

Continuous Transaction Bond Naming Conventions (Subject Line)

In an effort to establish a more effective and efficient manner of reviewing and processing continuous transaction bond documents, effective July 1, 2012, the Revenue Division Bond Team will require all bond document submissions to cite in the email message subject line, one of the naming conventions listed below.

NEW BOND IR#
RIDER IR#
TERM IR#
T&R IR#
RECON RIDER IR#
USVI RIDER IR#
DEFERRED TAX IR#
BAD ADDRESS IR#
STATUS IR#
ISF IR#
VOID IR#
REJECT IR#
OTHER IR#

If a bond submission has a file attachment that is larger than 10 mega bytes, the email message should be submitted as more than one (1) message. For example: NEW BOND IR #98-765432100 (1 of 2) and NEW BOND IR #98-765432100 (2 of 2).

If a bond submission has multiple activity codes for the same importer, the subject line should cite more than one (1) message. For example: NEW BOND IR# 12-345678900 ACT 1 (1 of 2); NEW BOND IR# 12-345678900 ACT 2 (2 of 2).

If the proper naming convention is not adhered to, the bond document review may be delayed. The new document submissions can cite this information immediately but will be mandatory July 1, 2012.

Questions or inquires regarding this issue can be sent to CBP.BONDQUESTIONS@DHS.GOV or call (317) 614-4880.