

QUICK REFERENCE CARD

AUTOMATED COMMERCIAL ENVIRONMENT (ACE)

PERIODIC MONTHLY STATEMENTS (PMS)

**PARTICIPATING IN PERIODIC MONTHLY STATEMENTS
(PMS)**



OFFICE OF TRADE



U.S. Customs and Border Protection

VERSION 1.0

AUGUST 2018

APPROVED

PARTICIPATING IN PERIODIC MONTHLY STATEMENTS (PMS)

WHAT ARE THE BENEFITS OF PMS?

Brokers and importers who are Automated Broker Interface (ABI) filers can pay designated Entry Summaries for a given month on one statement. PMS:

- Can be paid as late as the 15th working day of the following month.
- Shifts the payment process from a transaction-by-transaction process to an interest-free periodic monthly process.
- Provides additional flexibility to manage working capital required for duty payments.
- Streamlines accounting and reporting processes.
- Allows filers (including importers who are self-filers) to request separate PMS statements by port, or to request that U.S. Customs and Border Protection (CBP) consolidate Entry Summaries from separate ports onto a single national PMS statement.
- Allows brokers to pay on behalf of importers.
- Allows users to view the PMS as it is being built during the month, using the Automated Commercial Environment (ACE).

For directions on how to log into the ACE Secure Data Portal, visit the **ACE Training and Reference Guides** webpage at <https://www.cbp.gov/trade/ace/training-and-reference-guides#portal> and select the **Account – Initial Access** hyperlink.

HOW DO I SIGN UP FOR PMS?

As an importer, you can either:

1. Participate with an existing ACE account and request PMS processing. This allows you to manage your own CBP account in ACE and customize your reports.

OR

2. Participate with a Non-ACE Account through your broker, who has an ACE account.
 - a. For Non-ACE Accounts, brokers continue to flag Entry Summaries for a statement and effect payment as they do today. Brokers are able to place eligible Entry Summaries for activated Non-ACE Accounts on a broker or importer statement.
 - b. As an importer, you will have your duties, taxes, and fees paid by your broker via your own Automated Clearing House (ACH) account or the broker's ACH account.

WHICH PMS WILL I BE ABLE TO VIEW?

Importers will only be able to view PMS for those IR numbers that are part of their Account List and have been approved for PMS.

HOW WILL I KNOW WHEN I HAVE BEEN ACTIVATED FOR PMS?

You will know if your IR numbers have been activated for PMS in one of two ways:

1. The account receives an email message from the CBP Revenue Division and/or their CBP Account Manager.
2. The account is notified by your broker if the broker was the party who submitted the PMS participation request to CBP.



NOTE: If confirmation from CBP is not received within 10 business days, please resubmit your application.

HOW TO SIGN UP FOR PMS PARTICIPATION VIA EMAIL

Step	Action
1.	Type periodicstatement@dhs.gov in the To field.
2.	Type <i>Activation Request</i> in the Subject field, along with your <i>IR number</i> and <i>name</i> . IMPORTANT: Applications for PMS must have the importer's IR number and name in the email's Subject field.
3.	Type <i>the name of the Importer's CBP Account Manager</i> in the Cc field, if applicable.
4.	Attach a scanned image of the CBP Form 5106 with Periodic Monthly Statement Activation written on top. NOTE: Do not include more than five CBP Forms 5106 in a single email. NOTE: To download CBP Form 5106, navigate to https://www.cbp.gov/newsroom/publications/forms and type <i>5106</i> in the Search by Title or the Form Number: field. Select the Apply button, then select the CBP Form 5106 hyperlink to display the pdf.
5.	Select the Send button. NOTE: The email should indicate that you are interested in participating in PMS, either with an ACE account or as a Non-ACE Account. Provide a list of the Importer of Record (IR) numbers being requested for PMS activation. If you have an ACE account, provide the ACE ID from the top account and all ACE IDs associated with the IR numbers being requested.

For assistance, call the CBP External Support at 1-866-530-4172.

