,

Kaylee Armstrong

907-360-0338

On Thu, Apr 22, 2021, 5:45 PM Alcohol Licensing, CED ABC (CED sponsored) <[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)> wrote:

Received, thank you. I'll get these reviewed tomorrow morning

Olivia Frank

Occupational Licensing Examiner

Alcohol and Marijuana Control Office

[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)



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**From:** Kaylee Armstrong <[kayleekodiak@gmail.com](mailto:kayleekodiak@gmail.com)>  
**Sent:** Thursday, April 22, 2021 5:35 PM  
**To:** Alcohol Licensing, CED ABC (CED sponsored)  
<[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)>  
**Subject:** Re: 5951 Incomplete New Application Notice

Hello,

Sorry about that. I re-attached the google image of the property and blueprint of the building with the red line include in a PDF format.

Thank you,

Kaylee Armstrong

907-360-0338

On Apr 22, 2021, at 12:46 PM, Alcohol Licensing, CED ABC (CED sponsored) <[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)> wrote:

Good afternoon,

I'm unable to open the attached files. The pdf document you sent works fine, but the other two are broken. Could you please forward them to me as images (.jpeg, .png, etc.) or as a pdf?

Thank you,

Olivia Frank

Occupational Licensing Examiner

Alcohol and Marijuana Control Office

[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)



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**From:** Kaylee Armstrong <[kayleekodiak@gmail.com](mailto:kayleekodiak@gmail.com)>

**Sent:** Thursday, April 15, 2021 5:10 PM

**To:** Alcohol Licensing, CED ABC (CED sponsored)  
<[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)>

**Subject:** Re: 5951 Incomplete New Application Notice

Hello Olivia,

I have attached a single PDF with all of the updated forms and corrected lease agreement, the other attachments are of the google image of the property and a detailed layout of the building. Please let me know if you need any more information. I do have a receipt for the public notice in the paper if needed. I will send the notarized documents after it has ran for three weeks.

Thank you for your time and help,

Kaylee Armstrong

907-360-0338

On Apr 13, 2021, at 9:39 AM, K Armstrong  
<[kayleekodiak@gmail.com](mailto:kayleekodiak@gmail.com)> wrote:

Hello Olivia,

I just got off the phone with the paper and the gentleman said he has ran one day corrections for new liquor licenses in the past. Will this be acceptable? I have no problem doing three weeks, just aware of our 28 day deadline.

Thank you,

Kaylee Armstrong

907-360-0338

On Mon, Apr 12, 2021, 11:01 PM K Armstrong  
<[kayleekodiak@gmail.com](mailto:kayleekodiak@gmail.com)> wrote:

Hello Olivia,

Thank you, I will make the appropriate corrections. I already emailed our local newspaper to get the public affidavit published and will repost the public notice posting on our building and at our local post office or grocery store. I was told my previous second location was okay but don't mind changing to another area.

Once I get the notarys for both posts and waited the ten days I will send the updated application. A few questions:



Is it necessary to wait the three weeks for the newspaper ad before resubmitting my application or can I send the adjusted ad with a receipt this week and the notary later? I'm aware I only have 28 days to return the updated application.

Would you like just the specific pages that need correcting or the entire application resubmitted?

I previously spoke to the Matsu borough and they said I am in an appropriate zone for a winery and just need state approval. As for the premises, the building is located on our property. To see the road and driveway to the intended winery building would a Google satellite image suffice?

Will the AMCO enforcement just double check with the borough that our location is appropriate? Or will they be coming by? Just want to know so I can make sure I am here and the building is unlocked.

Thank you again for your time and review,

Kaylee Armstrong

907-360-0338

On Mon, Apr 12, 2021, 5:07 PM Alcohol Licensing, CED ABC (CED sponsored) <[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)> wrote:

Hello,

I have received and reviewed your liquor license application. At this time, your application is considered incomplete. Please review the attached documents for instructions on how to complete your application.

Please submit all documents to complete your

application within **twenty-eight (28) days** from the date of this notice. If, after 28 days, your application is still incomplete, your application will be returned to you in the manner in which it was received, per 3 AAC 304.105(e).

It is very important that you submit the requested corrections and/or documents **as soon as possible**. AMCO staff need adequate time to review the documents and determine if additional corrections and/or documents are necessary to complete your application. An extension to the deadline above will not be granted. Completed documents (with the exception of fingerprint cards or payments) may be scanned and emailed, and questions or concerns may be sent to [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov).

