

Beja Custom House Brokers (BROKERS)

Duty Drawback Progress Tracking Sheet for Drawback Claims

Once the request for drawback privileges has been submitted U.S. Customs, drawback claims may be made. Numerous documents must be collected regularly in order to maintain a schedule of claims submissions. The needed documents will vary depending on your company's role in the import and export process. This sheet will help you put a procedure in place for gathering and sending the documents to Beja Custom House Brokers. The list will also help you identify the documents that are needed.

Check each box when the corresponding task is completed or the corresponding procedure is in place.

Choose the category that best describes your company's role in the import and export process, keeping in mind that some companies may fit more than one category.

Category 1: Importer and exporter of record.

If your company both imports and exports the drawback merchandise, you are the importer and exporter of record.

- 1. Gather the following import documents and send them to Brokers at least monthly.
 - a. Copies of commercial import invoices.
 - b. Copies of Forms 7501, Entry Summary.
 - c. Copies of support documents such as purchase orders, packing lists, and pick slips. These are helpful but are not mandatory unless specifically requested by customs.

- 2. Gather the following export documents and send them to Brokers at least monthly.
 - a. Copies of commercial export invoices.
 - b. Copies of support documents such as sales orders and packing lists. These are helpful but are not mandatory unless specifically requested by customs.
 - c. Proof of exportation. In most instances, this must be an original document with a handwritten ink signature or a certified copy of the original with an original handwritten ink signature. Acceptable documents include bills of lading, air waybills, or freight waybills. Also acceptable are unsigned proofs of delivery by USPS, UPS, FedEx, or DHL as long as the delivery receipt can be tied through numerical references to the export invoice. Proof of export from the U.S. can also be established by a foreign country's import documentation, such as a completed pediment^o in Mexico or a Canada Customs Coding Form (B3) with release date.

Note that obtaining proof of export is the most difficult portion of a drawback program, but it is a mandatory component for payment of drawback claims.

Category 2: Importer of record.

If your company imports the drawback merchandise but sells it to another company in the U.S. who then exports the goods, you are the importer of record only.

- 1. Contact your customers who are exporting the goods you have imported. Let them know you will be working with us on a drawback program and ask if they would be willing to provide the necessary documents to BROKERS under a nondisclosure agreement that would protect their confidential information. Let them know that we can explain more fully what their involvement would be and ask if we may contact them.
- 2. Provide a listing of all qualifying domestic customers who have indicated they will work with you on drawback. Include the company name, address, telephone number, and contact person.
- 3. Provide a letter of endorsement from each customer assigning you the right to claim drawback. A form is available from BROKERS.
- 4. Gather the following import documents and send them to BROKERS at least monthly.
 - a. Copies of commercial import invoices.
 - b. Copies of Forms 7501, Entry Summary.
 - c. Copies of support documents such as purchase orders, packing lists, and pick slips. These are helpful but are not mandatory unless specifically requested by customs.

Category 3: Exporter of record.

If your company purchases drawback merchandise from a company in the U.S. who has imported the goods that you then export, you are the exporter of record only.

- 1. Contact your suppliers who are importing the goods you have exported. Let them know you will be working with us on a drawback program and ask if they would be willing to provide the necessary documents to BROKERS under a nondisclosure agreement that would protect their confidential information. Let them know that we can explain more fully what their involvement would be and ask if we may contact them.
- 2. Provide a listing of all qualifying domestic suppliers who have indicated they will work with you on drawback. include the company name, address, telephone number, and contact person.
- 3. Provide a certificate of delivery (CRP Form 7552) from each supplier transferring the drawback merchandise to you. BROKERS can assist with this process.
- 4. Gather the following export documents and send them to BROKERS at least monthly.
 - a. Copies of commercial export invoices.

b. Copies of support documents such as sales orders and packing lists. These are helpful but are not mandatory unless specifically requested by customs.

c. Proof of exportation. In most instances, this must be an original document with a handwritten ink signature or a certified copy of the original with an original handwritten ink signature. Acceptable documents include bills of lading, air waybills, or freight waybills. Also acceptable are unsigned proofs of delivery by USPS, UPS, FedEx, or DHL as long as the delivery receipt can be tied through numerical references to the export invoice. Proof of export from the U.S. can also be established by a foreign country's import documentation, such as a completed pedimento in Mexico or a Canada Customs Coding Form (B3) with release date.

Note that obtaining proof of export is the most difficult portion of a drawback program, but it is a mandatory component for payment of drawback claims.