

2018 Electronic Triennial Reporting

MODERNIZED TRIENNIAL REPORTING AND FEE PROCESS

BMB Webinar for NCBFAA 12/13/2017



U.S. Customs and
Border Protection

Automated Triennial Status Report and Fee Process

December 13, 2017

NOTICE:

This publication is intended to provide guidance and information to the trade community. It reflects the position on or interpretation of the applicable laws or regulations by U.S. Customs and Border Protection (CBP) as of the date of publication, which is shown on the front cover. It does not in any way replace or supersede those laws or regulations. Only the latest official version of the laws or regulations is authoritative.



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Background

The Status Report and associated Fee is required from all licensed brokers (individual, corporation, partnership and association) every three years – TRIENNIALLY as of 1985.

- The Status Report must be filed with CBP by February 1st every third year- next due February 2018.
- A report filed during the month of February will be considered timely.
- \$100.00 must accompany the report.
- The report must be filed with the Center/Port in the broker district in which the license was delivered. On-line filing accomplishes this.
- Failure to file the report and fee before March 1st of the reporting year results in suspension of the license by operation of law on March 1st.



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Background

CBP provides a Certified Letter to each Status Report negligent licensed broker at the last known address reflected in CBP records.

- It is the broker's responsibility to maintain their address information with CBP.
- Failure to file the report and fees within 60 days of the suspension warning letter results in revocation of the license by operation of law without prejudice to the filing of a new application for a license.
- This means that a license revoked by operation of law cannot be reinstated. The effected individual may file a new application for a license.
- Revocations are published in the Federal Register



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Submission of Triennial Status Report

CBP has responded to the COAC recommendations:

- Expand payment options for brokers and partners for broker-related fees to Pay.gov
- Provide for payment of broker fees on line.
- Allow a company with multiple brokers to make payments on behalf of the corporation and employed individually licensed brokers.

Effective December 15, 2017 brokers will be able to submit status report and fees via Pay.gov

SAVE TIME - SUBMIT ONLINE



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Submission of Triennial Status Report

SAVE TIME - SUBMIT ONLINE

- The Pay.gov link will be live on December 15 at <https://www.pay.gov/public/form/start/65766021>
 - The cost remains \$100.00 per license
- Electronic reporting is a modernized Trade Process
- Electronic reporting streamlines Broker administrative process



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SAVE TIME – SUBMIT ONLINE

One Stop Shopping

User friendly interface

No need to travel to distant Ports

No need to rely on paper mail getting delivered on time

Brokerages may report on any staff individual licenses

Status Report may be entered as a web form

Employee lists may be submitted as a PDF attachment



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SAVE TIME – SUBMIT ONLINE

One Stop Shopping

Use a tablet, desktop or smart phone to file

Pay by credit card, debit card or digital wallet

Electronic receipt

Transactional level reporting

Improved payment tracking and reconciliation

Efficient accountability and transparency with CBP



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On Line Submission Process

<https://www.pay.gov/public/form/start/65766021>

[MAKE A PAYMENT](#) [FIND AN AGENCY](#) [ONLINE HELP](#)

Customs Broker Triennial Status Report

Before You Begin **1 Complete Agency Form** 2 Enter Payment Info 3 Review & Submit 4 Confirmation

Paying online with Pay.gov is safe, secure, and the preferred method to make a payment. To make a payment using one of the below accepted payment methods, please click the Continue to the Form button.

Accepted Payment Methods:

- ▶ Amazon account
- ▶ PayPal account
- ▶ Debit or credit card

[Cancel](#)

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On Line Submission Process

Customs Broker Triennial Status Report

Before You Begin | Complete Agency Form | 2 Enter Payment Info | 3 Review & Submit | 4 Confirmation

Need Help?

