Shipping Your Vehicle – Jacksonville, FL to San Juan, PR

Shipping your vehicle with us is as easy as following the steps below. If you have any questions, please contact us at 877.775.7447 Prompt 4 or email customerservicePR@totemaritime.com

**Step 1: Gather Required Information**
- Shipper’s complete name, physical address, phone, and email address.
- Consignee’s complete name, physical address, phone, and email address.
- Vehicle’s year, make, model, and the complete VIN #.
- Sail date from Jacksonville to SJU (every Tuesday & Friday).
- EIN # (Obtain at [http://www.irs.gov](http://www.irs.gov) (instructions included in this packet p.4) or call 800.829.4933).

**Step 2: Contact Booking Team to Make a Booking**
- Call 877.775.7447 Prompt 1 or email bookingPR@totemaritime.com to make a booking.

**Step 3: Send Required Documents to Documentation Team**
Please email the items below to documentation@totemaritime.com or fax to 904.805.8106.
- Copy of Title, front and back (or authorization from the Financial Institution, if financed).
- Clear enlarged copy of the owner’s Driver’s License, and if owner is not present to deliver, a signed Letter of Authorization must be granted to the party making the shipping arrangements.
- Vehicle Exportation Sheet (included in this packet p.11)
- Insurance Acceptance or Declination Form (included in this packet p.12)

**Step 4: Drop Off Your Vehicle at the Jacksonville Port**

**Pre-Payment** Prepay before dropping off your vehicle with a Certified Check, Money Order, Visa or Master Card (no cash) by calling the Financial Service Department at 800.422.2743 extension 4301.

**Drop Window** Drop your vehicle no earlier than 7 calendar days prior to sailing, but before the cut off (below).

**Cut Offs**
- For Tuesday Sailing, drop by **Friday at 12:00PM**
- For Friday Sailing, drop by **Wednesday at 12:00PM**

**Drop Hours**
Monday-Friday 8:00AM-12:00PM, 1:30PM-4:00PM

**Address**
5250 William Mills Street
Jacksonville, Florida 32226

**Phone**
904.751.2110

**Escort**
An escort with a TWIC badge is required for you to reach our Jacksonville port location. The JAXPORT Access Control Center (904.357.3344) offers courtesy escorts or you may pay to contract independently. In order to leave the terminal, please arrange for a TWIC endorsed taxi or have someone accompany you in their own vehicle.

**Recalls**
Vehicles with recalls that may create a fire hazard are subject to a $100.00 charge related to safety procedures. If the fire hazard recall is fixed prior to dropping the vehicle off at the port, you can send proof of completion to customerservicePR@totemaritime.com, and avoid the $100.00 fee. You can look up your VIN on vinrcl.safercar.gov/vin/ to see incomplete fire hazard recalls.

**IMPORTANT**
* Do NOT leave documents in the vehicle
* Additional cargo (that is not physically attached to the vehicle) is NOT permitted to remain in the vehicle. These restricted items include but are not limited to car seats, jumper cables, tool boxes, etc.
* Vehicle must contain no more than a ¼ tank of gas (non-running vehicles are not permitted)

Revised July 2017
Step 5: Prepare to Pick Up Your Vehicle in Puerto Rico

Track and Trace
Use the track and trace tool on the TOTE Maritime Puerto Rico web portal to monitor shipment activity (included in this packet p.3). Load and discharge events as well as changes to the ETD and ETA of your shipment will be reflected on the site.

Tax Office
Before attempting to pick up vehicle, please note vehicle release time is subject to Hacienda appraisal and control. TOTE is not liable for government processes that may cause a delay in cargo pickup while completing governmental release requirements.

Step 6: Pick Up Your Vehicle in Puerto Rico

As soon as appraisals are completed, TOTE Maritime Puerto Rico will have a Bill of Lading with the appraisal attached available for pick up. You are responsible for picking up this paperwork from TOTE Maritime Puerto Rico at Puerto Nuevo Terminal and taking the paperwork to Hacienda, paying the taxes, and receiving the proper release document.

