



BROKER-KNOWN IMPORTER PROGRAM (BKIP)

The Broker-Known Importer Program (BKIP) is a voluntary initiative that allows customs brokers to communicate to US Customs and Border Protection (CBP) that their customer is known to them and has met minimum standards of entry compliance.

BKIP was developed by the National Customs Brokers and Forwarders Association of America, Inc. (NCBFAA), and is supported by CBP. Through BKIP, licensed customs brokers can alert CBP that the importer on an entry has met its compliance responsibilities. Though there are no specific benefits to the importer, the program can result in a lower incidence of reviews and requests for information from customs officials, and WB Skinner recommends that its customers participate. BKIP is voluntary and there are no government fees for participation.

The NCBFAA has created a suggested questionnaire for importers to provide the necessary information to participate in BKIP. WB Skinner has adapted this questionnaire for our customers' use to help us determine your eligibility for BKIP.

Please complete, download and return to us at info@wbskinner.com or fax to 201.644.7244. As always, please feel free to call us at (201) 644-7214 or write if you have any questions about the questionnaire or program.

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BROKER-KNOWN IMPORTER PROGRAM (BKIP) QUESTIONNAIRE

This document is intended for customers' completion, to provide us with the information needed to prepare your customs entries. It is not meant to be exhaustive and the particular commodity you are importing may have special requirements not mentioned below. By completing this questionnaire, you will enable us to identify your company to U.S. Customs and Border Protection (CBP) as a "Known Importer" at the time of entry.

GENERAL INFORMATION

Company Name:

IRS Number or Importer Identification Number:

Mailing Address:

Name of person providing this information:

Phone: _____ Email: _____

Please provide the following additional contact information:

Import Operations:

Name: _____ Name: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Accounts Payable:

Name: _____ Name: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Legal Structure: U.S. Corporation Foreign Corporation Partnership Sole Proprietor
Individual State of Incorporation: _____ Country of Incorporation: _____

DOCUMENTS REQUIRED TO MAKE ENTRY

The basic documents required for a Customs entry are:

- Commercial Invoice
- Packing List
- Bill of Lading or Air Waybill
- Arrival Notice or Authority to Make Entry

Other documents or information may be required, depending on the commodity and/or country of origin of your merchandise. Section 141.89 of the Customs Regulations lists additional information for certain classes of merchandise. For full documentation, review the list [here](#) and provide the required information if you are importing one of these commodities:

1. Aluminum and alloys of aluminum
2. Articles manufactured of textile materials, coated or laminated with plastics or rubber, classifiable in Chapter(s) 39, 40, and 42
3. Bags manufactured of plastic sheeting and not of a reinforced or laminated construction, classified in Chapter 39 or in heading 4202
4. Ball or roller bearings classifiable under subheading 8482.10.50 through 8482.80.00
5. Beads
6. Bed linen and bedspreads
7. Chemicals
8. Colors, dyes, stains and related products provided for under heading 3204, HTSUS
9. Copper
10. Copper ores and concentrates
11. Cotton fabrics
12. Cotton raw
13. Cotton waste
14. Earthenware or crockeryware
15. Fish or fish livers
16. Footwear
17. Fur products and furs
18. Glassware and other glass products
19. Gloves
20. Grain or grain and screenings
21. Handkerchiefs
22. Hats or headgear
23. Hosiery
24. Iron or steel
25. Iron oxide
26. Machines, equipment and apparatus
27. Machine parts
28. Machine tools
29. Madeira embroideries
30. Motion-picture films
31. Paper
32. Plastic plates, sheets, film, foil and strip
33. Printed matter
34. Pulp
35. Refrigeration equipment
36. Rolling mills
37. Rubber products
38. Screenings or scalplings of grains or seeds
39. Textile fiber products
40. Tires and tubes, of rubber or plastics
41. Tobacco (including in its natural state)
42. Watches and watch movements
43. Wearing apparel
44. Wood products
45. Wool and hair
46. Wool products, except carpets, rugs, mats, and upholsteries, and wool products made more than 20 years before importation
47. Woven fabric of man-made fibers
48. Yarns

