



Customs Entry & Recordkeeping Checklist



Transaction Number

Date

Audited By

Date

INSTRUCTIONS

Select one of the following letters next to each item below: Y – Yes N – No D – Doesn't Apply

B3 Accounting Document

- Importer Name, address, business #
- GST Registration #
- Importer #
- Vendor Name
- Product Description
- Excise Tax Rate
- Country of Origin
- Classification Number
- Tariff Code
- Tariff Treatment
- Rate of Customs Duty
- Currency Code; Exchange Rate/Date

- Special Authority
- Value for Duty Code
- Customs Duties
- SIMA Assessment
- Excise Tax
- Value for Tax
- GST
- Total Duty/Tax
- Quantity
- Value for Currency Conversion
- Total Value for Duty
- Total Value for Taxes

Canada Customs Invoice

- Country of Origin
- Conditions of Sale/Terms of Payment
- Currency of Settlement
- Commodity Description
- Item Number
- Part Number/SKU
- Quantity
- Unit Price
- Total

Notes:

Auditor: