

\*\*\*IMPORTANT INFORMATION\*\*\*

Listed below are some important steps to be followed to help prevent CBP from receiving **debit voucher(s)** (failed payment) when attempting to debit your account. The receipt of a debit voucher may result in liquidated damages being assessed for non-payment and/or late payment of duties, taxes and fees.

1. Give your Payer Unit Number to your Broker(s). They must have it to authorize your statements, which will authorize Customs to debit your ACH account.
2. You must notify your financial institution to authorize CBP to debit your account. You will need to provide the CBP customer ID to them: 7005009701
3. You may need to establish an allowable dollar amount for the authorization. Please discuss this with your financial institution to ensure the amount is large enough to cover the Duties, Taxes and Fees you have authorized to help ensure CBP debits will not be blocked.
4. You may have to choose an allowable number of transactions with your bank that can be charged by Customs daily. PMS customers may have dozens of charges during the monthly billing phase and your bank may have set a transaction count limit.
5. Ensure you have enough funds in your account to cover the Duties, Taxes and Fees you have authorized.
6. CBP will only debit if authorized to do so with your payer unit number (PUN). Please maintain contact with your broker/filer on when to expect and the amounts authorized for Duties, Taxes and Fees. Your broker is responsible to provide you with copies of all entry paperwork and statements. Customs will not provide you with these documents.
7. Receiving a debit voucher for a daily statement associated with a periodic monthly statement (PMS) may affect your eligibility to participate in the PMS program.
8. When you receive an ACH debit the transaction addendum may identify 7005009701, please inquire with your financial institution with questions on addendum formatting.
9. Add ACH-Customs@cbp.dhs.gov to your email contacts list. Notices regarding ACH problems will be sent to the contact's email address and adding this to your contacts list will help assure the email does not go to your junk folder.

Note that your Payer Unit Number will only be given to the contact on your ACH application. Contact customs for procedures to follow to release the PUN to another party if the listed contact is no longer available.