**Please note: I am sending your form AB-02 to AMCO enforcement to ensure that the proposed premises is acceptable.**

Thank you for your immediate diligence toward completing your application,

Olivia Frank

Occupational Licensing Examiner

Alcohol and Marijuana Control Office

[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)



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<Updated Winery w redlines><Updated Google image property red  
line>





## Alaska Alcoholic Beverage Control Board

**Form AB-00: New License Application****What is this form?**

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

**Section 1 - Establishment and Contact Information**

Enter information for the business seeking to be licensed.

|                       |                                |                      |              |            |
|-----------------------|--------------------------------|----------------------|--------------|------------|
| Licensee:             | Kaylee Anne Armstrong          |                      |              |            |
| License Type:         | Winery                         | Statutory Reference: | AS.04.11.140 |            |
| Doing Business As:    | Swiftwater Wine & Art Co.      |                      |              |            |
| Premises Address:     | 5766 Solitude Street           |                      |              |            |
| City:                 | Wasilla                        | State:               | AK           | ZIP: 99623 |
| Local Governing Body: | Matanuska-Susitna Borough      |                      |              |            |
| Community Council:    | Meadow Lakes Community Council |                      |              |            |

|                  |               |        |    |            |
|------------------|---------------|--------|----|------------|
| Mailing Address: | PO Box 872434 |        |    |            |
| City:            | Wasilla       | State: | AK | ZIP: 99687 |

|                      |                        |                 |            |
|----------------------|------------------------|-----------------|------------|
| Designated Licensee: | Kaylee Anne Armstrong  |                 |            |
| Contact Phone:       | 9073600338             | Business Phone: | 9073600338 |
| Contact Email:       | kayleekadlak@gmail.com |                 |            |

Seasonal License? ☐ Yes ☒ No ☐ If "Yes", write your six-month operating period: \_\_\_\_\_

| OFFICE USE ONLY     |  |                |  |
|---------------------|--|----------------|--|
| Complete Date:      |  | License Years: |  |
| Board Meeting Date: |  | Transaction #: |  |
| Issue Date:         |  | BRE:           |  |



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 2 – Premises Information

Premises to be licensed is:

☒ an existing facility ☐ a new building ☐ a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.  
If more space is needed, please attach a separate sheet with the required information.  
The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☒ applicant ☐ affiliate

|          |                      |        |    |      |       |
|----------|----------------------|--------|----|------|-------|
| Name:    | Kaylee Armstrong     |        |    |      |       |
| Address: | 5766 Solitude Street |        |    |      |       |
| City:    | Wasilla              | State: | AK | ZIP: | 99673 |

This individual is an: ☐ applicant ☐ affiliate

|          |  |        |  |      |  |
|----------|--|--------|--|------|--|
| Name:    |  |        |  |      |  |
| Address: |  |        |  |      |  |
| City:    |  | State: |  | ZIP: |  |





Alaska Alcoholic Beverage Control Board

## Form AB-00: New License Application

### Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

|                  |  |        |  |          |  |
|------------------|--|--------|--|----------|--|
| Entity Official: |  |        |  |          |  |
| Title(s):        |  | Phone: |  | % Owned: |  |
| Address:         |  |        |  |          |  |
| City:            |  | State: |  | ZIP:     |  |

|                  |  |        |  |          |  |
|------------------|--|--------|--|----------|--|
| Entity Official: |  |        |  |          |  |
| Title(s):        |  | Phone: |  | % Owned: |  |
| Address:         |  |        |  |          |  |
| City:            |  | State: |  | ZIP:     |  |

|                  |  |        |  |          |  |
|------------------|--|--------|--|----------|--|
| Entity Official: |  |        |  |          |  |
| Title(s):        |  | Phone: |  | % Owned: |  |
| Address:         |  |        |  |          |  |
| City:            |  | State: |  | ZIP:     |  |

|                  |  |        |  |          |  |
|------------------|--|--------|--|----------|--|
| Entity Official: |  |        |  |          |  |
| Title(s):        |  | Phone: |  | % Owned: |  |
| Address:         |  |        |  |          |  |
| City:            |  | State: |  | ZIP:     |  |





Alaska Alcoholic Beverage Control Board

**Form AB-00: New License Application**

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

|                          |  |                 |                |             |  |
|--------------------------|--|-----------------|----------------|-------------|--|
| DOC Entity #:            |  | AK Formed Date: |                | Home State: |  |
| Registered Agent:        |  |                 | Agent's Phone: |             |  |
| Agent's Mailing Address: |  |                 |                |             |  |
| City:                    |  | State:          |                | ZIP:        |  |

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☐ ☐

**Section 5 – Other Licenses**

Ownership and financial interest in other alcoholic beverage businesses:

Yes

No ☒

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☐ ☒

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

**Section 6 – Authorization**

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☐ ☒

If "Yes", disclose the name of the individual and the reason for this authorization:



Alaska Alcoholic Beverage Control Board

**Form AB-00: New License Application**

**Section 7 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.



I certify that all proposed licensees have been listed with the Division of Corporations.



I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.



I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.



I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.



