



## INSTRUCTIONS

The preparation and filling of this submission with the Field Director, Regulatory Audit Division, Bureau of Customs and Border Protection is to occur with 45 calendar days subsequent to the company's year-end. Should you have any questions regarding this submission, contact the Field Director, Regulatory Audit Division at

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A warehouse proprietor is required to file 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: <ol style="list-style-type: none"><li>1. The beginning inventory of the year just ended.</li><li>2. The ending inventory of the year just ended.</li><li>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.</li></ol>
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 Notice:** This request is in accordance to the Paperwork Reduction Act. The Paperwork Reduction Act Notice says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We need it to ensure that Bonded Warehouse Proprietors are complying with these laws and to allow us to collect and protect the revenue associated with bonded merchandise. Your response is mandatory. The estimated average burden associated with this collection of information is 24 hours 18 minutes per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229 and to the Office of Management and Budget, Paper Reduction Project (1651-0033) Washington, DC 20503.