

Subject: Optimize Your Duty Payments with ACH

While the current pause on Trump tariffs between the USA and Mexico is in place, it's important to be prepared for potential changes in 30 days. This email explains how to optimize your duty payments to U.S. Customs and Border Protection (CBP) using the Automated Clearing House (ACH) system. Due to the high volume of applications CBP receives, it's essential to begin this process immediately.

How Duty Payments Work

U.S. Customs Brokers typically handle duty payments to CBP on behalf of importers. These payments can be made by check or ACH to CBP. **While brokers can make these payments, the necessary funds must be available in their account beforehand.** Brokers may charge a handling fee for this service, which is separate from entry and other handling fees.

Benefits of Using Your Own ACH Account

Maintaining your own ACH account gives you greater control over your finances and reduces your reliance on third parties for critical payments.

NOTE: It is essential to understand that **brokers do *not* finance duty payments for importers** to CBP. Importers are responsible for ensuring timely payment of all duties. Establishing your own ACH account provides direct control over these crucial payments and eliminates any potential reliance on third-party financing. **Importers are always responsible for the timely payment of all duties, as failure to do so can result in significant penalties.**

Importers have the option to pay duties directly to CBP using their own ACH account. This offers several advantages:

- **Reduced Fees:** Minimize broker ACH handling fees.
- **Improved Cash Flow:** Consolidate all your import duties for the previous month into a single payment.
- **Streamlined Accounting:** Simplify your accounting process with a single monthly payment instead of multiple payments for individual imports.
- **Extended Payment Window:** With periodic payments, you gain more time to make your duty payments.

How to Set Up Your ACH Account

Setting up an ACH account with CBP is a simple two-step process, see attached application:

Step 1: Apply for an ACH Account and Obtain a Payer Unit Number

1. Select "ADD" in the application system.
2. Enter your Employer Identification Number (EIN) as your Importer Payer Number. (Don't use a 3-digit filer code unless you are your own importer.)

3. If CBP has assigned you an Importer Number, use that instead of your EIN.
4. Ensure the funds will be drawn from a U.S. bank account.
5. Email your completed application to ACH-Customs@cbp.dhs.gov.
6. Watch for an email from CBP containing your Payer Unit Number. Please forward a copy of this number to us.

Step 2: Apply for Monthly Statement Payments

Once you receive your Payer Unit Number, we can guide you through the process of applying for monthly statement payments.

We're Here to Help

Our team is available to answer any questions and assist you with the ACH application process. We can also review your application before you submit it.

Please don't hesitate to contact us if you need any assistance.