

# Base Metals Center Pipeline 21-01 - **AMENDED**



U.S. Customs and  
Border Protection

**December 14, 2020**

To: Customhouse Brokers, Importers and Others Concerned

Subject: 2021 Annual Permit User Fee and 2021 Triennial Report and Fee

## ANNUAL PERMIT USER FEE

In accordance with 19 CFR 111.96 (c), an annual permit user fee will be assessed for each permit held by an individual, partnership, association, or corporate broker. This fee is not required from licensed individuals who do not hold permits.

The fee is payable for each calendar year in each port where a broker has a local permit to conduct Customs business. The fee is also applicable for each national permit held by an individual or cooperate brokerage and is payable at the port the license was issued through. As of January 1, 2021 the annual user fee for each permit has been increased to \$150.33. The 2021 annual permit user fee is due January 29, 2021 as published in the Federal Register notice dated October 28, 2020.

If any broker fails to pay the fee by the due date, the Base Metals Center Director will notify the broker in writing of failure to pay and revoke the permit to operate. This notice shall constitute revocation of the permit.

A broker whose permit has been revoked may reapply for a permit, but will be required to pay the \$100.00 application fee as identified in 19 CFR 111.96 (b) in addition to the annual user fee.

If the broker reapplies within a reasonable time after revocation of the permit, the Center Director may issue a permit without regard to the provisions of 19 CFR 111.19 (e).

## TRIENNIAL FEE AND REPORT

In accordance with 19 CFR 111.30 (d), a Triennial status report and \$100.00 fee is due every three years from each licensed individual and corporate license holder. The 2021 Customs Broker License Triennial Status Report submission and fee payment cycle opens on December 15, 2020. The last day to submit fees and status reports is **February 28, 2021**. **All licensed customs brokers are encouraged to visit [e.cbp.dhs.gov](https://e.cbp.dhs.gov) to submit their required TSR. Login using authentication from [Login.gov](https://login.gov) and navigate through the self-paced questions to fulfill the TSR requirement. As the user navigates through the few short screens to complete the filing process, when required they will be prompted to upload employee lists, identify the brokerage company they work for and if that company will pay the fee on their behalf. For more information see FAQs and TRS system Quick Reference Guides at: <https://www.cbp.gov/trade/ecbp>.**

If you prefer to pay by check, you must submit your Triennial Status Report and payment at the port through which your original license was delivered (contact information is below).

Your Triennial Status Report must include social security number, date and place of birth and current home address. Additionally, any permitted broker must submit a list of all current employees including the same information. Failure to submit the Triennial Status Report and fee will result in suspension and revocation of the license. If any required elements are missing, your report will be rejected and returned as incomplete.

Please address any correspondence concerning the annual permit and triennial fee report as indicated below:

#### CHICAGO

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## SUMMARY

It is important to remember the Annual Permit User Fee and the Triennial Fee and Report are two separate requirements.

If you have any questions the annual or triennial fees, please contact the Entry Chief's or Supervisory Entry Specialist identified above.

*Africa R. Bell*

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Director, Base Metals Center