Terminal Address
Puerto Nuevo Terminal
Avenida C, Muelle “H” Zona Portuaria
San Juan, PR 00920

Pick Up Hours
Monday-Friday 7:00AM-12:00PM, 1:00PM-3:00PM

Phone
787.721.2330

Hacienda Address
10 Paseo de Covadonga, San Juan, PR. 00901
787.200.7700
8:00AM-3:30PM
www.hacienda.gobierno.pr

1. Return to TOTE Maritime Puerto Rico at Puerto Nuevo Terminal with the release from Hacienda.

2. TOTE Maritime Puerto Rico verifies everything is correct on the release and stamps the Bill of Lading with the authorization release.

3. You will be directed to the car yard to obtain your vehicle.

Free Time
Shipments of vehicles, not exceeding 900 cubic feet (self-propelled) will be allowed a free time period of 7 calendar days. No notification is provided upon arrival. Please call 877.775.7447 Prompt 4 with any questions.

Demurrage
Demurrage (storage) starts day 8. Demurrage charges will be collected prior to cargo being released. For Non-Containerized Cargo (Including Self-Propelled Vehicles) not exceeding 900cft charges are as follows:

   DAYS 1 - 5 $10.00 Per Day
   DAYS 6 or more $15.00 Per Day

Revised July 2017
Track & Trace Using Our Customer Portal

1. Select Link:  http://portal.totemaritime.com/Account/Login?ReturnUrl=%2f&portalid=1

2. Use the “Track It” box on the right to enter your booking number in the “Tracking #” field. You can also use the drop down to select “VIN Number” and type in the VIN # of your vehicle.

3. Click “Track”

If you do not see that your freight loaded on board please contact Customer Service at 877.775.7447 Prompt 4

“Gate in” is the time that your vehicle was received at the terminal.
“Vessel Loaded on Board” is the time that your vehicle physically loaded onto the vessel.

Tracking Results for  SSL000372XXX

<table>
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<tr>
<th>Vessel</th>
<th>Port of Load</th>
<th>Port of Discharge</th>
<th>Voyage</th>
<th>ETD</th>
<th>ETA</th>
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<td>USAK</td>
<td>PRSU</td>
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</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Port</th>
<th>Time</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Freight Unloaded</td>
<td>San Juan</td>
<td>1/6/2017 11:00:00 AM</td>
</tr>
<tr>
<td>Vessel Loaded on Board</td>
<td>Jacksonville</td>
<td>1/3/2017 9:39:00 AM</td>
</tr>
<tr>
<td>Container Pack</td>
<td>Jacksonville</td>
<td>1/2/2017 12:13:00 PM</td>
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<tr>
<td>Gate In</td>
<td>Jacksonville</td>
<td>12/28/2016 2:44:00 PM</td>
</tr>
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</table>

Revised July 2017
How to obtain an EIN Employer Identification Number (EIN) Online: Step by step instructions on how to obtain an EIN.

Click on this link: **APPLY ONLINE NOW**
or go to **https://sa.www4.irs.gov/modiein/individual/index.jsp**

Once this link is open, proceed to application by clicking on the button shown here:

**Restrictions**

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per responsible party per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a third party designer (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must **authorize the third party** to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or U.S. territories.
- Foreign files without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

1) **Individuals will need to select “Sole Proprietor”**

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don’t see your type, select “View Additional Types.”

- **Sole Proprietor**: Includes individuals who are in business for themselves and household employers.
- **Partnerships**: Includes partnerships and joint ventures.
- **Corporations**: Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- **Limited Liability Company (LLC)**: A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- **Estate**: An estate is a legal entity created as a result of a person’s death.
- **Trusts**: All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and commemorative trusts.
- **View Additional Types**, including Tax-Exempt and Governmental Organizations

2) **Click here to continue the application process**
1) Individuals will need to select “Sole Proprietor”

EIN Assistant


You have chosen Sole Proprietor.