As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

  
Signature of licensee

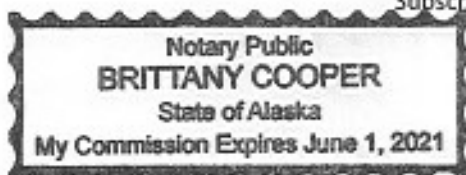
Kaylee Armstrong  
Printed name of licensee


  
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 06/01/2021

Subscribed and sworn to before me this 22 day of October, 2020.



|   |  |   |
|---|--|---|
| <b>DEPARTMENT OF THE TREASURY – ALCOHOL AND TOBACCO TAX AND TRADE BUREAU</b><br><br><b>BASIC PERMIT</b><br><br>(Under Federal Alcohol Administration Act)   |  | 1. PERMIT NUMBER<br><br>AK-W-21018  |
| 5. NAME AND ADDRESS OF PERMITTEE (Number and street, city or town, State and Zip Code)<br><br>KAYLEE ARMSTRONG<br><br><br>5766 SOLITUDE ST<br>WASILLA, AK 99623   |  | 2. DATE OF PERMIT<br><br>01/07/2021   |
|   |  | 3. REGISTRY NUMBER (if applicable)<br>BWN-AK-21019                                  |
|   |  | 4. DATE OF APPLICATION<br>11/30/2020  |
| 6. TRADE NAMES AUTHORIZED BY THIS PERMIT (Trade name approval does not constitute approval as a brand name for labeling purposes. If needed, list on reverse or use continuation sheet.)<br><br>See Attached  |  |  |
| 7. PERMIT GRANTED FOR (ONE TYPE OF OPERATION ONLY)<br><br>Pursuant to the application of the date indicated in item 4, you are authorized and permitted to engage, at the above address, in the business of:  |  |   |
| a. <input type="checkbox"/> Distilled Spirits - <input type="checkbox"/> distiller <input type="checkbox"/> rectifier (processor) <input type="checkbox"/> warehouseman and/or <input type="checkbox"/> warehouseman and bottler and while so engaged, to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the distilled spirits so distilled or rectified, or warehoused and bottled, or the wines so rectified,<br><br>b. <input checked="" type="checkbox"/> Wine - <input checked="" type="checkbox"/> producer and blender <input type="checkbox"/> blender and while so engaged, to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the wine so produced or blended,<br><br>c. <input type="checkbox"/> Importer - importing into the United States the following alcoholic beverages: while so engaged, to sell, offer to deliver for sale, contract to sell or ship, in interstate or foreign commerce, the alcoholic beverages so imported,<br><br>d. <input type="checkbox"/> Wholesaler – Purchasing for resale at wholesale the following alcoholic beverages: while so engaged, to receive or to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the alcoholic beverages so Purchased.  |  |   |
| <p>This Permit is conditioned upon your compliance with the Federal Alcohol Administration Act; the Twenty-first Amendment and laws relating to its enforcement; all other Federal laws relating to distilled spirits, wine, and malt beverages, including taxes with respect to them; the Federal Water Pollution Control Act; and, all applicable regulations made pursuant to law which are now, or may hereafter be, in force.</p> <p>This basic permit is effective from the date shown above and will remain in force until suspended, revoked, annulled, voluntarily surrendered, or automatically terminated.</p> <p>THIS PERMIT WILL AUTOMATICALLY TERMINATE THIRTY DAYS AFTER ANY CHANGE IN PROPRIETORSHIP OR CONTROL OF THE BUSINESS, unless an application for a new basic permit is made by the transferee or permittee within the thirty day period. If an application for a new basic permit is timely filed, the outstanding basic permit will continue in effect until the application is acted on by the District Director, Alcohol and Tobacco Tax and Trade Bureau.</p> <p>THIS PERMIT IS NOT TRANSFERABLE. ANY CHANGE IN THE TRADE NAME, CORPORATE NAME, MANAGEMENT OR ADDRESS OF THE BUSINESS COVERED BY THIS PERMIT, OR ANY CHANGE IN STOCK OWNERSHIP (MORE THAN 10%) MUST BE REPORTED TO THE NATIONAL REVENUE CENTER OR PUERTO RICO FIELD OFFICE WITHOUT DELAY.</p> |  |   |
| THIS IS AN <input checked="" type="checkbox"/> ORIGINAL PERMIT  |  | <input type="checkbox"/> AMENDED PERMIT   |
| REASON FOR AMENDMENT  |  | DATE OF AMENDMENT   |
| SIGNATURE AND TITLE OF AUTHORIZED TTB OFFICIAL<br><br>FOR JOHN J. MANFREDA, ADMINISTRATOR   |  |   |
| TTB F 5170.2 (1/2005)   |  |   |

## AUTHORIZED TRADE NAMES

\*Used for Contract Bottling or Packaging/Branding Purposes

PERMIT NUMBER: AK-W-21018

REGISTRY NUMBER: BWN-AK-21019

| <u>TYPE</u>         | <u>TRADE NAME</u> |
|---------------------|-------------------|
| Labeling Trade Name | Swiftwater Wine   |

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### REASON FOR AMENDMENT



**DEPARTMENT OF THE TREASURY**  
**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)**  
**APPLICATION TO ESTABLISH AND OPERATE WINE PREMISES**

(See Instructions on next page)

1. SERIAL NUMBER

2. DATE 11/30/2020

3. REGISTRY NUMBER (Leave blank if new applicant) BWN-AK-21019

4. TO: DIRECTOR, NATIONAL REVENUE CENTER  
 ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
 550 Main St., Suite 8002, Cincinnati, Ohio 45202-5215

