

Customs Entry & Recordkeeping Checklist

.....
Customs Entry Number

.....
Date

.....
Approved By

.....
Date

INSTRUCTIONS

Write one of the following letters next to each item below: **Y**-Yes **N**-No **D**-Doesn't apply

Are the following documents included in the entry file?

- | | |
|--|--|
| <input type="checkbox"/> Entry Summary (CBP Form 7501) | <input type="checkbox"/> Bill of Lading or Air Waybill |
| <input type="checkbox"/> Cargo Release Status Notification | <input type="checkbox"/> Free Trade Agreement Supporting Docs |
| <input type="checkbox"/> Commercial Invoice | <input type="checkbox"/> Importer Declaration (TSCA, Footwear, etc.) |
| <input type="checkbox"/> Packing List | <input type="checkbox"/> U.S. Goods Returned: Shipper's Declaration |
| <input type="checkbox"/> Receiving Record | <input type="checkbox"/> U.S. Goods Returned: Manufacturer's Affidavit |
| <input type="checkbox"/> Antidumping Certificate | <input type="checkbox"/> Accounts Payable Record |
| <input type="checkbox"/> Importer Security Filing (Ocean Only) | |

Entry Summary - CBP Form 7501

- HTS classifications are correct
- Deductions/additions taken based on Incoterms
- All assists declared
- Buying/selling commissions
- Buyer/seller relationship properly declared

Accounts Payable Record

- Letter of credit draft included
- AP record matches entered value
- Proof of payment (disbursement, check number, wire transfer)

Commercial Invoice

- Correct part number used
- Description is adequate and correct
- Correct country of origin indicated (verify against block 31 on Entry Summary-CBP Form 7501)
- Correct quantity indicated
- Correct unit value and total value indicated
- Currency of transaction indicated
- Incoterms indicated

Receiving Record

- Quantities received match quantities on Customs entry and packing list

Importer Security Filing (Ocean Only)

- Filed timely
- Bill on file
- Information correct