

## PROCEDURES FOR OBTAINING REIMBURSEMENT

The following procedures are taken from 7 CFR § 1205.520.

(a) **Application form.** The importer of record must obtain a reimbursement application form from the Cotton Board. The application form is available as a download from the Cotton Board website, [www.cottonboard.org/ReimbursementForm.pdf](http://www.cottonboard.org/ReimbursementForm.pdf) or may be obtained by submitting a written request to the Cotton Board at 5050 Poplar Avenue Suite 1900, Memphis, TN 38157. The request must be signed by the importer of record.

(b) **Submission of reimbursement application to Cotton Board.**

1. The importer of record should mail the reimbursement application on the prescribed form to the Cotton Board along with all supporting materials.
2. The application must be postmarked within 180 days from the date the assessments were paid.
3. The reimbursement application must contain the following information:
  - a. the importer of record name, address, phone number and name of a contact person;
  - b. the name of the U.S. Customs and Border Protection collection district of entry;
  - c. the number of kilograms by 10 digit HTS code on which reimbursement is requested;
  - d. the total amount to be reimbursed;
  - e. the date or inclusive dates on which assessments were paid;
  - f. the importer of record's certification that the cotton was produced in the U.S. or is other than Upland cotton;
  - g. a copy of U.S. Customs and Border Protection Form 7501 Entry Summary that shows the assessments were paid; and
  - h. a copy of the commercial invoice filed with U.S. Customs and Border Protection supporting the above entry which shows the country of origin of the merchandise or such other evidence satisfactory to the Cotton Board that the importer merchandise is U.S. produced cotton or cotton other than Upland cotton.

If more than one importer of record shared in the assessment payment on cotton, joint or separate reimbursement application forms may be filed. In any such case, the reimbursement application shall show the names, addresses and proportionate shares of all such importers of record. The reimbursement application form shall bear the signature of each importer of record seeking a reimbursement.

(c) **Reimbursement by Cotton Board.** Within 60 days from the date the properly executed application for reimbursement is received by the Cotton Board, the Cotton Board shall make reimbursement to the importer of record. For joint applications, the reimbursement shall be made payable jointly to all eligible importers of record signing the reimbursement form. The documentation submitted with the reimbursement application shall not be returned to the importer.