[Expand](#)

Status Report web form

CUSTOMS BROKER TRIENNIAL STATUS REPORT

NOT AN OFFICIAL U.S. GOVERNMENT FORM. USE IS STRICTLY VOLUNTARY. OTHER FORMATS MAY BE ACCEPTED.

In accordance with 19 C.F.R. § 111.30(d), each entity holding a broker's license must file a status report each reporting year with U.S. Customs and Border Protection (CBP) and pay a processing fee of \$100.00 (one hundred dollars). A separate report and fee for each license must be filed against the Port that originally issued the license. A Triennial Status Report which is not correctly filed against the Port that originally issued the license will be rejected by CBP. Any license for which no report and fee is filed is subject to suspension by operation of law.

Name:

Mailing Address:

Mailing Address Line 2:

City, State, Zip:

Country:

E-mail Address:

Website:

License number: Issue Date: Issuing Port:

Type of License: Individual Corporation Association Partnership

If you hold an individual License, are you currently a Federal Employee? Yes No

If you hold a Corporate, Association, or Partnership License, please identify the license qualifier:

Name: License Number:

Are you actively engaged in Customs business? Yes No

(If yes, and applicable, attach a list of employees as a pdf (19 C.F.R. § 111.28(b)(1)(i)))

I am a sole proprietor / an employee / neither] of a brokerage, whose address is:

Name of Brokerage:

Address:

Address Line 2:

City, State, Zip:

Country:

Have you engaged in any conduct that could constitute grounds for suspension or revocation of your license as described in 19 C.F.R. § 111.53? Yes No

If yes, please attach details as a pdf file.

I certify that the statements contained in this report and supporting attachments (e.g., employee lists, if applicable) are true and correct to the best of my knowledge and belief

eSignature of licensee Date:

Note: Any willful omission or misstatement of fact may constitute grounds for action against a broker, including suspension or revocation of the license.



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On Line Submission Process

Attach File

[MAKE A PAYMENT](#)[FIND AN AGENCY](#)[ONLINE HELP](#)

Customs Broker Triennial Status Report

Before You Begin **1 Complete Agency Form** 2 Enter Payment Info 3 Review & Submit 4 Confirmation

Add Attachment

This form is configured to allow one file attachment. Please browse and attach a file. The file must have a file extension of PDF and cannot exceed a size of 2MB.

Attach File:

Need Help?

Contact: CBP Pay.gov Help Desk

Email: [Click to email](#)

Phone: (317) 614-4964

[Cancel](#)

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On Line Submission Process

Payment Type Selection

Find Forms, Agencies... MAKE A PAYMENT FIND AN AGENCY ONLINE HELP

Customs Broker Triennial Status Report

Before You Begin **1 Complete Agency Form** 2 Enter Payment Info 3 Review & Submit 4 Confirmation

Payment Information

Payment Amount: \$100.00

* I want to pay with my:

- Amazon account
- PayPal account
- Debit or credit card

[Cancel](#)

Need Help?

Contact: CBP Pay.gov Help Desk

Email: [Click to email](#)

Phone: (317) 614-4964

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On Line Submission Process

Payment Details

Find Forms, Agencies... Search MAKE A PAYMENT FIND AN AGENCY ONLINE HELP

Customs Broker Triennial Status Report

Before You Begin 1 Complete Agency Form 2 Enter Payment Info 3 Review & Submit 4 Confirmation

Please provide the payment information below. Required fields are marked with an *.

* Payment Amount:
\$100.00

* Cardholder Name
Cardholder Name

* Cardholder Billing Address:
Cardholder Billing Address

Billing Address 2:
Billing Address 2

City:
City

* Country
Select Country

State/Province ZIP/Postal Code
State/Province ZIP/Postal Code



* Card Number:
Card Number

* Expiration Date:
Select ... Select ...

