

INSTRUCTIONS FOR ALCOHOL IN HOUSEHOLD GOOD SHIPMENTS

You are authorized to ship alcoholic beverages, but you **MUST** meet all requirements described below:

Personal wine/alcohol collections are **not** considered by Customs and Border Protection (CBP) to be either household goods or personal effects; consequently you are **not** eligible for duty-free treatment on entry to the US. Because imports of alcohol are subject to state regulations, it is very important that you do some research **before** you ship your alcohol collection to the US.

YOU will be **RESPONSIBLE** for all **ISSUES & COSTS** related to the import process, tariffs, customs, hiring of customs broker, payment of federal, state, or local taxes/duties and **ADMINISTRATIVE FEES (\$250.00 or – subject to quantity - more).**

You are required to contact Homeland Security/US Customs customer service to see if any duties/ taxes/ permits are required. You can check the following web page:

<https://help.cbp.gov>

Then use the search field (top right corner), type in: **Military Wine Collection**. This leads you to a site, where you find various info links applying to your case.

This links you also to the State Alcohol Control Board. There you are required to call up appropriate state link applying to your new duty location to check if any taxes/ duties/ permits are required. Pls keep in mind, that obtaining permits from some State Alcohol Control Boards can take up to several weeks (better call them via phone to accelerate the process). To link up with pertaining State authorities, pls check the following State Alcohol Control Board web page for your destination state for obtaining appropriate permit:

<http://www.ttb.gov/wine/state-ABC.shtml>

Latest before signing your application for shipment of HHG, YOU need to PROVIDE to PPPO with following completed documents (Without these, shipment of alcoholic beverages CANNOT be processed!):

1) CBP Form 7501 (06/09)

Pls fill (typed or READABLE handwriting) out as follows:

Complete Blocks 10, 14, 25 (name and new duty station or address if available) and sign and date block 41. Please staple the inventory list to the form so the "description of merchandise" in block 28 does not have to be duplicated.

2) Attach the “Alcohol Inventory”:

- Description of Wine/Beer
- Quantity of each type
- Year Produced
- Value at time of purchase
- Alcohol content
- Country of origin
- Total Value

- 3) **State Permit / Letter of exemption** (<http://ttb.gov/wine/state-ABC.shtml>) for destination state (whatever applies).

- 4) **Proof of payment for applicable federal/state taxes** (Federal and state taxes, permit, and duty fees from Customs are not reimbursable).

Upon confirmation of shipment, you also must inform Pre-Move inspector at the time of your Pre-Move if you intend to ship any of the following: **Beer, Champagne, and Sparkling Wine etc..**

The Carrier/TSP has the right to refuse packing of carbonated beverages without penalty. Your failure to inform the Carrier/TSP of your intent to ship carbonated beverages can result in your shipment not being picked up on the scheduled date. If the Carrier/TSP refuses to accept these items, you must contact your local Transportation Office to schedule a new Carrier/TSP to pick up your shipment.

You must submit a detailed inventory list **BEFORE** pack-out begins which support the description of the beverages you are shipping (**You will receive the inventory sheet/ POA form from the Carrier/TSP on the day of the Pre-Move Inspection and will be given instructions on how to fill it out**).

In addition to that, you must submit a filled out POA which is required by the Customs broker at the port of entry in the US. The Carrier **will not** pick up the alcohol without a detailed **Alcohol Inventory** (see above, No. 2) being provided to TSP.

Please keep in mind that your shipment will be shipped via surface regular **not climate controlled** cargo container with an expected transit time of 45-60 days, means during transit or storage of sea van, your goods can be exposed to extreme temperatures. This can cause the wine, or alcohol etc. to freeze, explode or to spoil. Claims liability is limited to breakage due to mishandling, as any spoilage would be considered inherent vice and the TSP is absolved from liability. If you understand the risks and wish that we still ship your alcohol collection, you must acknowledge this with your signature below.

If you have any questions or concerns please contact your TSP

I diligently have read all above and am fully aware of all above obligations, risks and requirements and therefore want to ship alcohol: YES / NO (please circle applicable).

Furthermore I got handed over this Instruction Sheet plus blank forms of CBP Form 7501 (06/09) and Alcohol Inventory for completion as advised above: YES / NO (please circle applicable).

Customer Signature

Date