



## Accounts Receivable Ledger (ARL) Bulletin 34

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<b>Title:</b>	<b>Proof of Payment when Appealing a Commercial Adjustment</b>
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<b>Issue:</b>	<p>Proof of payment is required when a commercial adjustment is appealed.</p> <p>Payment for a commercial adjustment that is intended to be appealed must be made in person or by mail at an ARL payment processing enabled office.</p>
<b>Resolution / Action Required:</b>	<p>The following processes are required to ensure a commercial adjustment that is intended to be appealed is identified as paid.</p> <p><b>If paid in person at an ARL Payment Processing Site (PPS)</b></p> <ul style="list-style-type: none"><li>• To receive a stamped Detailed Adjustment Statement (DAS) or B2 as paid, <b>full</b> payment must be made in person at an assigned Canada Border Services Agency (CBSA) ARL PPS (see link below for a list of ARL PPS).</li></ul> <p><b>If paid by mail to an ARL PPS</b></p> <ul style="list-style-type: none"><li>• Include clear instructions that identifies the specific DAS or B2 to be paid.</li><li>• Keep copies of the cheque and documentation for reference purposes, as well as the office location where the payment was mailed.</li><li>• A receipt will not be issued and the DAS or B2 will not be stamped; however, a K21 Cash Receipt will be created in the ARL system, and if a decision to appeal the DAS or B2 is made, the CBSA will be able to confirm payment.</li><li>• A copy of the K21 Cash Receipt can be obtained by visiting an ARL office. The office where the payment was mailed to and the 15 digit business number associated with the DAS or B2 will be required.</li><li>• The K21 Cash Receipt can be printed and submitted to the CBSA's Recourse Unit as proof of payment.</li></ul>



	<p><b>Following is a list of the CBSA's ARL PPS:</b></p> <p><a href="http://www.cbsa-asfc.gc.ca/prog/carm-gcra/offices-bureaux-eng.html">http://www.cbsa-asfc.gc.ca/prog/carm-gcra/offices-bureaux-eng.html</a></p>
<b>Contact information:</b>	<p>For questions about the contents of ARL statements, contact the CARM mailbox at <a href="mailto:cbsa-asfc_carm.gcra@cbsa-asfc.gc.ca">cbsa-asfc_carm.gcra@cbsa-asfc.gc.ca</a>. For technical issues related to receiving electronic statements, contact the CBSA's Technical Commercial Client Unit (TCCU) by phone at 1-888-957-7224 or by email at <a href="mailto:tccu-ustcc@cbsa-asfc.gc.ca">tccu-ustcc@cbsa-asfc.gc.ca</a>. For any other issues, please contact the FASP mailbox at <a href="mailto:CBSA.ARL_Support_FASPD-GLCC_Soutien_DSAP.ASFC@cbsa-asfc.gc.ca">CBSA.ARL_Support_FASPD-GLCC_Soutien_DSAP.ASFC@cbsa-asfc.gc.ca</a>.</p>