



This form is intended for customers requesting **UPS® Trade Advisory Services**, for a fee, to support IEEPA tariff refund requests through U.S. Customs and Border Protection's CAPE process, in accordance with the applicable UPS Trade Advisory Services service agreement.

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

This form **must NOT be completed** for shipments where **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 proceed with UPS® Trade Advisory Services supported IEEPA refund services, **customers must complete all applicable steps below:**

1. Execute the Applicable [UPS® Trade Advisory Services Service Agreement](#). Fees apply only for services explicitly outlined in the signed agreement.
2. Provide **IEEPA refund data:**
  - An **ACE IEEPA Refund Report** (ES-003) generated by the customer
3. Complete this **Request Form**  
This provides the required background and contact information for initial review.

## Submission Instructions

Please submit **all required materials together**, including:

- Executed [UPS® Trade Advisory Services Service Agreement](#)
- ACE ES-003 or IEEPA refund report
- Complete this **Request form**
- Signed [POA](#)

The completed **Request Form** and other documents must be submitted together to the following email address: [dsalisbury1@ups.com](mailto:dsalisbury1@ups.com)

Once received, TAS will review the request and contact the designated customer representative to confirm scope alignment, eligibility considerations, and next steps, consistent with the executed agreement.



**Complete and Sign**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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