



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

TRADE INFORMATION NOTICE

FY13-2402-02

DATE: DEC 14 2012

TO: All Customhouse Brokers, Importers and Other Interested parties

FROM: Port Director
El Paso, Texas

SUBJECT: Customs Broker User Fee Payment for 2013

This is to advise all Customs Brokers that the 2013 Annual User Fee of \$138.00, that is assessed for each permit held by an individual, partnership, association or corporate broker is due by February 15, 2013.

The fee must be paid by each broker that holds a permit and is conducting business as an entity, whether as an individual (sole proprietor), partnership, association or corporation. It is not required from licensed individuals who do not hold permits.

If a broker fails to pay the fee by February 15, 2013, the broker will receive written notification of their failure to pay. This written notification will constitute revocation of the permit. The broker must then reapply for a permit and pay the \$100.00 application fee in addition to the User Fee, before a permit will be issued.

All fees for the Port of El Paso should be sent directly to:

U.S. Customs and Border Protection
Attn: Lily Galvan
Entry Branch Office
797 S. Zaragoza, Bldg. B
El Paso, TX 79907

Should you have any questions regarding this Trade Notice you may contact Entry Branch Chief, Lily Galvan at 915-872-4703.

A handwritten signature in black ink, appearing to read "Hector A. Mancha".

Hector A. Mancha