



## Customs Brokerage Request Form

To ensure compliance with US Customs for the import of your shipment, please provide the below information for our Brokerage Department.

Do you have an ACH Payment Account set up with Customs?

If yes, please provide your ACH Payor Unit Number: \_\_\_\_\_

### Brokerage/Compliance Contact

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Commodity Details

Product Description	Harmonized Tariff Number	Country of Origin (Manufacturer)	Manufacturer Name if different from Shipper

\*\* If you are not aware of the Harmonized Tariff Number for your commodity, please complete the attached HTS questionnaire to assist us in classifying your commodity.

### Other Government Agency Details

If your commodity requires transmission to Other Government Agencies (OGA), please provide the below information. There will be additional fees for OGA transmissions.

Type (i.e. DUNS, FDA, EPA)	Registration Number	Company Name

Upon entry completion, the importer is required to review the Entry Summary (CBP Form 7501) provided for the entry processed. A correction can be made with US Customs within 9 days after entry processing/release. Any adjustments after will require a Post Summary Correction and a fee of \$125.00 will apply.

Duties/Taxes are due upon receipt! Customs & Border Protection will not be paid until GLC has been paid.