

**Continuous Transaction Bond Naming Conventions
(Subject Line)**

(Updated 03/07/2014)

In an effort to establish a more effective and efficient manner of reviewing and processing continuous transaction bond documents, effective July 1, 2012, the Revenue Division Bond Team will require all bond document submissions to cite in the email message subject line, one of the naming conventions listed below.

New Bond IR#

Rider IR#

Term IR#

T&R IR#

Recon Rider IR#

USVI Rider IR#

Deferred Tax IR#

Status IR#

ISF IR#

Void IR#

****Reject: Tracking # IR# **** Please ensure that the subject line remains as is when responding.

Other IR#

Submission Example: New Bond IR# 12-345678900

If a bond submission has a file attachment that is larger than 10 megabytes, the email message should be submitted as more than one (1) message. For example: New Bond IR# 12-345678900 (1 of 2) and New Bond IR# 12-345678900 (2 of 2).

If a bond submission has multiple activity codes for the same importer, the subject line should cite more than one (1) message. For example: New Bond IR# 12-345678900 ACT 1 (1 of 2); New Bond IR# 12-345678900 ACT 2 (2 of 2).

If the proper naming convention is not adhered to, the bond document review may be delayed. The new document submissions can cite this information immediately but will be mandatory July 1, 2012.

Questions or inquiries regarding this issue can be sent to CBP.BONDQUESTIONS@DHS.GOV or call (317) 614-4880.