5. APPLICATION IS MADE TO OPERATE (Check one only)

BONDED  
WINERYBONDED WINE  
CELLARTAX PAID WINE  
BOTTLING HOUSE

6. NAME AND PRINCIPAL BUSINESS ADDRESS OF APPLICANT  
 (Name and street, city, county, State, and ZIP Code)

KAYLEE ARMSTRONG

7. ADDRESS (Address where wine operations will occur.)  
 (If different from address in Item 6)

5766 SOLITUDE ST

WASILLA, AK 99623

PHONE #

PO BOX 872434

WASILLA AK 99687

PHONE # 9073600338 EIN# 85-3547811

8. PURPOSE FOR WHICH FILED (Such as original establishment, trade name change, alternation of premises)

Original:



New Premises or change in Proprietorship



Alternating Proprietorship with:

Amended for:



Change in Location

Change in Control  
(Date )

Alternating Premises with:

Change in information on  
application

Other: Please Specify



Change in Officers



Change in Name of Proprietor or Trade Name

9. I am ☐ or am not ☒ required to furnish a bond under 27 CFR 24.146. I am not required to furnish a bond only if all of the following are true: I will withdraw wine for deferred payment of tax under 27 CFR 24.271, I was liable for not more than \$50,000 in wine taxes in the preceding calendar year, I reasonably expect to be liable for not more than \$50,000 in such taxes during the current calendar year, and I have no operations or withdrawals involving wine for industrial use.

10A. NUMBER OF PAGES ATTACHED TO THIS FORM ( ).

See attached

10A-1. PAGES FROM CURRENT APPROVED TTB F 5120.25 THAT REMAIN

Not applicable - electronically filed

10B. ORGANIZATIONAL DOCUMENTS SUBMITTED WITH THIS FORM  
 (List each document)

Not applicable - electronically filed

10B-1. ORGANIZATIONAL DOCUMENTS FILED WITH PRIOR  
 APPROVED TTB F 5120.25 (List each document)

Not applicable - electronically filed

10C. ORGANIZATIONAL DOCUMENTS FILED IN CONNECTION WITH ANOTHER ESTABLISHMENT BUT INCORPORATED IN THIS APPLICATION BY REFERENCE (List each document, and show the name or plant number under which filed)

Not applicable - electronically filed

NO WINE MAY BE PRODUCED OR UNTAXPAID WINE RECEIVED UNTIL THE PREMISES AND OPERATIONS ARE APPROVED BY THE DIRECTOR, NATIONAL REVENUE CENTER.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS APPLICATION AND, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT, AND COMPLETE.

11. SIGNATURE

Kaylee Armstrong

12. TITLE

Sole Owner

**FOR TTB USE ONLY**

APPLICATION IS



APPROVED

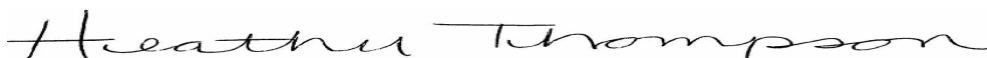


DISAPPROVED

EFFECTIVE DATE

01/07/2021

SIGNATURE OF DIRECTOR, NATIONAL REVENUE CENTER



DATE

01/07/2021



1. Each person desiring to conduct the operations of a bonded wine cellar, a bonded winery, or a taxpaid wine bottling house must file this application, in duplicate, with the Director, National Revenue Center, Alcohol and Tobacco Tax and Trade Bureau (TTB), at the address in Item 4.

2. The application information required will be on letter-sized paper with each attached page identified with the name of the applicant, the serial number of the application and the number of the page.

3. The proprietor is responsible for keeping information of an approved application current and complete. When required by 27 CFR Part 24, the proprietor must submit an amended application with supplemental or replacement pages or other documents necessary to update the previously approved application. Replacement pages must be numbered to correspond to the pages being replaced.

4. If this application is for a taxpaid wine bottling house, you will not conduct spirits operations or need a bond, so paragraphs 6 and 7 of the specific instructions are not applicable.

5. Applications must be submitted in accordance with the instructions on this form and in 27 CFR Part 24. Incomplete applications will be returned to the applicant without action.

#### SPECIFIC INSTRUCTIONS

Item 1. **SERIAL NUMBER.** Applications on this form must be serially numbered, commencing with serial number 1 for original establishment, and continuing in sequence for each subsequent application. Applications for a taxpaid wine bottling house will be filed separately and likewise begin with serial number 1.

Items 6 & 7. **NAME AND ADDRESS.** The address must be stated as explicitly as possible with a ZIP Code. If located in a city, the numbered street address and the name of the city will be given. If a rural address, give the name of the county and nearest post office, with the approximate distance and direction there from, including the name or number of the road or highway on which situated.