Binding Rulings: Yes No

Binding Ruling Number:

Please indicate how you will be sending the necessary documents:

Email

Courier

Regular Mail

CUSTOMS BONDS

All entries must be secured with a Customs Bond. The purpose of the bond is to ensure that all duties, taxes, and fees due at entry are paid to CBP. The bond also ensures that your merchandise complies with all regulatory requirements and that you redeliver the merchandise to Customs custody if they should so demand.

Please provide us with your current bond information:

Type: _____ Amount : _____

Surety: _____ Expiration date: _____

RIGHT TO MAKE ENTRY

Under federal law, only the importer of record has the right to make entry of imported goods. The importer of record is the owner or purchaser of the imported goods and includes any party with a financial interest in a transaction such as:

- The actual owner of the goods
- The actual purchaser of the goods
- A buying or selling agent
- A person or firm who imports on consignment
- A person or firm who imports under loan or lease
- A person or firm who imports for exhibition at a trade fair
- A person or firm who imports goods for repair or alteration or further fabrication, etc.

Based on the above definition, do you have right to make entry on the goods you plan to import?

Yes

No

CLASSIFICATION

Classification is the process of assigning a 10-digit number from the Harmonized Tariff Schedule of the United States to a product. Every item that arrives in the U.S. from a foreign country must be classified. The classification of an item determines its duty rate and whether it requires clearance by any other government agency. If you are not familiar with the classification process, see [here](#) to get an idea of what is involved.

Please indicate how you will handle the classification of your products:

I will provide all necessary classifications.

My broker will classify my products based on information I provide.

If you will be providing classifications, please indicate if you have a spreadsheet or other database listing all of your product numbers with their corresponding classifications:

Yes

No

VALUATION

Additions to transaction value:

The entered value of imported merchandise must include the following items:

- Packing costs
- Selling commissions
- Assists, which consist of any of the following items if supplied by the buyer of the imported merchandise, directly or indirectly, and free of charge or at reduced cost by the buyer of the imported merchandise for use in connection with the production or the sale of the merchandise for export to the United States of the merchandise:
 - Materials, components, parts and similar items incorporated into the imported merchandise.
 - Tools, dies, molds, and similar items used in the production of the imported merchandise.
 - Goods consumed in the production of the merchandise.
 - Engineering, development, artwork, design work, plans and sketches, that are undertaken outside the United States, and are necessary for the production of the imported merchandise.

- Any royalty or license fee related to the imported merchandise that the buyer is required to pay, directly or indirectly, as a condition of the sale of the imported merchandise for exportation to the United States.
- The proceeds of any subsequent resale, disposal, or use of the imported merchandise that accrue, directly or indirectly, to the seller.

Please indicate if any of the above items apply to the goods you will be importing:

Yes No

If yes, please indicate if the price shown on the commercial invoice includes the cost of these items:

Yes No

DEDUCTIONS FROM TRANSACTION VALUE

If the price shown on the commercial invoice includes charges for transportation, insurance or other related services incidental to the international shipment of your merchandise from the country of exportation, these charges may be deducted from the value of the merchandise if:

- You know the actual amount of these charges. Estimated charges cannot be deducted.
- You provide us with a document that shows the actual charges. Acceptable documents include:
 - An invoice or written contract separately listing freight/insurance costs
 - A freight/insurance invoice
 - Through bill of lading which shows the charges
 - Proof of payment of the freight/insurance charges

Please indicate if there will be deductions from the transaction value:

Yes No

RELATED-PARTY TRANSACTIONS

CBP requires that an indication be made as to whether you as the importer are related to any of your overseas suppliers. CBP defines related-parties as any one of the following situations:

- Members of the same family, including brothers and sisters (whether by whole or half-blood), spouse, ancestors, and lineal descendants.

