

FORM INSTRUCTIONS

(Refer to Customs Publication No. 548, "Preparation of Harbor Maintenance Fee Forms" for additional instructions; and 19 CFR 24.24.)
 The following are specific instructions for most of the items on the form. Items that have no instructions are self-explanatory. Domestic movements, Foreign Trade Zone (FTZ) admissions, passenger movements, or any combination of these may be declared on one form provided that the name of the company and the identifying number are the same for all declared.

Item 1. (Identifying Number) - Individual summary reports should contain only one identifying number. This does not preclude filing more than one summary report for one identifying number. The identifying number must correspond to the name in Item 2. Check the appropriate box to indicate the type of identifying number being used. Enter the following information:

- **Domestic Movements** - Shipper's Internal Revenue Service (IRS) Number listed on the Vessel Operation Report (U.S. Army Corps of Engineers Form 3925).
- **FTZ Admissions** - Applicant for Admission to a Foreign Trade Zone's Internal Revenue Service (IRS) Employer Identification Number (EIN).
- **Passenger Movements** - Vessel Operator's Internal Revenue Service (IRS) Employer Identification Number (EIN).

Item 2. (Name of Company or Individual) - Enter the following information:

- **Domestic Movements** - Shipper listed on the Vessel Operation Report (U.S. Army Corps of Engineers Form 3925).
- **FTZ Admissions &/or Status Designation** (CBP Form 214 Box 24).
- **Passenger Movements** - Operator of the passenger-carrying vessel.

Item 3. (Identifying Number Used on Original Report) - Number used on CBP Form 349. Check appropriate box to indicate type of identifying number being used.

Item 4. (Reporting Period Used on Original Report) - Enter the four-digit year and select the appropriate quarter used on CBP Form 349.

Item 5. (Address) - Street address or P.O. Box, city, state, and zip code where company or individual may be contacted.

Item 6. (Reason for Amended Report) - Check appropriate box A, B, or C. If B or C is selected, check the appropriate box under B or C.

Item 7. (Type of Shipment With Class Code) - Enter the total of Items 8, 9, and 10.

Item 8. (Value of Shipments) - Figures entered in Items 8A through 8C shall represent quarterly total.

- **Domestic Movements (8A)** - Total value at the time of loading. Value shall be Free Alongside Ship (FAS) value, which includes selling price, inland freight, insurance, and all other charges to transport the cargo to the dock alongside the vessel.
- **FTZ Admissions (8B)** - Total entered value listed on the Application for Foreign Trade Zone Admission and/or Status Designation Form (CBP Form 214, Item 21).
- **Passenger Movements (8C)** - Actual charge for transportation paid by the passengers (or the prevailing charge for comparable service if no actual charge is paid). HMF is paid only once per journey for each passenger. Crew members are not subject to HMF.

Item 9. (Value of Exemptions) - Exemptions are to be itemized on Items 15 through 20. Totals shall be entered in Items 9A through 9C.

Item 10. (Net Value) - Net Value is calculated by subtracting Items 15 through 20. Totals shall be entered in Items 9A through 9C.

Item 11. (HMF Due) - To calculate the HMF Due, multiply the amount on Lines 10A, 10B, and 10C times the rate in effect for the period being reported. The rate is 0.0004 (0.04%) through December 31st, 1990 and 0.00125 (0.125%) beginning January 1st, 1991.

Item 12. (Total HMF Due) - Total of Items 11(A-C).

Item 13. (Previously Paid HMF Amount) - Original amount paid in quarter being amended.

Item 14A. (Supplemental Payment Due) - If 2 types of shipments were included on CBP Form 349 as being amended, include only the value and fee for the movement type being amended. Attach copies of the original documents that support the increase. Remit a check or money order payable to the Bureau of Customs and Border Protection.

Item 14B. (Refund Due) - If 2 types of shipments were included on CBP Form 349 as being amended, include only the value and fee for the movement type being amended. Attach a copy of CBP Form 349, support documentation for CBP Form 349, and the documents to support the decrease.

ITEMIZATION OF EXEMPTIONS

Only one exemption per movement may be claimed (See definition of "movement" in Item 5 of the General Instructions in Customs Publication No. 548). Figures inserted in Items 15 through 20 shall represent quarterly totals.

Item 15. (Exempt Port) - Total value of shipments for each type of movement (e.g., domestic, FTZ admission, etc.), loaded and/or unloaded at an exempt port. See Customs Publication No. 548 "Preparation of Harbor Maintenance Fee Forms" for list of non-exempt ports.

Item 16. (Inland Waterway Fuel Tax) - Total value of shipments transported by vessels using fuel subject to the Inland Waterway Fuel Tax. Applies only to domestic movements.

Item 17. (Intraport) - Total value of cargo moved within a single CBP port. Applies only to domestic movements.

Item 18 (U.S. Mainland/Possession/Territory) - Total value of the following:

- Cargo, other than Alaskan crude oil, loaded on a vessel in Alaska, Hawaii, Puerto Rico, unloaded in the state or territory in which loaded.
- Cargo, other than Alaskan crude oil, transported from the U.S. mainland, Alaska, Hawaii, or a U.S. possession for ultimate use or consumption.
- Cargo, other than Alaskan crude oil, transported from Alaska, Hawaii, or a U.S. possession for ultimate use or consumption in the mainland, Alaska, Hawaii, or such possession.
- * U.S. mainland includes the 48 contiguous states and the District of Columbia.
- * The U.S. possessions and territories include the following:

<ul style="list-style-type: none"> American Samoa Baker Island Guam Howland Island Jarvis Island Johnston Atoll Kingman Reef Midway 	<ul style="list-style-type: none"> Northern Mariana Islands including: <ul style="list-style-type: none"> Agrihan Aguijan Guguan Pagan Rota Saipan Tinian Palmyra Island Puerto Rico U.S. Virgin Islands Wake Island
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Item 19. (Other) - Total value of cargo, for each type of movement, subject to the following exemptions:

- Cargo entering the U.S. in-bond for transportation and direct exportation to a foreign country. This does not include cargo for which a formal entry or warehouse entry is filed or cargo which is admitted into a Foreign Trade Zone (FTZ).
- Fish and other aquatic animal life caught by a vessel, and not previously landed on shore, regardless of the extent to which it has been processed.
- Passengers transported on ferries. Ferries are defined as vessels engaged primarily in the transport of passengers and their vehicles (if applicable) between ports in the U.S. or between ports in the U.S. and ports in Canada or Mexico. The vessel must arrive in the U.S. on a regular schedule during its operating season.

Item 21. (Certification) - Enter signature of shipper, application for FTZ, admission, or operator of passenger carrying vessel.