

FTZ Annual Reporting Checklist

The end of the year means reviewing and reporting yearly activity, this is no different when operating a Foreign Trade Zone (FTZ). Our Team at FTI Consulting created this checklist to help FTZ Operators organize their annual tasks. As documents are updated and reviewed, remember to add the most recent copy to your FTZ Compliance Binder, or wherever you store your FTZ records.

Documents to Update

- FTZ Operations Manual
- FTZ Compliance Binder, if applicable

Documents to Review

- Current Activated Space
- FTZ Operators Bond
- Quarterly HMF Payments & Reports
- Current Key Employees List
- Systems Interactions
- FTZ Scope of Authorities, if applicable
- POA, if applicable

Documents to Submit

- Annual Blanket CF 216 to CBP for signature
 - 30 days prior to the expiration of the current CF216 on file
- Annual Inventory Reconciliation Report
 - Must be completed within 90 calendar days of the end of the Zone Year
 - Report should be retained for your records but does not have to be sent to CBP unless requested
- FTZ Annual Reconciliation/Systems Review Letter to CBP
 - Must be filed with CBP within 10 working days of completion of the Annual Reconciliation
- FTZ Board Annual Report through OFIS
 - Each Grantee must submit their report to the FTZ Board by March 31st and may require their operators to submit the report prior to that date.

For any questions or concerns please do not hesitate to reach out to the FTI Consulting Team or find more information [here](#).

This is not a comprehensive list and should only be used as a guide to begin the review process. Please review additional requirements with local U.S. Customs and Border Protection (CBP) and Grantees to ensure all end of year activities are completed.

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