



# Texas Application for Customs Broker License

**GLENN HEGAR**

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

## General Information

### Who May Submit This Application

If you have been licensed by the United States Customs Service, you may submit this application to receive your Texas Customs Broker License. You must include a copy of your U. S. Customs Broker's license.

### Definitions

United States Customs Broker - A person licensed by the U. S. Customs Service to act as a custom house broker.

Texas Customs Broker License - The license issued to the U. S. Customs Broker, to allow the broker to issue export certifications. A license is required for each business location.

Authorized Employee - "Authorized employee" means an employee of a customs broker:

- (A) who is authorized by the broker to perform customs transactions on behalf of the broker;
- (B) who is compensated by the broker with a regular salary or wages;
- (C) who is under the direct control and supervision of the broker; and
- (D) from whose salary or wages the broker is required to and actually does deduct and withhold a tax under federal law.

Business Location - Each place of business of the broker where export certification forms are fully or partially prepared.

Export Certification Stamp - Stamp that is affixed to the export certification form.

### Broker Fees

#### Broker Annual License Fees

The Texas Customs Broker License expires on Dec. 31 of each calendar year. License must be renewed on or before Dec. 31 of each year.

#### Annual License Fee Schedule

1st Quarter (January – March).....	\$300.00	3rd Quarter (July – September).....	\$150.00
2nd Quarter (April – June) .....	\$225.00	4th Quarter (October – December).....	\$ 75.00

**NOTE: A license fee is due for each business location where export certifications will be issued.**

#### Bond Fee

The amount of the bond or security required is \$5,000. (The Comptroller may require brokers to post additional \$1,000 bond or security for each location, if the Comptroller considers it necessary to ensure payment of tax, penalty and fine amounts.)

#### Stamp Fee

The Comptroller will charge \$2.10 for each stamp.

### For Assistance

If you have any questions about this application, call 1-800-252-5555. Spanish-speaking assistance is available upon request.

### General Instructions

- Please type or print.
- Do not separate pages.
- Fill in all blanks and answer all questions completely and fully.
- Completed application and payment (made payable to **State Comptroller**) should be mailed to

**Comptroller of Public Accounts**  
111 E. 17th St.  
Austin, TX 78774-0100

**NOTE: No export certificate may be issued until you provide a copy of the U. S. Customs Brokers License, this application has been approved and your Texas Customs Broker License has been issued. Customs Brokers licensed in Texas must complete their Export Certification online. The Export Certification must be issued through the Licensed Customs Brokers Export Certification System on our website.**

**FEDERAL PRIVACY ACT** - Disclosure of your Social Security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law, 42 U.S.C. 405(c)(2)(C)(i);Tex. Govt. Code 403.011 and 403.078. Release of information on this form in response to a public information request will be governed by the Public Information Act, Chapter 552, Government Code, and applicable federal law.

**You have certain rights** under Chapters 552 and 559, Government Code, to request, review and correct information we have on file about you. Contact us at the address or phone number listed on this form.

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**1. Licensed Customs Broker Agreement** - The applicant, in consideration of the issuance of the Texas Customs Broker License, agrees and affirms:

- a. that the applicant is a responsible Licensed Customs Broker issuing valid export certifications for merchandise being exported from the United States;
- b. that the export certifications will not be used in a manner that violates a provision of the Tax Code or the Comptroller's rules;
- c. that a copy of the applicant's U. S. Customs Broker's license is provided to the Texas Comptroller of Public Accounts at the time of application;
- d. that the Comptroller of Public Accounts may suspend or revoke a Texas Customs Broker License to issue export certifications under this section for good cause;
- e. to properly document the issuance of export certifications and stamps, and to purchase new stamps as described in the Comptroller's rules;
- f. that upon request, the licensed Customs Broker will make records available to the Comptroller or his/her authorized representative in the state of Texas and will cooperate with the Comptroller or his/her authorized representative in the examination of the records;
- g. that copies of each employee's power of attorney to issue export certifications in the name of the applicant are included;
- h. information in this document and any attachments is true and correct to the best of my knowledge and belief; and
- i. I understand that computer system passwords are confidential. I will not disclose (to any person) any password(s) which I am given or devise, and I will not write down such password(s) or post them where they may be viewed by others. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of any passwords that I receive or devise. I agree to abide by all written conditions and restrictions imposed by the Comptroller's Information Security Office. I agree NOT to attempt to circumvent the Comptroller's computer security system. I understand that use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited. I also understand that failure to observe these restrictions may constitute a Breach of Computer Security, and that such an offense may constitute a first-degree felony. Tex. Pen. Code §33.02.

Type or print name of licensed customs broker	<b>sign here</b>	Broker, officer or authorized agent
		Date of application

**WARNING.** You may be required to obtain an additional permit or license from the State of Texas or from a local governmental entity to conduct business. A listing of links relating to acquiring licenses, permits, and registrations from the State of Texas is available online at <http://www.Texas.gov>. You may also want to contact the municipality and county in which you will conduct business to determine any local governmental requirements.

2. Legal name of applicant as registered with the U. S. Customs Service

3. Mailing address where you will receive mail from the Texas Comptroller of Public Accounts

Street and number, P.O. Box or rural route Taxpayer number

City	State	County	ZIP/Postal code
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4. Enter your Social Security number if you are a sole owner .....

