



# EXPORT DECLARATION

## I. COMPLETED BY THE SHIPPING OFFICE

Date of Exportation:

Export References (P.O. #, Invoice #, etc.):

## II. EXPORTER AND COSIGNEE INFORMATION

SHIPPER / EXPORTER:

Company: University of Saskatchewan

Department:

First and Last name:

Address:

57 Campus Drive  
Saskatoon, SK S7N 5A9  
Canada

Phone Number:

CFOAPAL Account Number:

1-\_\_\_\_\_-\_\_\_\_\_-70603-\_\_\_\_\_-\_\_\_\_\_

CONSIGNEE:

Company:

(Optional) Department:

First and Last name or RMA Number:

Address:

Phone Number:

Email:

Importer – If other than Consignee (complete name and address):

Business Number: 119279313RM0001

IRS Number: 23-7069575

IRS Number:

(For Shipments to the United States of America)

## III. SHIPMENT INFORMATION

Country of Export: CANADA

Country of Origin of Goods:

Currency: ☐ USD ☐ CAD ☐ Other: \_\_\_\_\_

Parties of this Transaction are:

☐ Related ☐ Unrelated

Duty / Brokerage for Account of:

☐ Exporter ☐ Consignee ☐ Other: \_\_\_\_\_

Continuous U.S. Customs Bond Number:

099900791

Courier Company:

Waybill Number:

Qty:	Full Description of Goods (Model #, Part #, etc.)	Harmonized Systems Code:	Unit of Measure:	Unit Value:	Total Value:

## IV. COMMENTS

1. Value for Customs Only – Invoice Not to be Paid

2. \*\*Items being sent are for the purpose of \_\_\_\_\_ \*\*

3. Thompson Ahern to Provide Customs Clearance:

Thompson Ahern 400 Riverwalk Parkway, Suite #200A Tonawanda, New York, 14150

Phone: 1-800-471-5530

Total Number of Packages: \_\_\_\_\_ (\_\_\_\_" x \_\_\_\_" x \_\_\_\_"). Total Weight: \_\_\_\_ lbs.

These commodities are licensed for the ultimate destination shown. Diversion contrary to United States Law is **prohibited**.

I declare all information contained in this declaration to be true and correct.

V. Shipper Name and Signature:

Date:



# COLLEGE OF ENGINEERING USER DECLARATION GUIDE

\*\*\* All fields in Orange are to be completed by the Shipping Office, you do not need to fill out those fields. \*\*\*

All International Shipments will be assessed for duty by the Canadian Border Services Agency (CBSA). The amount of duty charged is determined by several factors including: type of goods, purpose for which the goods will be used, original country of manufacture, and any applicable trade agreements.

To ensure shipments are not delayed when being processed through customs, you must ensure that all information provided on this declaration form is accurate and true to the best of your knowledge. Discrepancies in address, IRS Number, or description of goods may result in delays or denials by U.S. or international customs.

Complete this declaration using the following directions. Please note that fields indicated below must be completed:

1. **SHIPPER / EXPORTER:** Provide your Department, First & Last name, phone number, and a CFOAPAL Fund number.
  - a. *A CFOAPAL is required as it may be used by the Universities Broker, Thompson Ahern / TAHOCO Logistics, to cover any duties, taxes, or export fees incurred during the export process.*
2. **CONSIGNEE:** You must provide the name of the company, individual receiving the goods, a full address including any room or suite numbers, building names, etc. and a contact phone number and email.
  - a. *A Return Material Authorization Number (RMA) may be provided in lieu of a contact name if one is not provided to you.*
3. **IMPORTER:** If another individual or company will receive the goods prior to them being delivered to the Consignee, you must provide the name, address, and contact number of said individual or company.
4. **IRS NUMBER:** Also referred to as a TIN or EIN, must be provided. Reach out to the Consignee to get this number if you do not have it.
  - a. *If this number is not included on the form, U.S. Customs will hold your shipment and charge interest on duty and taxes, if applicable, until the number is received.*
5. **COUNTRY ORIGIN OF GOODS:** Indicate the country of origin (where the goods were manufactured). This is the country where the main components were manufactured, NOT the country the goods were ordered from.
6. **CURRENCY:** Indicate the currency used for the stated value of goods.
7. **PARTIES TO THIS TRANSACTION:** This should be "unrelated" unless otherwise stated.
8. **DUTY / BROKERAGE FOR ACCOUNT OF:** Check the appropriate box. If brokerage/duty is the responsibility of the University, check Exporter. If it is being handled by the Consignee, check 'Consignee'. If a third party or other is responsible, check 'Other' and provide the necessary information.
9. **QUANTITY (QTY):** Indicate the number of each package being shipped.
10. **FULL DESCRIPTION OF GOODS:** Indicate a complete description of the item(s) being shipped including make, model, and serial number (if applicable), whether or not they are being returned for warranty repair, their compounds if they are research samples, if they are toxic/non-toxic, etc.
11. **TEN DIGIT HARMONIZED SYSTEMS (H.S.) CODE:** See 'User Shipping Guide' for links to find H.S. Code or contact TAHOCO who can assist in classifying your goods (See [this article](#)).
12. **UNIT OF MEASURE:** Indicate the number of units, such as 'each'.
13. **UNIT VALUE:** The price per each individual item contained within the shipment. This must be a fair market value or 'selling price'. A value is required for insurance purposes.
14. **TOTAL VALUE:** The total calculated value of all items contained within the shipment. If goods are being exported for repair, state the pre-repair value of the unit (Calculate pre-repair value by taking replacement cost and subtracting repair cost (or estimate)). The total value must be reasonable. DO NOT under-value goods. Even if goods have no commercial value, a value still needs to be declared. Research samples will be marked as \$1 each unless stated otherwise by the exporter.
15. **COMMENTS - \*\*ITEMS ARE BEING SENT FOR THE PURPOSE OF\*\*:** State the purpose of export. Are these research samples going to be tested by another individual? Is this an item being sent for repair and being returned to Canada? Be specific.

## HELPFUL LINKS:

H.S. Code Search: [US Census Bureau](#), [WCO Trade Tools](#), [Canada Post HS Code Tool](#)  
Canada Border Service Agency: [cbbsa-asfc.gc.ca](#)  
Connection Point Help Article: [How to Ship to International Destinations](#)

If you have any questions, please contact the Shipping Office at [enr.rec@usask.ca](mailto:enr.rec@usask.ca), 306-966-5388, or Room 1B97.3