

Base Metals Center Pipeline 18-02



U.S. Customs and
Border Protection

December 12, 2017

TO: Customhouse Brokers, Importers, and Others Concerned

SUBJECT: 2018 Annual Permit User Fee and 2018 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 corporate brokerage and is payable at the port the license was issued through.

As of January 1, 2018 the annual user fee for each permit has been increased to \$141.70. The 2018 annual permit user fee is due January 26, 2018 as published in the Federal Register Notice dated November 24, 2017.

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A broker whose permit has been revoked may reapply for a permit, but will be required to pay the \$100.00 application fee as identified in 19 CFR 111.96 (b) in addition to the annual user fee.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 2018 Customs Broker License Triennial Status Report submission and fee payment cycle opens on December 15, 2017. The last day to submit fees and status reports is February 28, 2018. CBP Broker Management encourages online report submission and payment. Please visit the **Pay.gov** web portal. You will be required to fill out the Triennial Status Report web form, attach employee lists if applicable, and submit your electronic payment. No additional fees are charged when you make credit, debit or digital wallet payments through Pay.gov. 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 your 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 that the Annual Permit User Fee and the Triennial Fee and Report are two separate requirements. If you have any questions regarding the annual or triennial fees, please contact the Supervisory Entry Specialist identified above.



Africa R. Bell
Director, Base Metals Center