



This form is intended for customers requesting **UPS Brokerage assistance, for a fee**, to **submit IEEPA tariff refund requests on behalf of the Importer of Record (IOR)** for **UPS brokerage entries only**.

This form does not submit a refund and does not guarantee eligibility or approval.

This form **must NOT be completed** if **UPS served as the Importer of Record (IOR)**

For shipments where UPS was the IOR, no action is required by the customer.

UPS will **request and retrieve IEEPA tariff refunds directly from U.S. Customs and Border Protection (CBP)** and, after receipt of funds from CBP, **issue refunds to the payors in accordance with established internal processes**. Customers should **not submit this form** for those shipments.

## Required Customer Actions

To move forward with an IEEPA refund request supported by UPS, **customers must complete all applicable steps below**:

1. Complete and sign the [UPS Rate Schedule](#) **Important**: This Fee Schedule applies only to shipments where UPS was the broker.
2. Provide **IEEPA refund data**, using one of the following:
  - An **ACE IEEPA Refund Report** generated by the customer, or
  - **Authorization for UPS to run the ACE report** on the customer's behalf.
3. Complete this **Request Form**.  
This provides the required background and contact information for initial review.

## Submission Instructions

All completed materials including:

- The signed [UPS Rate Schedule](#)
- The **ACE report** (if customer-provided)

The completed **Request Form** must be submitted together to the following email address:

[UPSIEEPAREFUND@ups.com](mailto:UPSIEEPAREFUND@ups.com)

Once received, the request will be routed to the appropriate UPS team, and a UPS representative will reach out to discuss next steps, eligibility, and timing.



## Complete and Sign

Customer Legal Name: \_\_\_\_\_

UPS Account Number: \_\_\_\_\_

## ACE Account Setup Information

ACE Account Set Up: Yes  No

ACE ACH/Notify Party Set Up: Yes  No

EIN Numbers for Which Refunds Are Requested: \_\_\_\_\_

In case of more EIN #s please provide them on a separate document.

EIN #1 \_\_\_\_\_

EIN #2 \_\_\_\_\_

EIN #3 \_\_\_\_\_

Who Should Run ACE Report:

UPS  Customer

ACE Report Attached (if customer ran report): Yes  No

Primary Customer Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

## Pricing Agreement:

Pricing agreement signed and on file: Yes  No

Pricing agreement attached: Yes  No

Authorized Signature (typed): \_\_\_\_\_