



**DEPARTMENT OF HOMELAND SECURITY**  
U.S. Customs and Border Protection

OMB APPROVAL NO. 1651-0033  
EXPIRATION DATE 12/31/2020  
ESTIMATED BURDEN 10 HOURS

**BONDED WAREHOUSE PROPRIETOR'S SUBMISSION**

19 CFR 19.12 (g)

1. IRS Identification No.
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2. Name of Warehouse Facility		3. Address		4. Name of Contact Person			5. Telephone No.	
A. Entry No. and Date of Importation	B. Description of Merchandise	QUANTITY		BREAKAGE		G. Beginning Inventory Quantity	H. Ending Inventory Quantity	I. Date Entry Closed and Forwarded to CBP
		C. Per Entry	D. Over/Short on Receipt	E. Upon Receipt Quantity	F. In Warehouse Quantity			
6. Total Number of Entries Reported		<b>CERTIFICATION</b>						
		I hereby certify that the information contained in this submission completely and accurately represents all entry transactions as well as beginning and ending inventories of _____ warehouse facility for the year ending _____. <span style="display: block; text-align: center;">(Name)</span>						
7. Signature		8. Title		9. Name of Company			10. Date	

(Paperwork Reduction Notice and Instructions on reverse)

## INSTRUCTIONS

The preparation is to occur within 45 calendar days subsequent to the company's year-end. Should you have any questions regarding this submission, contact the local CBP port office with jurisdiction over the subject bonded warehouse. Proprietors must submit their certification letters to the Port Director within 10 days after completing the submission.

A warehouse proprietor is required to prepare a submission for each warehouse facility. The definition of a warehouse facility is as follows:

A warehouse facility will be determined by street address, location, or both. For example, if a proprietor has two warehouses located at one street address and three warehouses located at three different street addresses, the two would be considered as one warehouse facility and the three warehouses would each be considered as separate facilities.

The following instructions are to assist you in preparing the "**Bonded Warehouse Proprietor's Submission**".

All pages must be numbered and contain the facility name. Additionally, the first and last page of the submission must show:

- name of warehouse facility;
- address - warehouse location, not the corporate address or a post office box number;
- telephone number - include the area code;
- IRS number - assigned number;
- contact person - include phone number, if different from the facility number.

The Warehouse Proprietor's Submission form is divided into nine sections labeled A through I.

- Column A. Record the entry number and date of importation of all entries which were include in:
1. The beginning inventory of the year just ended.
  2. The ending inventory of the year just ended.
  3. Also, include all entries which were opened and closed during the year which do not appear in either the beginning or ending inventory listings.
- Column B. Provide an adequate description of all merchandise covered by those entries listed in Column A. The description should be concise but specific enough to identify the commodity, i.e., "scotch 12 btls/case" rather than "liquor". For entries listing multiple commodities, the term "various" may be used, however this will not be acceptable for all situations.
- Column C. Record in Column C. the quantity stated on the entry for each commodity described in Column B.
- Column D. Record any quantity actually received that is over/short that recorded in Column C.
- Column E. & F. Record the quantities relating to all breakage occurring upon arrival and/or in the warehouse pertaining to each commodity listed in Column B.
- Column G. Record the quantity of merchandise that is on hand at the beginning of the business year.
- Column H. Record the quantity of merchandise that is on hand at the end of the business year.
- Column I. Record the date on which the entry was closed and forwarded to CBP.

An authorized representative must sign the document where indicated prior to issuing to CBP.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0033. The estimated average time to complete this application is 10 hours. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.