

GST Letter

Your customs brokerage account is to be set up on GST Direct payment with the Canada Border Services Agency (CBSA) as per our company policy. Please complete the agreement below on your company letterhead. When completing this document, you will need to insert your full legal company name in each space that says NAME OF IMPORTER. The agreement must be prepared in such a way as to fit on one page. Please return the original GST Letter to:

Summit Customs Brokers
2060-5200 Miller Road, Richmond, BC V7B 1L1
Attention: New Accounts

This agreement stipulates that you agree to take responsibility for payment of your GST (goods and services tax) directly to CBSA at the end of each month. **Importing on the GST Direct process is very easy.** We still clear your shipments using our account security with CBSA, but once the GST Agreement is approved, you will take responsibility for payment of your GST directly to CBSA at the end of each month.

PAYMENT DIRECTIONS AND GUIDELINES

At the end of each CBSA accounting period you will receive a recap from Summit Customs Brokers listing the GST on all regular transactions confirmed with CBSA during that accounting period (the CBSA accounting period runs from the 25th to the 24th -- e.g. May 25th to Jun 24th would be due June 30th for 2020). The recap will be received by fax or email to your designated contact information. If you have not received your GST recap by 2:00 pm EST on the 25th please immediately contact your collector.

You will need to immediately take steps to start preparing your payment for that month. You must provide payment for the full amount of GST for all transactions processed during a billing period as per the GST recap.

Your GST payment must be provided by either e-Transfer (CBSA's preferred method) or courier your cheque direct to the CBSA payment office.

A second payment, payable to Summit Customs Brokers, is still policy to cover all other invoices billed during that month. A statement of account will be provided for these charges as well. Payment must be received by Summit Customs Brokers by the **second last business day** of the month. It is recommended that you allow at least 48 hours to ensure your CBSA payment is received on time. Interest and penalties will occur if your payment is late. We will submit your payment along with all other client's payments on the morning of the last working day of each month.

REMITTING THROUGH ONLINE BANKING

Log into your bank account online and set up CBSA as a payee. Your payment to the CBSA will be processed as a bill payment similar to paying a hydro or credit card bill.

Your 15 digit Business number (xxxxxxxxx**RM**0001) is your account number and you will choose one of the following payee names.

*Please note: The **RM extension** on your account number will ensure the payment is applied to the GST from your Imports. DO NOT use the RT extension as that is for your input tax credit.

The following are the confirmed names that appear on internet banking sites:

BMO – Bank of Montreal – The name appears as Canada Border Services Agency on the BMO website.

Royal Bank of Canada – The name appears as CBSA Duties, Taxes and Fees on the RBC website.

TD Canada Trust – The name appears as CBSA Duties Taxes Fees or ASFC droits taxes frais on the TD website.

Scotiabank – The name appears as CBSA Duties Taxes Fees on the Scotiabank website.

National Bank – The name appears as Canada Border Services Agency or Agence des services frontaliers du Canada on the National Bank website.

CIBC – The name appears as CANADA BORDER SERVICES AGENCY or AGENCE DES SERVICES FRONTALIER DU CANADA on the CIBC website.

HSBC – The name appears as CBSA Importer / Importateur de L'ASFC on the HSBC website.

Citibank – The name appears as Canada Border Services Agency on the Citibank website.

Bank of America – The name appears as Canada Border Services Agency on the BOA website.

Tangerine – The name appears as Canada Border Services Agency on the Tangerine website.

Laurentian Bank – The name appears as Canada Border Services Agency on the Laurentian website.

If your financial institution is not listed above, please remit via cheque made payable to: *Receiver General for Canada* and courier to the address below. CBSA does not accept cheques over \$50,000. Amounts over \$50,000 MUST be paid electronically!

****All cheques MUST have your 15 digit business number (xxxxxxxxRM0001) noted on the front of the cheque to ensure CBSA allocates the funds to your importer account****

Please courier cheque to:

Canada Border Services Agency (CBSA)
Mailroom
Attention: Accounts Receivable Management Unit
333 North River Road, Place Vanier, Tower A
Ground Floor, Room 1018
Ottawa, Ontario K1A 0L8
Telephone: 343-291-5265 (For courier reference)

(On your letterhead)

GST LETTER

Date:

TO: Summit Customs Brokers
2060-5200 Miller Road, Richmond, B.C V7B 1L1

NAME OF IMPORTER is a resident of Canada.

The business number of **NAME OF IMPORTER** is xxxxxxxxxx.

Summit Customs Brokers will release and account for imports by **NAME OF IMPORTER** under the broker's account security number A/S 12880.

Summit Customs Brokers and **NAME OF IMPORTER** agree that:

NAME OF IMPORTER will provide payment for the full amount of the goods and services tax (GST) levied on imported goods under the *Excise Tax Act*;

NAME OF IMPORTER agrees to pay the Canada Border Services Agency (CBSA) directly by the last business day of the month. See the Payment Directions and Guidelines outlined in the **GST Letter**.

NAME OF IMPORTER accepts responsibility and liability for the payment of penalties and interest applied by the CBSA resulting from any late payment of GST. Failure to provide payment to the CBSA by the due date will result in the application of penalties and interest to **NAME OF IMPORTER** on any amounts owing. Importers who are late paying 3 times in a one-year period may be removed from this option. **NAME OF IMPORTER** may benefit once again from the option program after one year from the date of suspension.

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

NAME OF IMPORTER authorizes Summit Customs Brokers 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.

All queries regarding this letter and the payment of GST on imported goods by **NAME OF IMPORTER** should be directed to:

Contact name
Title
Address
Telephone
Fax number

NAME OF IMPORTER

Summit Customs Brokers

Signature
authorized signing officer
CBSA Memorandum D17-1-8

Signature