#### ATTACHED STATEMENTS AND DOCUMENTS

1. **BUSINESS ORGANIZATION.** If a statement is already on file with TTB for another authorization, only reference that authorization by name, address, and registry number per 27 CFR 24.109(k). Attach a statement, if not already on file, showing the type of business organization (e.g., sole owner, partnership, corporation, limited liability company) and the persons having an interest in the business supported by the following:

For corporations or limited liability companies:

- (a) Charter or certificate of existence, incorporation, or organization,
- (b) Names and addresses of officers, directors, members and managers.
- (c) Certified extracts of minutes authorizing certain individuals to sign.
- (d) Statement showing the number of shares/ownership of each class of stock/ interest authorized and outstanding, and the voting rights of the respective owners or holders.
- (e) Statement of interest: Names and addresses of the 10 persons having the largest ownership or other interest and nature and amount of the stockholding or other interest of each, whether the interest appears in the name of the interested party or in the name of another party. The Director, National Revenue Center may request the names of interested persons if the applicant corporation or LLC is wholly owned or controlled by another corporation or LLC.

For partnerships:

True copies of articles or partnership agreement, if any, and of the certificate of partnership where required to be filed by local authority.

2. **WINE PREMISES.** Describe each tract of land comprising the wine premises. Description must be by directions and distances, in feet and inches, with sufficient particularity to enable ready examination of the boundary of the wine premises. Describe the means employed to afford security of the wine premises. Describe where and how any taxpaid wine will be stored on the premises and the means used to segregate and identify taxpaid wine from untaxpaid wine. Describe any alternating areas. Each wine premises building must be described as to size, construction, and use. Buildings not used for the wine operations must be described only as to size and use. If wine premises consists of a partial building, rooms or floors, each must be described separately. Means of ingress and egress from the wine premises to adjoining portions must be described.

- (a) If operating a bonded winery or bonded wine cellar in a residential building, describe how the bonded premises are segregated from the residence and what direct access to the bonded premises is available.
- (b) If in an alternating proprietorship arrangement, provide a copy of the alternation agreement showing that each proprietor will conduct independent operations.

- 3. **DISCLOSURE.** If this application is not for a bonded wine premises in which production operations will be conducted and, thus a Federal Alcohol Administration Act basic permit is not required, would you agree to the listing of your name in a TTB publication which may be distributed to the general public upon request? A "no" response will have no effect on the consideration of this application. Under 26 U.S.C. 6103, you have a legal right not to give this release.
- 4. **TRADE NAME.** List each trade name to be used in connection with the wine operations. If State or local law requires registration, certify that each trade name is registered. State the operating name if other than the name in Item 6. If a trade name is listed in any basic permit issued, such trade name is not required to be included in this application.
- 5. **SPIRITS OPERATIONS.** Describe any operation which will involve the use of spirits.
- 6. **BONDS AND PERMITS.** With respect to this application, list all basic permits and bonds (including those filed with this application) showing the name and the surety for each bond. Information related to bonds need not be provided if no bond is required under 27 CFR 24.146.
- 7. **VOLATILE FRUIT-FLAVOR CONCENTRATE OPERATIONS.** For volatile fruit-flavor concentrate producers, submit a step-by-step description of the production process, commencing with obtaining the juice through each step of the process to removal of the concentrate from the system. For production of high-proof concentrate (more than 24 percent alcohol), indicate any step in the process at which the spirits are potable. Include the maximum quantity in gallons of fruit must and volatile fruit-flavor concentrate produced in 24 hours; the maximum and minimum fold; and the maximum percent of alcohol in the concentrate for each kind of fruit used.
- 8. **OTHER OPERATIONS.** Describe any other operations not specifically authorized by Part 24 that are to be conducted on the wine premises. This must include a list of the premises and any major equipment used, and a statement as to the relationship, if any, of the operation to the wine operations. These other operations need not be restricted to alcohol-related businesses.

#### PRIVACY ACT INFORMATION

The following information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C. 552a(e)(3)):

- 1. **AUTHORITY.** Solicitation of this information is made pursuant to 26 U.S.C. 5356. Disclosure of this information by the applicant is mandatory if the applicant wishes to obtain authorization for operating a bonded wine cellar, a bonded winery, or a taxpaid wine bottling house.
- 2. **PURPOSE.** To identify the applicant, to identify the nature, location, and the extent of the premises, the specific type or types of operations to be conducted on the premises, and to determine the eligibility of the applicant to register the wine premises.
- 3. **ROUTINE USES.** The information will be used by TTB to make determinations set forth in paragraph 2. In addition, the information may be disclosed to other Federal, State, foreign, and local law enforcement and regulatory agency personnel to verify information on the form where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the form where such disclosure is not prohibited by law.
- 4. **EFFECTS OF NOT SUPPLYING REQUESTED INFORMATION.** Failure to supply complete information will delay processing and may result in the denial of the application.

#### PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. This information collection is used by TTB to determine if the applicant is eligible to receive a wine premises permit. The information is required to obtain a benefit.

The estimated average burden associated with this collection of information is 15 minutes 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 Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G Street, NW., Box 12, Washington, DC 20005.

