

Port of Chicago – Pipeline



U.S. Customs and
Border Protection

Pipeline 06-21
September 25, 2006

To: Customhouse Brokers, Importers, and Others Concerned

Subject: Use of the CBP Form 4811 (Refunds)

The purpose of this memorandum is to provide guidelines for the proper use of the CBP Form 4811. The CBP Form 4811 allows the Importer of Record to authorize a designated agent to receive notices of liquidation, bills, and refunds. A designated agent, identified by their Internal Revenue Service Employee Identification Number (EIN), or Social Security Number (SSN) may receive notices of liquidation, bills, and refunds singularly or in any combination. Following the proper procedures will ensure that refund checks are issued to the correct party.

The CBP Form 4811 may be filed independently, submitted with a CBP Form 5106 or a CBP Form 7501. The execution of a CBP Form 4811 with one of the aforementioned documents is not sufficient to generate the requested action. The CBP Form 4811 is a 2-step process. First, a properly completed CBP Form 4811 must be submitted to CBP personnel. Second, for **each** subsequent entry summary for which a filer intends to direct a refund to that agent, they must record the agent's number in block 24, "reference no." of the CBP Form 7501 (Block 22 on all 7501 forms printed prior to August 2005).

The CBP Form 4811 may **not** be submitted with a Post Entry Amendment or Supplemental Information Letter (PEA/SIL). If a filer is requesting a refund be sent to their designated agent, after an entry summary has been accepted by CBP, the only option is to file a protest after the entry has liquidated in lieu of a SIL/PEA. When the protest is filed, block 11 in section IV of the CBP Form 19 must be completed. The designation on a CBP Form 19 supersedes any existing designation previously authorized on a CBP Form 4811. Entry personnel must ensure that the correct number is utilized when inputting the protest into ACS and when processing the reliquidation.

In instances when a filer is concerned with the routing of a refund, entry personnel may provide the following refund information to the importer/broker; refund date, refund check number, amount of refund, and the name and address of the payee. The process to request the details of a refund from port personnel will be in accordance with local port procedures (i.e. fax, email, phone, etc.). Beyond this basic information above, all other refund check inquiries will be directed to the Office of Finance (OF), Revenue Division.

Questions regarding this pipeline can be directed to Mary Lou Belfiore at (312) 983-1145.

A handwritten signature in black ink, appearing to read "Carl Ambrosion".

Carl Ambrosion
Area Port Director