



**IMPORTER (Resident/Non-Resident) REMITS DUTY AND GST DIRECTLY  
TO CANADA BORDER SERVICES AGENCY (CBSA)**

An Importer has the option of paying their Duty and GST on the imported goods directly to CBSA when providing security for payment of their duties and taxes.

Importer applies for the Surety Bond and forwards to Kuehne + Nagel Ltd. We file the Bond with CBSA, Brokers Licensing & Account Security, Import Process Division, Ottawa, ON.

By paying the Duty and GST directly to CBSA the Importer is eligible for periodic payment terms. Duty and GST accounted for between the 25th of the previous calendar month and the 24th of the current calendar month is paid on the last business day of the current calendar month. This means that Duty and GST on shipments released after the 17th of any given month is not payable until the end of the following month.

At the end of each “monthly accounting period” (generally the 25th), but this can vary depending upon holidays, a summary will be generated by Kuehne + Nagel Ltd. and forwarded to the importer showing the total Duty and GST owing to CBSA.

The Importer forwards a cheque for the total Duty and GST to Kuehne + Nagel Ltd. The cheque must be payable to the “Receiver General for Canada” and must be received no later than 9:00 a.m. on the last business day of the current month.

During the monthly accounting period, Kuehne + Nagel Ltd. issues a B3/Invoice to cover each transaction processed to cover brokerage and any misc. charge (excluding the Duty and GST on the imported goods). Payment terms on these remaining charges are then extended from 15 to 30 days.

End of month settlement (direct Duty and GST payment to CBSA) is an excellent program for large importers. It simplifies the accounting procedures with one monthly controlled payment and extend the payment terms .

October 15, 2010

KN Customs, Kuehne + Nagel Ltd.

*\*Please Print Page 2 on IMPORTER'S LETTERHEAD and A SIGNATURE, NAME AND TITLE OF AN AUTHORIZED OFFICER OF THE COMPANY, AND FULL LEGAL NAME AND ADDRESS OF COMPANY (if not on company letterhead)*

***\*Please provide contact name(s) with e-mail address of the recipient(s) to the GST/K84 report which will be emailed on the 25th of each month.***

# DIRECT SECURITY LETTER

Date: \_\_\_\_\_

\_\_\_\_\_ has posted security for the release of goods prior to the payment of duties and taxes, and has been given the account security number \_\_\_\_\_

The business number of \_\_\_\_\_ is \_\_\_\_\_

Kuehne + Nagel Ltd will release and account for imports by \_\_\_\_\_ under the broker's account security number \_\_\_\_\_

Kuehne + Nagel Ltd and \_\_\_\_\_ agree that: \_\_\_\_\_ will provide payment for the full amount of duties and taxes

owing on imported goods; \_\_\_\_\_ agrees to pay the Canada Border Services Agency (CBSA) directly by the last business day of the month, or to provide Kuehne + Nagel Ltd with a cheque made payable to the Receiver General for Canada each month, for the full amount of duties and taxes owing.

The cheque is to be made available to Kuehne + Nagel Ltd for remittance to CBSA, by the last business day of the month; \_\_\_\_\_ accepts responsibility and liability for the payment of penalties and interest applied by the CBSA resulting from any late payment of duties and taxes.

Failure to provide payment to the CBSA by the due date will result in the application of penalties and interest to \_\_\_\_\_ on any amounts owing. Importers who are late paying 3 times in a one-year period may be removed from this option.

\_\_\_\_\_ may benefit once again from the option program after one year from the date of suspension.

\_\_\_\_\_ is reminded that although they may choose to use the services of a licensed customs broker to transact business with the CBSA on their behalf, the importer is ultimately responsible for the accounting documentation, payment of all duties and taxes, and subsequent corrections;

\_\_\_\_\_ authorizes Kuehne + Nagel Ltd to communicate with the Canada Revenue Agency (CRA) regarding collections activity related to amounts owing on imported goods released under this agreement, and to release information on these transactions to the CRA;

\_\_\_\_\_ authorizes the disclosure of information pertaining to their Account Security Profile by officers of the Brokers Licensing and Account Security Programs, CBSA, to Kuehne + Nagel.

All queries regarding this letter and the payment of duties and taxes on imported goods by

\_\_\_\_\_ should be directed to:

Contact Name

\_\_\_\_\_

Title

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone

\_\_\_\_\_

Fax Number

\_\_\_\_\_

\_\_\_\_\_  
Signed (Importer)

\_\_\_\_\_  
Signed (Broker)

**Contacts for the K84 Statements issued from KN Customs, Kuehne + Nagel Ltd. are:**

Contact Name: \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail \_\_\_\_\_