

NOTICE TO CUSTOMERS

You have a maximum of 10 days, from the date shipment is cleared, to pay your duties.

You have the following options to make your payments:

PAYMENT WITH CHECK:

We sent Statement Reports on Tuesdays and Thursdays.

Tuesdays: Statement Report sent for entries performed during Tuesday, Wednesday and Thursday of previous week. You must send the check by the following **Monday** after receiving the statement.

Example: Statement sent on Tuesday 12/11/18 (for previous week entries on Tues 12/4, Wed 12/5, Thur 12/6). You must send check by Monday 12/17/18.

Thursdays: Statement Report sent for entries performed during Friday, Saturday, Sunday and Monday of previous week. You must send the check by the following **Thursday** after receiving the statement.

Example: Statement sent on Thursday 12/13/18 (for previous week entries on Fri 12/7, Sat 12/8, Sun 12/9, Mon 12/10). You must send check by Thursday 12/20/18.

Make check payable to **U.S. CUSTOMS SERVICES** and send to our office. The Check must be issued directly from your company checking account registered on the USA, ****U.S. CUSTOMS does not accept checks that are not issued from the importer's checking account in the USA**** (unless is a Money Order or Cashier's check). We will deliver your check, attached to corresponding Statement to US Customs and Border Protection on time. If, you sent it on time to our office.

ACH PAYMENT:

You have the option to pay through the **Automated Clearing House (ACH)**; this program is used by US CUSTOMS AND BORDER PROTECTION to process electronic payments. In order to participate you must apply to ACH by registering a US bank account. We have included the ACH Form for you to complete if this is the case. It must be signed by an officer of your company and sent to us, so we can then submit it to US Customs. Once approved, you will receive a letter from US Customs via mail or E-mail with a **PUN (Payer Unit Number)**; please forward email to us as proof of your approval. This process takes 1-2 weeks. The application is done at no charge to you. More details on ACH program on page 2 of this document.

You will save time and money, since payments are deducted automatically from your bank account. Keep in mind that if you don't pay your duties on time, your company may be charged with fines and/or penalties from US Customs and Border Protection.

*****Notice** While the ACH application is on the approval process, you need to continue to send checks to our office, to avoid unpaid statements and/or late notices-penalties from US Customs.***

If you should need additional information, don't hesitate to contact us.

Sincerely,

CARLOS BEJARANO // Accounting Department // accounting@cboutsourcing.us

Last Revised: 12/12/18

IMPORTANT INFORMATION REGARDING THE ACH DEBIT/CREDIT PROCESS.

1. Due to increased volume, application processing time has increased. You will be notified once your application has been reviewed and processed.
2. To assist with the increased volume, please ensure only one application is being submitted per importer.
3. **New Applications:** Please be advised the process can take up to 15 business days from the date of receipt.
4. **Changes to Existing Accounts:** Please allow at least 3 business days for processing. A bank account change is not considered complete until this office has confirmed this with the requestor in writing.

In order to avoid delays in processing, please ensure applications are filled out in their entirety. In addition:

1. For **ACH Debit applicants**: Please ensure your financial institution is aware of CBP's ACH Customer ID which is **7005009701**; this is necessary to have the pre-note transaction pass. If you do not provide this to your bank, your bank may block CBP from debiting your account.
2. For **ACH Credit applicants**: Please be advised applications are held for approximately two-weeks while awaiting a pre-note verification; if a pre-note is not received in this timeframe, you may need to re-apply.

For additional information on ACH and requirements for participation, please visit our website at: <https://www.cbp.gov/trade/automated/ach>

If you have any questions regarding your ACH account or the process, please email the ACH help desk at ach-customs@cbp.dhs.gov or call at 317-298-1200 X1098.