

# Instructions for Automated Clearing House account set-up

All importers are strongly advised to establish accounts for direct payment with Customs Border Protection (CBP). As tariff adjustments are made, direct payment will give you confidence that your payment will be received by the right processor, for the right amount, and at the right time in the transaction.

The Automated Clearinghouse (ACH) is a program adopted by CBP and made available for companies importing into the US, allowing them to pay duties to US Customs electronically. CBP offers two options to importers: ACH Debit or ACH Credit.

All file entries go through the Automated Broker Interface (ABI) using statement processing. Follow these simple instructions to set up your ACH account:

1. Confirm that your company has a federal identification number (tax ID number or Social Security Number).
2. Check if your bank is a National Automated Clearing House Association (NACHA) participant with Electronic Data Interchange capability.
3. Complete a separate application for each account if a filer has multiple accounts/importer IDs.
4. For Debit transactions (recommended), complete the ACH Debit Application through the Department of Homeland Security (US CBP) [CBP Form 400](#)
5. Review all details for accuracy. The CBP will reject the application if there are errors.
6. Submit the application via email to [ach-customs@cbp.dhs.gov](mailto:ach-customs@cbp.dhs.gov) for faster processing.
7. Check for Bond Sufficiency.
8. Let your PMK account representative know you've applied.
9. The CBP will create the ACH account and assign a Payer Unit Number (PUN)
10. Once you receive the emailed unique Payer Unit Number (PUN) share with PMK and store it securely.

For more information, visit: [Signing Up for Automated Clearinghouse | U.S. Customs and Border Protection](#)