



FMC# 017758NF CHB# 41358

Dear Valued Client

In light of continued increased tariffs and to ensure compliance with U.S. Customs & Border Protection (CBP) regulations, we are implementing updated procedures for the payment of U.S. Customs duties. These updates provide you with efficient, secure, and cost-effective options to pay CBP directly and implement disbursement fee if you continue to require our payment of your duties.

Duty Payment Options:

Automated Clearinghouse (ACH) – RECOMMENDED

<https://www.cbp.gov/trade/basic-import-export/automated-clearinghouse-ach>

- Duties are paid electronically from your bank account directly to CBP.
- Payments are processed on the 10th business day after shipment release.
- You will receive an email copy of each CBP entry summary (Form 7501) on the 8th day to advise you of the amount to be debited from your ACH account with US Customs
- To participate, clients must complete the CBP ACH Debit Application (Form 400). Upon approval, CBP will issue you a Payer Unit Number (PUN), which can be used with any Customs Broker.
- More information and application instructions are available here: CBP Automated Clearinghouse (ACH) Information

Periodic Monthly Statement (PMS)

- Once enrolled in ACH for at least 30 days, you may apply for PMS.
- PMS consolidates all shipments for the month into a single monthly duty payment, debited on the 15th working day of the following month.
- A preliminary statement is issued on the 11th working day, allowing time to review before funds are withdrawn.
- This option provides significant cash flow advantages and simplifies duty tracking for tax purposes.

Company Disbursement (with fee) – EFFECTIVE SEPTEMBER 29TH, 2025

If requested, Krenz & Hannan can continue to pay duties on your behalf.

-A 3.5% disbursement fee (minimum \$20 per entry) will apply to this service. Duty invoices are Due Upon Receipt and duties will not be outlaid to US Customs in the event of non-payment of our invoice.

To avoid these fees, we strongly recommend enrolling in ACH or PMS.

Action Required

- We kindly request that all clients transition to direct duty payment via ACH (and PMS if desired). Please review the CBP application process at the link above and notify us once you receive your Payer Unit Number (PUN) so that we can update your account.
- Our team is available to assist with the setup process and answer any questions. Please contact us for support.

Thank you for your cooperation and continued partnership during these challenging times.

Sincerely,

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