



**BORDER  
BROKERS**

## AES DIRECT FILING

AUTOMATED EXPORT SYSTEM ELECTRONIC EXPORT INFORMATION

### SELF-PROPELLED VEHICLES

The following information is required to submit Automated Export System (AES) Electronic Export Information (EEI). In addition to the information below, the following documents are required:

1. Bill of Sale
2. A clear copy of the Vehicle Certificate of Title (front and back, if applicable)

Once your AES has been filed we will provide an Internal Transaction Number (ITN) within 24 business hours. Your vehicle will not be admissible to Canada without an (ITN). Please note your AES must be filed 72 hours prior to crossing.

**Services Requested** (please check one)

AES Filing Only

AES Filing & Canadian Customs Clearance

<b>U.S. Vendor / U.S. Supplier Information</b>			
Business Name:		Contact Name:	
Federal Tax ID (EIN) (if applicable):		Federal Tax ID/EIN # is not required if the Canadian Importer obtains the vehicle while in the USA. Canadian Passport # will be used in its place.	
Address:	City:	State:	Zip:
Phone:		Email:	
Pickup Address if different than above:			

<b>Canadian Importer Information</b>			
Business Name:		Contact Name:	
GST #:		Passport #:	
Address:	City:	State:	Zip:
Phone:		Email:	

<b>Shipment Information</b>			
Year:	Make:	Model:	VIN#:
Title #:	Title State:	Port of Export:	Date of Crossing:
Mode of Transport:		Name of Transport Carrier:	
Carrier SCAC Code:		Purchase Price:	

Billing Information (if different from above)		Contact Name:	
Address:	City:	State:	Zip:

I hereby authorize Border Brokers to file AES EEI on my behalf. I understand that Border Brokers assumes no liability for any inaccurate, delayed or incomplete information. Border Brokers will not be held responsible for failure to file or late filing violations.

Signature: \_\_\_\_\_

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



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SELF-PROPELLED VEHICLES

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### **AES FILING INFORMATION SHEET**

**Note that we will only submit the 72 hours customs request if you are requesting customs clearance.** If you are only requesting AES Filing, it is your responsibility to submit to customs. We can, however, transmit data for AES Filing to customs on your behalf for an additional \$15 USD upon request.

#### **U.S. Vendor / U.S. Supplier Information**

If you have purchased your vehicle in the U.S. without physically leaving Canada (via wire transfer, credit card, cheque, etc.), and have hired another party to transport your vehicle:

- Please obtain all information in this section from the individual/business in the U.S. you are purchasing the vehicle from.
- Please ask your U.S. vendor for their Federal Tax ID number - all U.S. businesses will have a tax ID number. **If your vendor is an individual and does not have a tax ID number\*\*** - please ask them to apply for one. **This is a requirement for U.S. Customs.** U.S. vendors can apply online or over the phone. Applying for an EIN is a free service offered by the Internal Revenue Service. A form SS-4 needs to be completed.

#### **Canadian Importer Information**

The Canadian individual who purchased the vehicle from the U.S. vendor will complete this section. If you are an individual and not a business, you may leave the GST # field blank.

#### **Shipment Information**

Please complete all known information (Year, Make, Model, and VIN # should be on vehicle's Title or Manufacturer's Statement of Origin (MSO). **Port of Export and Date of Crossing is required.**

**If you have physically left Canada and purchased the vehicle in the U.S.,** you can act as the U.S. Vendor/U.S. Supplier. Please complete this section with your information and list your passport number in place of the EIN number.

**If you are moving back to Canada from the U.S.,** you can use your U.S. address in the U.S. Vendor/U.S. Supplier section and your Canadian address in the Canadian Importer section.

#### **What is a Federal Tax ID (EIN) Number?**

Please go to the following link for more details:

<https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

#### **What is the cost?**

The cost of our AES Filing service is \$50 USD. An additional fee of \$15 is charged for any changes made after the ITN has been generated.

Please send the completed form and all relevant documents to [aes@borderbrokers.com](mailto:aes@borderbrokers.com).



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## CREDIT CARD PREAUTHORIZATION FORM

BORDER BROKERS

The following preauthorization form is to serve as a formal authorization for Border Brokers to use the following credit card information to secure payment of:

for services rendered on my behalf.

Your Name:		Business Name (if applicable):	
Address:	City:	Province:	Postal Code:
Phone:	Cell:	Email:	
GST # (if applicable):			

Cardholder Name:		Visa	MC
Card Number:	Exp:	CSV:	
Cardholder Address:			
Address:	City:	Province:	Postal Code:

I hereby authorize Border Brokers to charge my credit card for all direct and indirect services provided plus a 3% administrative fee. By providing my authorization I am binding myself to all charges and fees associated with this transaction. Credit Card payments of \$200 or higher will require the following prior to shipment release:

Proof of Identity (Legible colour photocopy/scan of front and back of credit card and colour copy of legible photo ID)

Proof of Identity can be:

1. Faxed to (204) 633-7236

or

2. Emailed to [reception@borderbrokers.com](mailto:reception@borderbrokers.com)

Signature: \_\_\_\_\_

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