* Security Code:
Security Code
[What's this?](#)

Previous Return to Form Cancel Review and Submit Payment

Need Help?
Contact: CBP Pay.gov Help Desk
Email: [Click to email](#)
Phone: (317) 614-4964



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Public Notification

CBP notification to the public of the Triennial status fee automation

Ports issue Local Trade Notices by either:

- Pipeline
- Information Notice
 - Internet / Email
 - Individual Mailing
- Brokers Association Mailing



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Public Notification

CBP notification to the public of the Triennial status fee automation

- Tweets
 - CSMS Messaging
- Press Release via Office of Public Affairs
 - Flyers
- NCBFAA NEI Webinar
- 2017 East Coast Trade Symposium in Atlanta
- American Shipper and International Trade Today Magazines and Daily Postings
 - FAQs on the www.cbp.gov/broker-FAQ



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Required Information on Report

BMO will review and verify each status report for pertinent information and appropriate fees

- Name of license holder.
- If an individual licensee is engaged in customs business must provide employer's name and address.
- Mailing address (non-business address if not actively engaged in customs business as a sole proprietor).
- License number and issuance date.
- Port of issuance.
- License type: Individual, Corporate, Association, or Partnership.
- Actively engaged in customs business or not.
- If an individual, must provide a statement that they have not engaged in any conduct that would constitute grounds for suspension or revocation of their license.



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Required Information on Report - Cont.

A partnership, association or corporation must state:

- The company name they are operating under as a broker.
- The business address.
- The name and address of the license qualifier (must sign the report).

All licensed brokerages engaged in Customs Business must provide an employee list containing:

- Name.
- Social security number.
- Date and place of birth.
- Current home address of each employee.



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Questions

Can payments still be made to the district port though which the license was delivered?

CBP encourages the trade to submit fees electronically via pay.gov, however, a paper status report and fee payment in the form of a check or money order may also be submitted to the port that originally delivered the license to the broker.

Any payment made to a port other than that through which the license was delivered will be returned to the broker.



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Questions

What happens if a status report and fees are not provided by the due date?

- If a report and payment are not received by the February 28, 2018 due date, the license status will be suspended in ACE as of March 1, 2018.
- CBP will send a 60-day notice of suspension to the license qualifier via certified mail “return receipt requested” at the address reflected in CBP records.
- Brokers are responsible for maintaining their address information with CBP.
- If the required report and fees are received within the 60 day period of the suspension letter date, the license will be returned to **ACTIVE** status.
- Pay.gov will remain active for that 60 day period and Brokers can submit their late status report on-line.



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Questions

What happens if a status report and fees are not provided within 60 days of the suspension letter?

- If the required report and fees are not received within the 60 day period, the license status will be changed to **REVOKED** and the license will be revoked by operation of law on the 61st day.
- CBP will publish a Federal Register Notice that lists all license revocations for failure to file the status report.



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Questions

Can a brokerage make one payment on behalf of all their individually licensed brokers?

- CBP will be adding additional functionality for online payment of licenses, etc. in the future and hopes to be able to simplify the process for multiple payments of triennials at the same time.
- CBP welcomes input from the broker community on modernizing the online process.



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Questions

When will Pay.gov be available and where can I find more information about the process?

- For additional information about status reports and filing, please visit: www.cbp.gov/broker-faq
- The link for status reporting will be activated on Friday, December 15, 2017



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Triennial Automation

• **SAVE TIME – SUBMIT ON LINE**

- Late filed status reports lead to license suspension.
- Licenses are suspended on March 1, 2018 for non-payment.
- Brokers have 60 days from the date of the suspension letter to file late status reports.
- Brokers are responsible for maintaining accurate address information with CBP.
- Unfiled status report licenses are revoked by operation of law on the 61st day from the date on the certified letter.
- Brokers may still file paper triennial reports at the port through which their license was delivered.
- Status reports provided to the incorrect port will be returned to the broker.



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Questions?

If you have additional questions you can email Broker Management at brokermanagement@cbp.dhs.gov

Thank you

Julia Peterson, Branch Chief Broker Management



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