

CBP Form 400 – ACH Debit Application – Instructions

“Action to be Taken”:

“Add”	Check this box for importers who have not previously signed up for ACH Debit with U.S. Customs and Border Protection.
“Change”	Check this box for importers who have previously signed up for ACH Debit and have already received a “Payer Unit Number” (please notate in the blank provided) but are not currently active in the Program and wish to reinstate participation in the ACH Debit Program. Also, please provide a requested “Effective Date” for reinstating into the Program.
“Delete”	Check this box for importers who have previously signed up for (or are currently participating in) ACH Debit and have already received a “Payer Unit Number” (please notate in the blank provided) but no longer wish to participate in the ACH Debit Program with U.S. Customs and Border Protection.

“Payer Information”:

“Payer Importer Number” OR “3 Digit Filer Code”	<p>Please provide the importer’s CBP recognized “Importer Number”, which is generally the importer’s SSN# (individuals) or the Company’s 9-digit Tax ID (EIN) number, followed by any applicable 2-digit suffix. If no suffix, please add “00” to the end of the number.</p> <p>For Importers who currently “Self-File” their Customs Entries please provide your U.S. Customs assigned 3-digit filer code.</p>
“Payer Name/Address /Contact Information”	Please provide the Payer’s (Importer’s) full name, address and contact information in the applicable spaces provided.
“Authorizing Official”	Please print the name of the Authorizing Company Official and the Signature of that Authorizing Company Official in the applicable spaces provided.

“Banking Information”:

“Bank Name/Address”	Please provide the Payer’s (Importer’s) Bank Name and address in the fields provided.
“ACH Bank Transit Routing Number and ACH Bank Account Number”	Please provide the Payer’s (Importer’s) Bank’s Routing Number and Account Number for the account that U.S. Customs will directly debit the payment of Customs duties/fees from.

“Broker/Filer Information”:

For convenience, the Broker/Filer Information section has been pre-filled with the details of your Broker/Filer (HG Enterprises LLC).