



Participating in Periodic Monthly Statements

June 2022



U.S. Customs and
Border Protection



INTRODUCTION

Brokers and importers who are Automated Broker Interface (ABI) filers can pay designated Entry Summaries for a given month on one statement. Periodic Monthly Statements (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 built during the month, using the Automated Commercial Environment (ACE).

Importers can only view PMS for IR numbers that are part of their Account List and approved for PMS.



NOTE: 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 TO SIGN UP FOR PMS

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 can 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.

HOW TO KNOW YOUR ACCOUNT IS ACTIVATED FOR PMS

1. The account receives an email message from the CBP Revenue Division and/or their CBP Account Manager.

OR

2. Your broker will notify the account if the broker was the party who submitted the PMS participation request to CBP.



NOTE: If you do not receive confirmation from CBP within 10 business days, please resubmit your application.

HOW TO SIGN UP FOR PMS PARTICIPATION VIA EMAIL

1. In the **To** field, type *periodicstatement@cbp.dhs.gov*.
2. In the **Subject** field, type the following:
 - a. *Activation Request*
 - b. Your IR number
 - c. Your IR name



IMPORTANT: Applications for PMS must have the importer's IR number and name in the email's Subject field.

3. If applicable, type the email address of the Importer's CBP Account Manager in the **Cc** field.
4. In the email, indicate 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 you are requesting for PMS activation. If you have an ACE account, provide the ACE ID from the top account and all ACE IDs associated for the included IR numbers.
5. In the email, attach a scanned image of the CBP Form 5106 with *Periodic Monthly Statement Activation* written at the top.



NOTE: Do not include more than five CBP Forms 5106 in a single email.

To download CBP Form 5106, navigate to <https://www.cbp.gov/newsroom/publications/forms>, and type 5106 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.

6. Select the **Send** button.