

How to Self-Clear Your UPS Package and Avoid Brokerage Fees

As a U.S. importer, you have the right to self-clear your package with U.S. Customs and Border Protection (CBP) instead of paying UPS brokerage fees. Follow these simple steps:

Step 1. Don't Pay UPS Brokerage

When UPS asks for brokerage payment, tell them you want to self-clear. Ask them to hold your shipment.

Step 2. Request Paperwork from UPS

Call UPS and request the commercial invoice, airway bill/tracking details, and any entry or manifest number.

Step 3. Visit the CBP Office at Port of Entry

Locate your nearest CBP (Customs and Border Protection) office at the port of entry. Bring photo ID, the commercial invoice, UPS paperwork, and proof of purchase (receipt or order confirmation).

Step 4. Pay Duties/Taxes (if any) Directly to CBP

If your goods qualify under USMCA, duties should be \$0. You may still need to pay state tax or CBP processing fees.

Step 5. Get CBP Release and Send to UPS

CBP will stamp a release form. Provide this to UPS so they can deliver your package without brokerage fees.

■ **Tip:** Most e-commerce parcels under \$2,500 qualify for informal entry, which is quick and straightforward. For higher-value shipments, CBP may require a formal entry with a licensed broker.