



Guide on how to donate to U.S.

- I. Provide a list of shipment contents; such as the type of products (e.g. footwear), approximate value in USD and country of origin.
 - a. Country of origin: there could be multiple countries of origin, list them all.
 - b. Product value will affect which U.S. Tariff Act or rules to be applied, for example:
 - i. A donation value under \$200.00 – applied for Section 321 to release the shipment
 - ii. A donation value over \$200.00 – applied for Code of Federal Regulations: CFR10.107 to release the freight
 - c. Type of product (e.g. type of shoes can help customs identify the correct Harmonized Code)

- II. Work with carriers

- a. Know where the shoes are shipped from – origin address (Your address)
- b. Find out where the shoes are donated to – final delivery address:

Alabama (Primary Warehouse Facility) Soles4Souls, Inc. 315 Airport Road Roanoke, AL 36274	Tennessee Soles4Souls, Inc. 319 Martingale Drive Nashville, TN 37138	Nevada Soles4Souls, Inc. Foreign Trade Zone #89 6650 Spencer Street, Suite 110 Las Vegas, Nevada 89119	Midwest Soles4Souls c/o Village Northwest Unlimited 200 N. 18th Avenue Sheldon, IA 51201
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- c. Ask for routing guide from carrier –which “Port of Entry” will be at the U.S. border

- III. Contact the U.S. customs inspector at the office at “Port of Entry”

- a. Contact information can be searched from U.S. CBP website <http://www.cbp.gov/>
- b. Explain to the officer about the donation and ask what type of paperwork that needs to be put together in order to get relief from paying any duties and taxes

- IV. Prepare the paperwork; here is the list of possible paperwork required:

- a. Request a letter from the donor to U.S. Customs to exempt duties and taxes
- b. Request a statement from the receiver/charity organization to U.S. Customs as proof for the donation

- V. Admission of donation from U.S. Customs (usually takes 48 hours)

- VI. Prepare shipping documents

- a. Carrier bill of lading
- b. Packing list
- c. Invoice (may be required, depending on the release act applied)
- d. Letter of approval from U.S. Customs

- VII. Notify:

- a. U.S. “Port of Entry” customs officer: estimated time of arrival of the shipment
- b. Carrier – whom to contact in case of issues arising at the border

- VIII. Shipment crossed the border and released at customs – going to final destination.