PAYMENT OF RI REGISTRATION FEE

In Registered Importer (RI) Newsletter No. 56, issued on August 9, 2016, we informed you that it is time for you to submit the information required for you to continue to be an RI for fiscal year (FY) 2017, which begins on October 1, 2016. The newsletter provided a form for you to complete and sign to renew your registration. The newsletter advised you not to include a credit card authorization or a check made payable to the Treasurer of the United States with the renewal form, and stated that we would advise you of the renewal fee at a later date.

This is to advise you that the fee to renew your registration for FY 2017 is $726.00. That is the same renewal fee as the one that has been in effect for the past two fiscal years.

Please submit that fee by completing the attached credit card authorization (Attachment 1), or by drawing a check made payable to the Treasurer of the United States in the amount of $726.00. The completed credit card authorization or check should be sent by overnight express carrier to:

Office of Vehicle Safety Compliance
National Highway Traffic Safety Administration
1200 New Jersey Avenue, S.E.
West Building, 4th Floor, NEF-230, W45-205
Washington, DC 20590
Attn: RI Renewal Fee

If you choose to provide a credit card authorization instead of a check, you may fax the completed authorization form to 202-493-0073 or e-mail it to us at importcertification@dot.gov. If you fax or e-mail the authorization form, you will need to call us at 202-366-5291 to provide the full credit card number to complete the transaction.

Please ensure that you submit the credit card authorization or check by October 10, 2016 to avoid the automatic suspension of your registration under 49 CFR 592.7(a) for nonpayment of a required fee.

If you have any questions please contact Johnny Gibson at 202-366-1672
RI CREDIT CARD AUTHORIZATION FORM

This is an electronic form. Please use your TAB key to go to the next field. If you made a mistake and moved to the next field, press SHIFT-TAB together to go back.

Choose Card Type: ☐ Visa ☐ MasterCard ☐ American Express
☐ Discover

Last 4 Digits of the Credit Card Account on file: ______________________

Expiration Date (MM/YYYY): ______________________

Company Name: ______________________
Card Holder
Name: ______________________
Address: ______________________

Email Address: ______________________
Telephone
Number: ______________________

Notes: ______________________
______________________
______________________
______________________

Fill out this form to use your credit card to pay your compliance package, petition, and/or RI renewal fees. Please notify NHTSA by e-mail when the expiration date changes, an authorized user is no longer authorized, the card is cancelled, stolen, or you change credit cards.

Signature: ______________________ Date ______________________

Please fax this completed form to 202-493-0073 or email it to importcertification@dot.gov. You must call 202-366-5291 to provide the full credit card number to complete your transaction. **Do not include your full credit card number on this form.**