Sole Proprietor

A sole proprietorship is a business that has only one owner and is not incorporated or registered with the state as a limited liability company (LLC). A sole proprietor can be a self-employed individual or an independent contractor. Sole proprietors (self-employed individuals) report all business income and expenses on their individual tax returns (Form 1040, U.S. Individual Income Tax Return, Schedule C, E, or F). A sole proprietor may or may not have employees.

Household Employer

You are a household employer if you have hired someone to do household work and that worker is your employee. Household employees include babysitters, nannies, au pairs, cleaning people, housekeepers, maids, drivers, health aides, private nurses, caretakers, yard workers, and similar domestic workers.

2) Click here to continue the application process

EIN Assistant


Please confirm your selection.

Confirm your selection of Sole Proprietor as the type of structure applying for an EIN.

What it is...

- A sole proprietorship is a business owned by one individual.
- A sole proprietor can be a self-employed individual or an independent contractor.
- All business income and expenses are reported on the individual’s federal income tax return.
- A sole proprietor may or may not have employees.

IMPORTANT: A sole proprietor may have only one EIN, regardless of the number of businesses you own or operate. If you already have an EIN, you must use that number for all of your sole proprietor businesses.

What it is not...

- The business cannot be incorporated or registered with the state as a limited liability company (LLC).

If you need to change your type of structure, we recommend that you do so now, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing all types of organizations and structures before making your selection.

2) Click here to continue the application process

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Why is the Sole Proprietor requesting an EIN? (Why are you requesting an EIN?)

Choose one reason that best describes why you are applying for an EIN.

- Started a new business
  Select this option if you are beginning a new business.

- Hired employee(s)
  Select this option if you already have a business and need to hire employees.

- Banking purposes
  Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.

- Changed type of organization
  Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.

- Purchased active business
  Select this option if you are purchasing a business that is already in operation.

1) “Banking Purposes” should be selected as that is the closest to the reason for obtaining an EIN

2) Click here to continue the application process
Please tell us about the Sole Proprietor.

* Required fields
Must match IRS records or this application cannot be processed.
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name * John
Middle name/initial
Last name * Smith
Suffix (Jr, Sr, etc.) Select One ▼
SSN/TIN * 123-45-6789

Choose One: *
○ I am the sole proprietor.
○ I am a third party applying for an EIN on behalf of this sole proprietor.

Before continuing, please review the information above for typographical errors.

1) If you are applying for an EIN for yourself, select this option

EIN Assistant
Your Progress:
1. Identify ✓ 2. Authenticate ✓ 3. Addresses 4. Details

Where is the Sole Proprietor physically located?

* Required fields
The only special characters allowed for street and city are – and /. Note: Must be a U.S. address. Do not enter a P.O. box. For military addresses click here.

Street * 12354 MAIN STREET
City * CITYLAND
State/ U.S. territory * FLORIDA (FL)
ZIP code * 00000
Phone number *

Do you have an address different from the above where you want your mail to be sent? ○ Yes ○ No

Before continuing, please review the information above for typographical errors.

2) Click here to continue the application process

Revised July 2017
Tell us about the Sole Proprietor.

*Required fields
The only punctuation and special characters allowed are hyphen (-) and ampersand (&). The trade name may not contain an ending such as 'LLC', 'LC', 'PLLCS', 'PA', 'Corp', or 'Inc'.

Name of Sole Proprietor
Trade name/Doing business as (if different from name)
County where Sole Proprietor is located: DUVAL
State/Territory where Sole Proprietor is located: FLORIDA (FL)
Sole Proprietor start date: OCTOBER 2012

Before continuing, please review the information above for typographical errors.

3) Click here to continue the application process

1) Blank for Individuals
2) Current date

Continue >>
Tell us more about the Sole Proprietor.

