

# Customs Bond Application & Indemnity Instruction Sheet

## **Applicant/Principal/Indemnitor Information**

### **Company Name:**

Your company's complete legal name

### **Individual/Sole Proprietorship or Partnership or Corporation, State of...:**

Your company's legal structure type

### **Address:**

Your company's physical address

### **Phone, Fax, Email, Importer Contact Name & Title:**

The phone, fax, email, name and title of the Importer

### **Questionnaire:**

Please contact the person who is setting up your UPS SCS account if you have questions with this section as all of these questions need to be answered.

## **Customs Related Information**

### **Importer Number:**

US = Federal Tax ID (or EIN) (##-#####)  
US = Social Security Number (###-##-####)  
Canadian= Canadian Assigned Number (#####-#####)

### **STB:**

Single Transaction Bond option

### **CTB:**

Continuous Transaction Bond option

### **Bond Amount:**

STB: Leave Blank  
CTB: Minimum \$50,000, but this can go up depending on your Duties, Taxes & Fees for the last 12 months  
\* If they've been \$0 to \$500,000, then enter \$50,000  
\* If they've been \$500,001 to \$600,000, then enter \$60,000, etc.  
\* Anything over \$1,000,000 in Duties, Taxes & Fees and the bond increments increase by \$100,000

### **Effective Date:**

STB: Leave Blank  
CTB: Leave Blank

### **Activity Code:**

1, 1a, 2, 3, 3a, 4, or 5 represent the type of bond you are purchasing  
\* Most STBs and CTBs are **Type 1** Importer Bonds

### **1. Entry Type:**

General Merchandise, TIB (Temporary Import Bond), Warehouse, Auto, AD/CVD, FDA, Chapter 98, GSP/CBI  
\* Most STBs and CTBs are General Merchandise

### **2. Custodial Type:**

Bonded Carrier, Bonded Warehouse, Container Freight Station, Cartman  
\* If the Activity Code is 1, then leave blank, otherwise one of these choices needs to be checked

## **Merchandise Information**

### **Description of Merchandise:**

Your commodity (logs, baled waste paper, cars, frozen foods, etc)

### **Country of Origin:**

Where the products come from or "Various"

### **Port of Entry:**

US port crossing into the States or "Various" if not STB

### **Merchandise Subject to FDA?: Yes/No**

### **Is FDA Merchandise Subject to Automatic Detention?: Yes/No**

**Value of Merchandise:** Last Year Estimated Current Year  
Very important, but doesn't have to be worked out to the penny.

**Duties, Taxes & Fees:** Last Year Estimated Current Year  
Very important, but doesn't have to be worked out to the penny.

### **AD/CVD Margin (if applicable):**

If your merchandise is regularly subjected to Anti-Dumping and/or Countervailing Duty, you must declare that here.

### **Duties/Taxes Paid With Entry, With Entry Summary, ACH Payment:**

Because this varies, leave blank.

## **Customs Certification**

The owner, officer, or director of the company must read this statement carefully, agree to it and sign and date it. Also please print or type the signer's name and title on line two. No need for the company seal.

## **Indemnity Agreement**

The owner, officer, partner or director of the company must read this statement carefully, agree to it and sign it in the appropriate space (depending on the type of company) with a witness (who also signs). Also please print or type the company name. Above the signature block, there is a date line.