Helpful Tips

Completing your ACH Application

You are about to begin your application for the U.S. Customs' Automated Clearinghouse (ACH) program! OIA Global is committed to guiding you through the application process, to avoid rejection of your application. We have provided some helpful tips below so the process can be done easily and successfully.

Let's get started

Please complete the attached ACH Application, which already has some fields completed for you. U.S. Customs estimates that you will need five minutes to complete the entire application.

☐ **Actions to be taken**

- Since you don't currently have an account, check the 'Add' field and leave the 'Effective Date:' and 'Current Payer Unit Number:' fields blank.

☐ **Payer Information**

- For the 'Payer Importer Number (EIN) OR 3 Digit Filer Code' field, enter your Employer Identification Number formatted # xx-xxxxxxx-00
- Complete all Payer Information fields, the 'FAX:' field can be left blank if you don't have a fax number.
- The 'Name of Authorizing Company Official' field must include both the official's name and title.

☐ **Banking Information**

- Complete all Banking Information fields to ensure the accuracy of account information. You may submit either a letter from your bank or a voided check to verify your organization's account information.
- Complete all Payer Information fields, the 'FAX:' field can be left blank if you don't have a fax number.

☐ **Broker/Filer Information**

- For your convenience, this section has been completed with OIA Global's contact information

Our team is here to help you through the process. Before submission with U.S. Customs, do not hesitate to contact our compliance team with any questions about the application.

complianceamericasregion@oiaglobal.com

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Sending your completed application

Be sure to review the full ACH application before submitting it to U.S. Customs. When you are ready, we advise that you email your application for approval.

☐ **Email U.S. Customs**
- To: ach-customs@cbp.dhs.gov
- CC: ivana.gonzalez@oiaglobal.com, complianceamericasregion@oiaglobal.com
- Subject Line: ACH Application Boom Importer Name and IRS# XX-XXXXXXX-00
- Email: Dear ACH Help Desk, Attached is the ACH Application. Please process this application and reply to all—we want our broker to have visibility of this correspondence.

After approval...

The process can take up to 15 business days from the receipt date. When your ACH application is approved, OIA will transmit the entries for ACH payment, beginning the 1st of the following month. During this time, U.S. Customs will ask for transaction verification.

☐ **Payer Unit Number**
- U.S. Customs will send a 'Payer Unit Number' with your application approval. OIA Global will complete the account setup on your behalf. Please forward this number to ivana.gonzalez@oiaglobal.com and complianceamericasregion@oiaglobal.com.

☐ **ACH Payment Due**
- There is a way for your organization to receive automated 'ACH Payment Due' notices, including entry summary and customs statements. Please let us know the name, title, email address, and phone number of the contact who should receive these notifications.

☐ **U.S. Customs' ACH Customer ID**
- Please ensure that your financial institution is aware of the U.S. Customs' ACH Customer ID: 7005009701. If you do not provide this information to your bank, they may block U.S. Customs from debiting your account.

What's next?

When you are approved and transaction verification is complete, you can apply for Periodic Monthly Statement (PMS) processing. This step is key to obtaining 30-45 days of float, however, it includes automated billing for duties. If your company is willing to set up automated payments, OIA Global can help you with your PMS application, CBP 5106 Form.