5. Enter your Federal Employer Identification Number (FEIN), if any .....

6. Daytime phone where applicant may be reached (Area code and number) .....

7. Enter the number of the license issued by the U. S. Customs Service.....

8. Enter your Texas taxpayer number for reporting any Texas tax or your Texas Vendor Identification Number if you now have or have ever had one .....

9. Enter your email address .....

**10. If your business is a corporation, list all principal officers. (Attach additional sheets as necessary.)**

Name	Title	Phone (Area code and number)
Home address	City	State ZIP code
SSN or FEIN	Email address	

Name	Title	Phone (Area code and number)
Home address	City	State ZIP code
SSN or FEIN	Email address	

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11. Legal name of applicant (same as Item 2) \_\_\_\_\_ Texas Customs Broker license number \_\_\_\_\_

**Complete the following information for each active business location where export certifications will be issued.  
(Attach additional sheets as necessary.)**

12. Business name \_\_\_\_\_

13. Business location (Street and number—do not use P.O. Box or rural route) \_\_\_\_\_  
 City \_\_\_\_\_ State **T X** ZIP code \_\_\_\_\_ County \_\_\_\_\_

14. Is your business located inside the boundaries of an incorporated city? .....  YES  NO  
 Month Day Year

15. First business date ..... \_\_\_\_\_

16. Business phone (Area code and number) ..... \_\_\_\_\_

17. Business name \_\_\_\_\_

18. Business location (Street and number—do not use P.O. Box or rural route) \_\_\_\_\_  
 City \_\_\_\_\_ State **T X** ZIP code \_\_\_\_\_ County \_\_\_\_\_

19. Is your business located inside the boundaries of an incorporated city? .....  YES  NO  
 Month Day Year

20. First business date ..... \_\_\_\_\_

21. Business phone (Area code and number) ..... \_\_\_\_\_

22. Business name \_\_\_\_\_

23. Business location (Street and number—do not use P.O. Box or rural route) \_\_\_\_\_  
 City \_\_\_\_\_ State **T X** ZIP code \_\_\_\_\_ County \_\_\_\_\_

24. Is your business located inside the boundaries of an incorporated city? .....  YES  NO  
 Month Day Year

25. First business date ..... \_\_\_\_\_

26. Business phone (Area code and number) ..... \_\_\_\_\_

27. Business name \_\_\_\_\_

28. Business location (Street and number—do not use P.O. Box or rural route) \_\_\_\_\_  
 City \_\_\_\_\_ State **T X** ZIP code \_\_\_\_\_ County \_\_\_\_\_

29. Is your business located inside the boundaries of an incorporated city? .....  YES  NO  
 Month Day Year

30. First business date ..... \_\_\_\_\_

31. Business phone (Area code and number) ..... \_\_\_\_\_

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32. Legal name of applicant <i>(same as Item 2)</i> <input style="width: 95%; height: 20px;" type="text"/>	Texas Customs Broker license number <input style="width: 95%; height: 20px;" type="text"/>
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**Complete the following information for every employee authorized to issue certifications. A power of attorney is required for each employee authorized to issue certifications. Include any officers that will issue certificates. (Attach additional sheets as necessary.)**

33. Name of employee <i>(First name, middle initial, last name)</i> <input style="width: 95%; height: 20px;" type="text"/>	34. Social Security number <input style="width: 95%; height: 20px;" type="text"/>
35. Home address <i>(Street and number, P.O. Box or rural route)</i> <input style="width: 95%; height: 20px;" type="text"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>City</span> <span>County/Country</span> <span>State/Province</span> <span>ZIP/Postal code</span> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span><input style="width: 15%; height: 15px;" type="text"/></span> <span><input style="width: 15%; height: 15px;" type="text"/></span> <span><input style="width: 15%; height: 15px;" type="text"/></span> <span><input style="width: 15%; height: 15px;" type="text"/></span> <span><input style="width: 15%; height: 15px;" type="text"/></span> <span><input style="width: 15%; height: 15px;" type="text"/></span> </div>	
36. Beginning date ..... <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span><input style="width: 15%; height: 15px;" type="text"/></span> <span><input style="width: 15%; height: 15px;" type="text"/></span> <span><input style="width: 15%; height: 15px;" type="text"/></span> <span><input style="width: 15%; height: 15px;" type="text"/></span> </div>	Employee taxpayer no. <input style="width: 95%; height: 20px;" type="text"/>
37. Email address <input style="width: 95%; height: 20px;" type="text"/>	38. Phone number <i>(Area code and number)</i> <input style="width: 95%; height: 20px;" type="text"/>

39. Name of employee <i>(First name, middle initial, last name)</i> <input style="width: 95%; height: 20px;" type="text"/>	40. Social Security number <input style="width: 95%; height: 20px;" type="text"/>
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43. Email address <input style="width: 95%; height: 20px;" type="text"/>	44. Phone number <i>(Area code and number)</i> <input style="width: 95%; height: 20px;" type="text"/>

45. Name of employee <i>(First name, middle initial, last name)</i> <input style="width: 95%; height: 20px;" type="text"/>	46. Social Security number <input style="width: 95%; height: 20px;" type="text"/>
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