



**U.S. Customs and
Border Protection**

August 31, 2005

06-55
ENT-1 CL:PD:FO:RH

CLEVELAND AREA PORT PIPELINE

TO : Customhouse Brokers, Importers, and Other Interested Parties

SUBJECT Use of the CBP Form 4811 (Refunds)

The CBP Form 4811 allows the Importer of Record to authorize a designated agent to receive notices of liquidation, bills, and refunds. Following the proper procedures will ensure that refund checks are issued to the correct party.

The CBP Form 4811 may be filed independently, submitted with a CBP Form 5106 or a CBP Form 7501. The CBP Form 4811 is a 2-step process. First, a properly completed CBP Form 4811 must be submitted to CBP personnel. Second, for **each** subsequent entry summary for which a filer intends to direct a refund to that agent, they must record the agent's number in block 24 "reference no." of the CBP Form 7501 (Block 22 on all 7501 forms printed prior to August 2005)

The CBP Form 4811 **may not** be submitted with a Post Entry Amendment or Supplemental Information Letter (PEA/SIL). If a filer is requesting a refund be sent to their designated agent, after an entry summary has been accepted by CBP, the only option is to file a protest after the entry has liquidated in lieu of a SIL/PEA. When the protest is filed, block 11 in section IV of the CBP Form 19 must be completed. The designation on a CBP Form 19 supersedes any existing designation previously authorized on a CBP Form 4811.

In instances when a filer is concerned with the routing of a refund, entry personnel may provide the following refund information to the importer/broker; refund date, refund check number, amount of refund, and the name and address of the payee. Requests for the details of a refund from port personnel will be made by mail or fax (440-891-3836). Beyond the basic information above, all other refund check inquiries will be directed to the Office of Finance (OF), Revenue Division.

If you require further information, please contact Supervisory Entry Specialist Paula J. Williams at 440-891-3834.

A handwritten signature in black ink, appearing to be 'M. Hurteau', written in a cursive style.

Marc A. Hurteau
Area Port Director