- Any officer or director of related organizations, as well as those organizations themselves.
- An officer or director of one organization and an officer or director of another organization, if each individual also is an officer or director in the other organization.
- Partners
- Employer and employee
- Any person directly or indirectly owning, controlling, or holding with power to vote, 5 percent or more of the outstanding voting stock or shares of a related organization and the organization itself.
- Two or more persons directly or indirectly controlling, controlled by or under common control with, any other person.

Please indicate if you are related to any of your suppliers:

Related (Please send a list of suppliers you are related to) Not Related

BUYING COMMISSIONS

Please indicate if you have any Buying Agency Agreements involved in your importation.

No Buying Agency Agreement

Buying Agency Agreement (Please supply our office with a copy of this agreement)

FREE TRADE AGREEMENTS

Are any of the goods you import eligible for reduced or free duty under any of the various Free Trade Agreements?

Yes

No

If so, please indicate which Free Trade Agreements apply to your merchandise:

ANTI-DUMPING AND COUNTERVAILING DUTIES

Are any of the goods you import subject to anti-dumping or countervailing duties?

Yes

No

If so, please provide the countries of origin, names of the foreign manufacturers and case numbers you believe are applicable:

DRAWBACK

Do you claim duty drawback on any goods exported from the U.S.?

Yes

No

BINDING RULINGS

Please advise if you have obtained any binding rulings from CBP and provide a copy.

TRADEMARK AND/OR COPYRIGHT CERTIFICATIONS

Please indicate whether any of the items you import contain trademarks or copyright:

Yes

No

If the answer is "yes," are you the owner of the mark?

Yes

No

If you are not the owner of the mark, do you have a trademark/copyright authorization letter from the actual owner?

Yes

No

Please identify all the trademarks/copyrights appearing on your imported products:

COUNTRY OF ORIGIN MARKING

Every article of foreign origin entering the United States must be legibly and conspicuously marked with the English name of the country of origin unless an exception from marking is provided for in the law. Are your imported goods properly marked?

Yes

No

OTHER GOVERNMENT AGENCIES

Please indicate if your goods are subject to regulation by any of the following other government agencies:

FDA	Steel License
USDA	ATF
Fish & Wildlife	TSCA
EPA	Other
DOT	

C-TPAT

C-TPAT is the “Customs and Trade Partnership Against Terrorism” program. Participants are required to take steps to secure their supply chain and in return are provided various benefits by CBP.

For more information on C-TPAT, please see: [here](#).

Please indicate your C-TPAT status:

C-TPAT Certified

C-TPAT Certificate Number: _____

Not C-TPAT Certified

RECONCILIATION

Reconciliation is a CBP program that allows an importer to file entries with the best available information at the time, with the understanding that certain data may change. For more information on reconciliation, see [here](#).

Please indicate if you are a reconciliation participant:

Yes No

If yes, who is responsible for submitting your reconciliation entry?

DUTY PAYMENTS

Duty must be paid to CBP 10 days after your shipment is released.
Please indicate the method you use to pay your duty:

Importer's ACH

Payer Unit Number: _____

Broker's ACH

Periodic Monthly Statement

Payer Unit Number: _____

IMPORT HISTORY

Has the company had merchandise seized or been subject to any penalties or demands for liquidated damages in the last five years?

Yes

No

Other than post-entry corrections, has the company made any voluntary tenders or prior disclosures to CBP in the last five years?

Yes

No

Has the company received any Requests for Information (CF 28) or Notices of Action (CF 29) from CBP in the last two years?

Yes

No

Has the company been the subject of a Focused Assessment or other CBP/initial review/audit in the last five years?

Yes

No

Is the company a participant in any trusted trader program such as Importer Self-Assessment?

Yes

No

Customer/shipper signature: _____

Date: _____

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