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

# WINERY INFORMATION

## 1. Business Organization

a. Type of Organization: Sole Proprietorship

State Where Incorporated:

## b. Officer/Ownership Information:

|                                     |                           |
|-------------------------------------|---------------------------|
| Officer/Owner Classification        | Individual                |
| First Name                          | Kaylee                    |
| Last Name                           | Armstrong                 |
| Primary Title                       | Owner/Sole Proprietorship |
| Percentage of Voting-Stock Interest | 100                       |

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## 2. Wine Premises

a. Winery Premises Description: Describe each tract of land comprising the wine premises. Description must be by directions and distances, in feet and inches, with sufficient particularity to enable ready examination of the boundary of the wine premises

State of Alaska.

b. Wine Premises Security: Describe the means employed to afford security of the wine premises

Door ways and windows have locks.

c. Taxpaid Wine Storage: Describe where and how any taxpaid wine will be stored on the premises and the means used to segregate and identify taxpaid wine from untaxpaid wine

No taxpaid storage

d. Bonded Winery in a Residential Building: If operating a bonded winery or bonded wine cellar in a residential building, describe how the bonded premises are segregated from the residence and what direct access to the bonded premises is available

No

e. Wine Premises Building: Each wine premises building must be described as to size, construction, and use. Buildings not used for the wine operations must be described only as to size and use. If wine premises consists of a partial building, rooms or floors, each must be described separately. Means of ingress and egress from the wine premises to adjoining portions must be described.

The wine premises consist of one structure located at the end of a private cul de sac at 5766 Solitude Street. The entire structure is the bonded premises. It consists of a stationary trailer constructed of wood and metal measuring 33' x 7'8". The trailer is stationary and will not be moving to other locations. No one is living in the trailer and there are no personal items, beds, etc. in the trailer. There are four windows on the east side; three windows and a locking door on the west side leading to the driveway. The north side is also a locking door/ramp. There is heat, water and electricity. The trailer has been converted to a space to produce, bottle and storage of wine only.

f. Wine Premises Alternating Areas: Describe any alternating areas

g. ALTERNATION OF PREMISES

h. ALTERNATION OF PROPRIETORS

i. Description of Non-Contiguous Locations

AMCO Received 1/31/21

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3. Disclosure: If this application is not for a bonded wine premises in which production operations will be conducted and, thus a Federal Alcohol Administration Act basic permit is not required, would you agree to the listing of your name in a TTB publication which may be distributed to the general public upon request? A "no" response will have no effect on the consideration of this application. Under 26 U.S.C. 6103, you have a legal right not to give this release.

Not Applicable

4. Trade Name

Labeling Trade Name

Swiftwater Wine

5. Spirits Operations: Describe any operation which will involve the use of spirits

None

6. Related Bonds and permits

7a. Volatile Fruit-Flavor Concentrate Operations: For volatile fruit-flavor concentrate producers, submit a step-by-step description of the production process, commencing with obtaining the juice through each step of the process to removal of the concentrate from the system.

None

7b. Volatile Fruit-Flavor High Concentrate: For production of high-proof concentrate (more than 24 percent alcohol), indicate any step in the process at which the spirits are potable. Include the maximum quantity in gallons of fruit must and volatile fruit-flavor concentrate produced in 24 hours; the maximum and minimum fold; and the maximum percent of alcohol in the concentrate for each kind of fruit used.

8. Other Operations: Describe any other operations not specifically authorized by Part 24 that are to be conducted on the wine premises. This must include a list of the premises and any major equipment used, and a statement as to the relationship, if any, of the operation to the wine operations. These other operations need not be restricted to alcohol-related businesses.

none

OTHER PURPOSE FOR WHICH FILED:



**DEPARTMENT OF THE TREASURY**  
**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
8002 FEDERAL OFFICE BUILDING  
550 MAIN STREET  
CINCINNATI, OHIO 45202

Your wine application has been approved. You should keep all approved documents at the plant premises and readily available for examination by TTB officials. You are reminded that this permit is conditioned upon compliance with the Federal Regulations as well as pertinent State and Internal Revenue laws.

Any change in the name, address, ownership, management or control of the business must be reported to this office without delay. **Since you submitted your application through Permits Online all future amendments should be completed through Permits Online as well.** This will ensure a more efficient application process with the capability to view.

If your tax liability is \$50,000.00 or less and you were not required to submit a bond, should any change occur and your tax liability exceeds \$50,000.00 during a calendar year, you are then required to obtain and submit to TTB appropriate bond coverage no later than (30) days from the first date on which your liability exceeded \$50,000.00.

You may file operational reports and pay your excise taxes automatically through Pay.gov or by using paper forms and checks. Please go to <https://www.ttb.gov/epayment/epayment.shtml> to receive complete instructions on obtaining a Pay.gov account and filing your returns and operational reports through Pay.gov. Once enrolled, you will receive an email from the Federal Reserve Bank with details on activation. We highly recommend you use this system as it will save you time and postage and help ensure your return is complete and accurate. However, paper forms are available for download at <https://www.ttb.gov/forms/index.shtml>. You may initially need to file a paper excise tax return and operational report until you obtain your Pay.gov account. In addition, please sign up for email alerts at <https://www.ttb.gov/news/automated-reminders-filing.shtml> to receive an email reminder of approaching tax return and operational report filing due dates.

