## Form 5106 Guide

- US Customs and Border Patrol (CBP) requires each importer to have a current Form 5106 on file with the CBP
- Michèle Oberdieck recommends that customers ensure they have a current Form 5106 on file with the CBP before shipment. Completed forms can be sent via ACE Portal or sent to cbp.bondquestions@dhs.gov with the subject line: "New Importer IR# + (your tax ID number)"
- If a shipment is held by Fedex because the importer has no current Form 5106 on file with the CBP, then the completed form must be sent to Fedex to release the shipment
- Most customers have an IRS-issued Employer Identification Number (EIN). If you do not have an EIN, consult the CBP website for more options on how to file a Form 5106 with the CBP <a href="https://www.cbp.gov/trade/programs-administration/entry-summary/cbp-form-5106/importer-cr-eateupdate-identity-5106-faq">https://www.cbp.gov/trade/programs-administration/entry-summary/cbp-form-5106/importer-cr-eateupdate-identity-5106-faq</a>

If you DO have an EIN, you only need to fill in a few sections of the report!

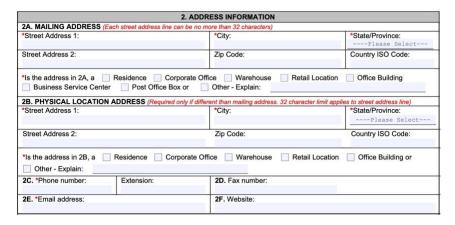
1A Company Name, 1B Select Employer Identification Number (EIN) from the dropdown and insert it.

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1. NAME AND IDENTIFICATION NUMBER							
*1A. Importer/Business/Private Party Name:							
- E							
1B. Internal Revenue Service (IRS) Employer Identification Number (EIN), Social Security Number (SSN), or CBP-Assigned Number:							
Number Type:			-				

**NOTE:** If you have an EIN, you do NOT need to fill in field 1E despite being marked as mandatory. Your EIN acts as your CBP number.

*1E.						
☐ I have a SSN, but wish to use a ☐ I have no Social ☐ I have no IRS ☐ I have not applied for ☐ I am not a CBP-Assigned Number on all my Security Number ☐ Number ☐ an IRS number or SSN ☐ U.S. Resident ☐ U.S. Resident						

You must fill in all fields marked with an asterisk in section 2.



**NOTE:** If you have an EIN, you do NOT need to fill in any of section 3. And finally, you must fill in all fields marked with an asterisk in section 4.

		4. CERTIFIC	CATION	
correct, and provided	in good faith. I und			mation included in this document is true, nt, or commit deception or fraud in this
*Printed or Typed Full Name and Title:			*Signature:	
Telephone Number:	*Date:	Broker Name:		Telephone Number:

Questions? Contact: info@micheleoberdieck.com

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