1) Required fields

- Does your business own a highway motor vehicle with a taxable gross weight of 55,000 pounds or more? *
  - Yes □ No □

- Does your business involve gambling/wagering? *
  - Yes □ No □

- Does your business need to file Form 720 (Quarterly Federal Excise Tax Return)? *
  - Yes □ No □

- Does your business sell or manufacture alcohol, tobacco, or firearms? *
  - Yes □ No □

- Do you have, or do you expect to have, any employees who will receive Forms W-2 in the next 12 months? (Forms W-2 require additional filings with the IRS.)
  - Yes □ No □

Before continuing, please review the information above.

2) Click here to continue the application process

What does your business or organization do?

Choose one category that best describes your business. Click the underlined links for additional examples for each category.

- Accommodations
  - Classic hotel, theme or motel

- Construction
  - Building houses, residential buildings, building industrial/commercial structures, specialty trade contractors, removers, heavy construction contractors, land subdivision contractors, or site preparation contractors.

- Finance
  - Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.

- Warehousing
  - Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle.

- Wholesale
  - Wholesale agent/broker, importer/exporter, manufacturers' representative, merchant, distributor, or jobber.

- Other

1) Select “Other” for the type of business

2) Click here to continue the application process

Revised July 2017
You have chosen Other.

Please choose one of the following that best describes your primary business activity:

- Consulting
- Manufacturing
- Organization (such as religious, environmental, social or civic, athletic, etc.)
- Rental
- Repair
- Sell goods
- Service
- Other – please specify your primary business activity: [Text Box]

1) Select “Other”
2) Enter “Fulfilling Federal Law Requirements”

How would you like to receive your EIN Confirmation Letter?

You have two options for receiving your confirmation letter. Please choose one below:

1) Receive letter online. This option requires Adobe Reader. You will be able to view, print, and save this letter immediately. It will not be mailed to you.

2) Receive letter by mail. The IRS will send the letter to the mailing address you provided – allow up to 4 weeks for delivery.

3) Click here to continue the application process

1) Select this option to receive your letter online providing your EIN.
BOOKING/RESERVACIÓN: VSSL VOYAGE/VIAJE #: PORT OF LOADING/PUERTO DE SALIDA: JAX

PLEASE CHECK AND INITIAL FINAL DESTINATION:

FINAL DESTINATION/DESTINO FINAL: SJU STT STX

MAKE/MARCA: MODEL/MODELO: YEAR/AÑO: 

COLOR: DOORS/PUERTAS: AUT-STD WEIGHT/PESO: 

¼ TANK OF GAS/TANQUE DE GASOLINA

***FOR US CUSTOMS, PLEASE LIST VALUE OF YOUR VEHICLE ***

VIN: TITLE/TÍTULO: ESTADO/STATE: 

SHIPPER’S NAME/NOMBRE DEL EXPORTADOR: 

PHYSICAL ADDRESS / DIRECCIÓN FÍSICA: 

TELEPHONE/TELÉFONO: EMAIL: 

*** EMPLOYER IDENTIFICATION NUMBER (EIN): ***

CONSIGNEE’S NAME/NOMBRE DEL CONSIGNATARIO: 

PHYSICAL ADDRESS / DIRECCIÓN FÍSICA: 

TELEPHONE/TELÉFONO: EMAIL: 

Authorization to File the Electronic Export Information to the U.S. Census Bureau

In accordance with 15 CFR 30.3(f), I hereby authorize TOTE Maritime Puerto Rico, LLC. to file the required Electronic Export Information (EEI) into the government’s Automated Export System (AES) for this shipment. We understand that this filing is required by U.S. Department of Census and is being enforced by Customs and Border Protection (CBP) for all merchandise subject to statistical reporting and/or licensed merchandise. All documentation submitted will be made available to CBP upon request. I further certify that I am the person familiar with the merchandise being forwarded and release TOTE Maritime Puerto Rico, LLC. officers and employees of all claims, demands, causes of action, damages, costs, and expenses, arising out of, incident to, or resulting directly or indirectly from the Principal Party in Interest’s provision of incomplete or inaccurate information or statements to TOTE Maritime Puerto Rico, LLC.