If you will be bottling wine, you must obtain label approval prior to bottling the wine. You can file label applications electronically by accessing the COLAs Online link at <https://www.ttb.gov/labeling/colas.shtml> but you must first register to obtain a user name and password. If you decide to mail your label applications instead, the form is available at the preceding website. Please send your completed form in duplicate to the following address:

Alcohol and Tobacco Tax and Trade Bureau  
Advertising, Labeling and Formulation Division  
1310 G Street, NW, Box 12  
Washington, DC 20005

As a manufacturer and/or processor of alcohol, you must register with the Food and Drug Administration (FDA) in accordance with the Bioterrorism Act at [www.fda.gov](http://www.fda.gov). Under this Act, any domestic or foreign facilities that manufacture, process, pack or hold food for human or animal consumption in the U.S. must register. "Food" includes alcoholic beverages.

A list of ingredients and processes that may be used in the production of wine without special permission is provided in Title 27, CFR 24.175-184. If you intend to use an ingredient or process that is not on the list, you must first file a request for Variance Amendment in Permits Online giving the complete description of either the ingredient or method you intend to use and the reason for the variation.

If you plan to produce other than standard wine, you must file TTB F 5100.51, Formula and Process for Wine, prior to production of the wine.

Please refer to the enclosed information regarding the operations of your bonded facility, guidance concerning Special Occupational Tax requirements and information about pertinent Federal Regulations.

The regulations concerning winery operations can be found on our website at [www.ttb.gov](http://www.ttb.gov). 27 CFR Part 24.

Please note that full investigation of your application for a TTB permit may not have been completed at this time. If further investigation reveals any derogatory information or any misrepresentation your permit may be subjected to annulment.

You may receive an email inviting you to take a brief online survey regarding the processing of your application. Your feedback will help us serve you better.

If you have any questions, please contact the National Revenue Center at 1-877-882-3277 or you may also write to the letterhead address.



If applicable: **HOST** in an alternating proprietorship arrangement

As the host in this arrangement, you are responsible for operating in a manner independent from the tenant winery with respect to winery issues including, but not limited to, wine production, marketing, production decisions, segregation of wine products, records, tax payments, formulas, trade names, trademarks, and brand names. Please be aware that TTB may withdraw a previously granted approval, when conditions contrary to the approval exist. Guidelines pertaining to your approval and operations as a host in an alternating proprietorship arrangement are explained in more detail in Industry Circular 2008-4. Failure to conduct bona fide alternating proprietorship operations within the meaning of the Industry Circular may subject your business to the appropriate civil and criminal penalties provided for by the Federal law and the corresponding tax liabilities as set forth in the Internal Revenue Code.

If applicable: **TENANT** in an alternating proprietorship arrangement

With approval in an alternating proprietorship arrangement, you and all alternating parties are individually responsible for all aspects of the operations as a winery in accordance with Industry Circular 2008-4. These responsibilities may include, but are not limited to, the following: Producing wine and/or controlling and directing wine production operations, storing your wine in one area segregated from wine belonging to the host or any other tenant, keeping and being able to knowledgeably discuss appropriate winery records and reports with TTB representatives, labeling the wine with the appropriate name and address as applicable, obtaining COLAs as necessary, paying tax at the appropriate rate upon removal of the wine from the winery, controlling and directing product development, overseeing product quality control, being accountable for the actual risk of loss of wine or ingredients, operating in a manner independent from the host and any other tenant with respect to: • Production decisions • Marketing • Formulas • Trade names, trademarks, and brand names.

If applicable: **CO-TENANT** in an alternating proprietorship arrangement (No Host)

Your approval is granted as a co-tenant as part of a no-host alternating proprietorship arrangement. Please be aware that TTB may revoke a previously granted approval, when conditions contrary to that approval exist. With approval in an alternating proprietorship arrangement, you and all alternating parties are individually responsible for all aspects of the operations as a winery in accordance with Industry Circular 2008-4. These responsibilities may include, but are not limited to, the following: Producing wine and / or controlling and directing wine production operations, storing your wine in one area segregated from wine belonging to the host or any other tenant, keeping and being able to knowledgeably discuss appropriate winery records and reports with TTB representatives, labeling the wine with the appropriate name and address as applicable, obtaining COLAs as necessary, paying tax at the appropriate rate upon removal of the wine from the winery, controlling and directing product development, overseeing product quality control, being accountable for the actual risk of loss of wine or ingredients, operating in a manner independent from the host or any other tenant with respect to: • Production decisions • Marketing • Formulas • Trade names, trademarks, and brand names.

