

INITIAL INFORMATION NEEDED FOR DRAWBACK PRIVILEGE APPLICATIONS

Client _____

Date _____

1. Name and address of your company exactly as it is shown on your importer/ broker (type 1) bond (attach copy of most recent bond). _____

2. IRS number (with suffix, if applicable). _____

3. Is the address listed in item 1 your company headquarters? 3. yes no

If not, what is the location of your headquarters? _____

4. Do you have multiple U.S. offices, factories, warehouses, etc., that operate under the same IRS number and where potential drawback merchandise is received or withdrawn? 4. yes no

If so, please list the type and location of each U.S. facility. _____

If so, are goods tracked on the same or different inventory records? same different

5. Year your company was established. _____

6. Name, title, email address, and telephone number of your company's primary contact person for drawback. _____

7. Briefly describe your general business operations, including the goods involved. _____

8. Mark any operations that are performed testing cleaning in the U.S. on your imported merchandise prior to export. repacking blending other (describe)

9. In which countries does the merchandise you import into the U.S. originate? _____

10. Are you the actual importer of the drawback merchandise (in other words, do you have title to the goods at the time of importation into the U.S.)? 10. yes no

If not, please identify (name and address) your three largest suppliers of imported goods who will work with you on drawback. _____

11. Are you the actual exporter of the drawback merchandise (in other words, do you have title to the goods at the time of exportation from the U.S.)? 11. yes no

If not, please identify (name and address) your three largest customers who export the goods you import and who will work with you on drawback. _____

12. Do the items you export keep the same part numbers from import through export? 12. yes no

If not, please explain the reasons the part numbers change and provide a cross-reference list showing both the import and export part numbers. _____

13. How many export transactions (shipped from the U.S.) do you have in a twelve-month period?

14. What is the estimated dollar value of your potential drawback in a one-year period (the amount of duty paid on duty-paid goods imported into the U.S. that are subsequently exported)? _____

15. To which countries do you export drawback merchandise from the U.S.? _____

16. List the primary U.S. ports from which you export merchandise to countries outside the U.S.

17. Have you ever had dealings with a drawback office, including acceptance, denial, or revocation of any privilege application and including filing a drawback claim in connection with a Form 7553 notice? 17. yes no

If so, please describe your involvement. Include copies of correspondence with Customs. Indicate which drawback offices you have dealt with. _____

18. Please identify your current import broker (name and location). _____

How long have you been using this broker? _____

19. Please estimate the annual percentage and value of exports that you send from the U.S. via express carriers, such as USPS, UPS, FedEx, or DHL.

Annual percentage: _____

Annual value: _____

20. What is the name of the computer software your company uses to keep track of inventory?

21. Describe the steps involved in your receipt of merchandise into inventory in the U.S. and your withdrawal of that merchandise from inventory. _____

Attach sample screen shots that show an item received into inventory and that same item withdrawn from inventory. _____

Attach the matching purchase order, Form 7501, import invoice, import packing list, export invoice, export packing list, and *proof of export. _____

*Proof of export must be a document that establishes the date and fact of exportation and the identity of the exporter and the goods.

Usually this will be a bill of lading, an air waybill, or a freight waybill from the company that actually shipped the merchandise (usually not a freight forwarder when the freight forwarder only arranged for the shipping).

Also acceptable are proofs of delivery by express carriers, such as USPS, UPS, FedEx or DHL, as long as the delivery receipt can be tied through a numerical reference 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 a release date.