

CBP and Trade Automated Interface Requirements

ACS Appendix J: Forms

January 2018



U.S. Customs and
Border Protection



ACS Appendix J

Forms

This appendix provides samples of forms for use with the Automated Commercial System (ACS).

A copy of the Harmonized Tariff Schedule (HTS) Tape Order Form and Disclaimer Statement is included in this appendix.

This form may be photocopied. The submitted copy must contain original signatures.

Harmonized Tariff Schedule (HTS) Tape Order Form and Disclaimer Statement

**U.S. CUSTOMS AND BORDER PROTECTION
APPLICATIONS DEVELOPMENT DIVISION
TARIFF COMPLIANCE
CBP**

1801 N Beauregard
Attention: Jennifer Keeling
Program Office #1352
DHS, VA 20598-1352

Filer Number: _____ Contact: _____

Company Name: _____ Phone: _____

Address: _____

The Harmonized Tariff Schedule is only available in six tape options. Select only one of the options by placing an "X" in the space provided below:

- 1. ___ ASCII CD with fixed length, each line is delimited with a Carriage Return Line Feed (CRFL)
- 2. ___ CARTRIDGE EBCDIC IBM 3490 FORMAT
- 3. ___ CARTRIDGE ASCII IBM 3490 FORMAT

Please check the appropriate block:

- 1. ___ We are not actively participating in the Automated Broker Interface (ABI) program. Enclosed is our check in the amount of \$500.
- 2. ___ We are actively participating in the ABI Program. Our client representative/contact person at CBP is: _____.

DISCLAIMER STATEMENT

It is understood that the Harmonized Tariff Schedule (HTS) tape is provided as an advisory tool for use by the trade. While CBP extends significant quality control efforts in producing this tape, the Service does no guarantee its accuracy or its completeness.

The undersigned user or agent will not hold the U.S. Customs and Border Protection responsible for the accuracy nor completeness of the HTS information provided on the automated tape that is purchased through this request. Likewise, the undersigned will not hold the U.S. Customs and Border Protection responsible for the application of HTS data to specific CBP entry transactions that will be generated using the HTS data contained on the tape.

In submitting this order, the purchaser/recipient acknowledges that use of the HTS data contained on the automated tape is solely at his own risk and agrees to hold the U.S. Customs and Border Protection harmless for refunds or damage incurred from its use.

(Signature)

(Title) print

(Company Name) print

(Date Signed)

ACH Application

The latest ACH application form is located on CBP's website. The form may be located at the following link: [Form 400 AHC Application](#).

A separate ACH Application Form must be completed for each bank account if multiple accounts are used in the Automated Clearinghouse (ACH). To receive notification of the assigned Payer's Unit Number quickly, print the FAX telephone number in the upper right-hand corner of the form. If a broker is providing the form on behalf of the client, the client's FAX number should be provided.

Definitions for the data elements reported on the ACH Application Form are defined below:

Data Element	Description
Add	Check this box if the action is to add new banking account data.
Change	Check this box if the action is to change banking account data already on file or to change company address or contact information.
Delete	Check this box if the action is to delete the ACH payer's unit number. Deleting the record will prevent its future use in the ACH payment authorization transaction.
Current ACH Payer Unit Number	The current ACH payer unit number for which the change or delete is requested.
Requested Effective Date	The date the change is to take place. Effective dates for changes should be at least two business days in the future.
Payer Company Name	The name of the company which relates to the bank account information being provided.
Payer Company Address	The city, state and ZIP code of the company which relates to the bank account information being provided.
Payer Contact Name	The name of the contact person for the related payer company name.
Payer Telephone/FAX	The telephone and FAX number of the company responsible for the ACH payment.
Importer Number or 3-Digit Filer Code	The 12-position (IRS), or 11-position (SSN) number or the 3-position filer code identifying the payer to which the ACH payer unit number will be assigned.
Bank Name	The name of the bank related to bank account information.
Address	The address of the bank related to the bank account information.
Telephone	The telephone number of the bank related to the bank account information.
ACH Bank Transit Routing Number	A 9-position number identifying the location of the bank where the bank account is located. This number is obtained from the bank. It is the responsibility of the payer to ensure that the information provided is correct.
ACH Bank Account Number	The bank account number which is to be used in the ACH payment process. This number is obtained from the bank. It is the responsibility of the payer to ensure that the information provided is correct.

Data Element	Description
Name of CBP Broker/Filer	The name of the CBP Broker/Filer the payer will use in the ACH payment authorization transmission. If payer uses more than one CBP Broker/Filer, provided the name of only one.
3-Digit Filer Code	The filer code of the related CBP Broker/Filer the payer will sue in the ACH payment authorization transmission.
Contact Name	The name of a contact person of the related CBP Broker/Filer name.
Telephone	The telephone number of the related CBP Broker/Filer contact name.
CBP ABI Client Representative of CBP Broker/Filer	The name of the ABI Client Representative of the related CBP Broker/Filer the payer will use in the ACH payment authorization transmission.
Name of Authorizing Company Official	The name of the company official who is authorized to release the information provided on the form.
Signature of Authorizing Company Official	A legible signature of the company official who is authorized to release the information on the form.
ACH Payer Unit Number	The six-digit ACH payer unit number assigned by CBP in “ADD” actions. This number will be used in the ACH payment authorization transmission to CBP.
Effective Date	Provided by CBP. The date the first ACH payment authorization may be transmitted to CBP by the payer’s filer.