# **Responsibilities and Additional Information**

## **Industry Member Responsibilities**

1. Please be advised that if there are any changes in officers, directors, or any person holding 10% or more ownership or other interest in each of the classes of stock, (or partners, sole owners, and members of LLCs), these changes must be reported to TTB immediately following the change via an email or letter, and an application must be filed within thirty days of the change.
2. TTB personnel have the right of entry into your premises (under 27 CFR 24.35).
3. All tax-paid products on the bonded premises must be clearly marked and segregated.
4. If you intend to sell your products in any other State (other than the State in which you are applying), you must contact each State individually because they all have different shipping laws.
5. Please ensure you are in compliance with your State and local authorities before commencing operations. (Includes, building/use permits and zoning requirements)

## **FORM 5000.24, EXCISE TAX RETURN**

Unless required to be prepaid, a taxpayer has three excise tax return filing options:

1. Annual-Eligible taxpayers who reasonably expect to be liable for not more than \$1,000 in taxes for the calendar year (and who were liable for not more than \$1,000 in such taxes in the preceding calendar year) can pay those taxes annually, rather than quarterly.
2. Quarterly- Eligible taxpayers shall use a quarterly return period if the taxpayer was not liable for more than \$50,000 in taxes in the **preceding calendar year** and if that taxpayer reasonably expects to be liable for not more than \$50,000 in such taxes during the **current calendar year**.
3. Semi-monthly- Taxpayers may not use the quarterly return period procedure for **any portion** of the calendar year following the first date on which the aggregate amount of tax due from the taxpayer during the calendar year exceeds \$50,000, and any tax that has not been paid on that date shall be due on the 14th day after the last day of the semimonthly period in which that date occurs. Once you are liable for more than \$50,000 you must continue to file semimonthly.

### **DUE DATES:**

Based on a calendar years normally occurring 4 quarters. Go to [www.TTB.gov](http://www.TTB.gov) and type in the search box "excise tax due dates" or use this link

<https://www.ttb.gov/taxaudit/fedextaxdue.shtml>

### **WHERE TO FILE:**

Alcohol and Tobacco Tax and Trade Bureau  
Excise Tax  
P.O. Box 790353  
St. Louis, MO 63179-0353

**NOTE:** The NRC will assess penalty and interest if a tax return is not filed on time (26 USC 6601 and 6651).



## Changes after Original Qualification - Permits Online (Wine)

When making changes to information currently on file, depending on what changes will be made will determine which tracking number to select. Multiple changes can be made in one submission.

Select the ENTITY tracking number for any changes to the following:

- **Owner, Officers, Members, Managers, Stock/Interest Holders**

Any information on file that has changed to include, titles, stock percentages, adding or removing new officers, directors, members and managers. As well as any stockholder/interest holders who holds 10 percent or more.

- **Signing Authority**

Adding or removing any individual authorized to sign on behalf of the company.

- **Power of Attorney**

Adding or removing individuals from outside your company with the power to sign and/or act on behalf of the company. When adding a Power of Attorney you are required to upload the form (5000.8).

- **Business Name**

A change to your legal business entity's name. You will need to submit a copy of your amended Articles showing the name change.

- **Labeling and/or Bottling on Account for trade name**

If a labeling/bottling on account for trade name trade name needs to be added/removed.

- **Change in Control**

A change in actual or legal control occurs when there are changes in stock ownership, LLC membership ownership, or possibly major changes in the corporate officers or directors of a corporation. In such situations, the legal business entity which operated the business in the past continues to operate the subject business. In other words, the same legal entity remains in existence which continues to operate the business in question.

- **Termination of all permits under one Employer Identification Number**

Discontinuing business at all locations (Out of Business, Change in Ownership)

Select the Commodity (Wine) tracking number for any changes to the following:

- **Location**

Physically moving your business operations to another location (if moving to another state you must file a new application).

- **Bond**

If any information will change on your current bond or you need to file a bond for the first time since your tax liability exceeded \$50,000.00:

- **Original-** If you are a winery and were not required to file a bond during your original submission but your tax liability now exceeds \$50,000.00.
- **Superseding-** If you are replacing your current bond. Examples: a change in penal sum, change in operations, a different surety company.
- **Strengthening-** If you need to add additional bond coverage to your current bond. Example: insufficient bond coverage.

- **Operating/Doing Business (DBA) as trade name**

Adding or removing an operating /doing business as trade name.

- **Bonded Premise**

A change in the use of the building(s) comprising of your premises, including **extension or curtailment** of your approved premises.

- **Non-Contiguous Location**

Extending existing premises to include an additional building located at a different address. Must be within ten miles from the original operations and in the same state.

- **Bond No Longer Required**

If your tax liability is \$50,000.00 or less (under one EIN for beer) and you wish to have your bond terminated.

All tax returns and reports **MUST** be up to date before submitting this amendment.

- **Mailing Address**

A change to the address where you will receive mail

- **Premise Address change due to United States Postal Service**

If your premise address was changed by the United States Postal Service but no physical moved has occurred.

- **Add or Remove Alternation of Proprietor**

If you are an established winery and wish to add/remove another winery, brewery or distilled spirits plant to share your premises and/or equipment of different ownership. (Different Ownership)

- **Add or Remove Alternation of Premises**

If you are an established winery and wish to add/remove a contiguous brewery, tax paid wine bottling house or distilled spirits plant of same ownership. (Same Ownership)

- **Variance**

A request to vary from the regulations. You will need to submit a letterhead notice stating the regulations you wish to vary from along with a reason why this variance is being requested.

- **Termination of Location**

Discontinuing business at a specific location only