SIGNATURE/FIRMA: EIN: DATE/FECHA: 

FOR VEHICLES DESTINED TO PUERTO RICO / PARA VEHÍCULOS CON DESTINO A PUERTO RICO:

☐ Copy of Title or authorization from the Financial Institution, if financed. / Copia de Título o Carta de Autorización de institución financiera, de estar financiado.

☐ Copy of Owners Driver’s License/ Copia de Licencia de conducir del dueño.

FOR VEHICLES DESTINED TO U.S.V.I. / PARA VEHÍCULOS CON DESTINO A U.S.V.I.:

☐ Certified Copy of Title or authorization from the Financial Institution, if financed, and Bill of sales. / Copia Certificada de Título o Carta de Autorización de institución financiera, de estar financiado, y factura/comprobante de compra.

☐ Copy of Owners Driver’s License/ Copia de Licencia de conducir del dueño.

Revised July 2017
BOOKING: ____________________________ VEHICLE DESCRIPTION: ____________________________

TO: TOTE Maritime Puerto Rico Shippers of Motor Vehicles
RE: Insurance on your motor vehicle

Under the terms of the Bill of Lading, or contract for the shipment of your privately owned motor vehicle, the liability of TOTE Maritime Puerto Rico is limited up to $500.00 if TOTE Maritime Puerto Rico is responsible for the loss or damage to your motor vehicle. If your motor vehicle is not more than seven years old, and you specify an insured value at the time of booking, TOTE Maritime Puerto Rico can provide you with All Risks cargo insurance at a cost of $2.50 per $100 of insured value. For example, the insurance premium for a motor vehicle insured at $10,000 would be $250.00.

All Risks cargo insurance will insure the motor vehicle against all risks (Acts of God, fire, etc.) of physical loss or damage from any external cause (TOTE Maritime Puerto Rico must cause the damage) excluding marring, denting, chipping, scratching and damage caused by atmospheric fall out, up to a limit of liability of the sound market value of the motor vehicle at the time of the loss.

If you wish to purchase this insurance, please show the insured value of your motor vehicle below so that the applicable premium can be calculated. TOTE Maritime Puerto Rico recommends that you purchase All Risks insurance on your motor vehicle either from TOTE Maritime Puerto Rico, another agency or an insurance company.

You can also avoid the imposition of the $500.00 limit of liability by declaring a higher value (AD VALOREM value) and by paying the regular freight rate plus an extra 2% (two percent) of the amount of the declared value. The declared value should not be more than the sound market value of the vehicle. **Ad Valorem is not insurance and will not cover Acts of God, fire, etc.**

**PLEASE BE ADVISED THAT TOTE MARITIME PUERTO RICO HAS NO RESPONSIBILITY FOR PERSONAL EFFECTS SHIPPED IN YOUR MOTOR VEHICLE AND CANNOT PROVIDE INSURANCE ON SUCH PERSONAL EFFECTS.**

Please advise us of your wishes below:
I wish to purchase All Risks insurance on my motor vehicle, with an insured value of $____________

I wish to pay the AD VALOREM rate on my motor vehicle with a declared value of $____________

I do not wish to purchase the All Risks Insurance

I do not wish to pay an AD VALOREM rate.

I understand that TOTE Maritime Puerto Rico has no responsibility for personal effects shipped in my motor vehicle - **Shipper acknowledges that TOTE Maritime Puerto Rico will not be liable for minor damages, such as scratches, scuffs and chips. Shipper further acknowledges that TOTE Maritime Puerto Rico will not be liable for damages that were not detected at the time of receipt, such as mechanical malfunctions and windshield cracks. The Shipper or Shipper’s agent whose signature appears below confirms that he or she has read, fully understands, and agrees with all information in this form.**

__________________________  ____________________________  ____________________________
Signature                  Printed Name                  Date

Revised July 2017