

Pay.gov Instructions

During the self-enrollment process, a person who is legally authorized to bind the producer must create the Pay.gov account. This is crucial because the name of the user will automatically generate as a signature at the end of the certification.

The online CDSOA certification consists of several pages. Each page must be completed in its entirety before continuing to the next page. If filing on more than one case, all cases with the same qualifying expenditures can be listed on the same form and submitted only once. After acknowledging that all the information is true and accurate, the "Submit" button must be selected. Failure to select the "Submit" button could result in the loss of information and non-receipt of the certification. After the form has been submitted electronically, claimants will receive an email confirmation containing a tracking number. The tracking number will also be shown in the My Forms section. This number will allow claimants to view the status of the claim. If the form is submitted properly the "Form Status" will state "Accepted." This only means that the form has been submitted properly not that the claim has been verified for accuracy by CBP.

*Please note that the session will expire after it has remained idle for a total of 30 minutes, which could result in possible data loss. If more time is needed to complete the certification, select "Request More Time" and the time will be reset to 30 minutes.

To view and/or print a completed certification select, "View PDF," under My Forms. To view, print or duplicate a certification while logged out; please complete the following steps. Log in, go to My Forms, select the Submitted tab, and locate the form to view, print, or duplicate.

While navigating through the form, please avoid using the Enter key and the browser's Back button. Using these keys could result in incomplete data being transmitted, pages being loaded incorrectly, and/or the user being logged out of the form. Please use the form's navigation buttons wherever possible.

All certifications not submitted electronically should be addressed to:

U.S. Customs and Border Protection
Revenue Division
Attn: CDSOA Team
6650 Telecom Drive, Suite 100
Indianapolis, IN 46278