

## **POWER OF ATTORNEY FORM COMPLETION INSTRUCTIONS**

- 1) Customs ID#, EIN/IRS# or Social Security#
  - a. Corporation, LLC or partnership - provide EIN/IRS#
  - b. Individuals or Sole Proprietor with no EIN - provide SSN
  - c. Foreign corporations - Customs ID# or if none, leave blank
  - d. Foreign Individuals - Customs ID# or if none, provide Passport and/or Visa# with country
- 2) Check the appropriate box that pertains to your business, Individual, Type of Partnership, Corporation, Sole Proprietorship or LLC.
- 3) Full Legal Name.
  - a. Corporation, LLC or Partnership - Full Legal name of company
  - b. Individuals - Full name - first, middle and last
  - c. Sole proprietors - same as Individual
- 4) Full Legal Name of DBA/fictitious name, if applicable. Otherwise, leave blank.
- 5) Enter the category checked in field (2).
- 6) State or Country of incorporation - If an Unincorporated Sole proprietorship, skip and go to (7).
- 7) Business Address - Corporation/LLC/Partnerships/Sole Proprietors - Must be accurate and complete mailing address - No P.O. Boxes. Individual's address must be the complete home/residence address. No P.O. boxes.
- 8) Leave blank.....or insert an expiration date, preferably at least for one year after issuance.
- 9) The name of the grantor(s) identified in field (3). For a partnership, either the names of each of the general partners or the partnership name, if registered to do business under that name with the state. For individuals, enter your name.
- 10) Signature of the person executing the power of attorney. For partnerships, any of the general partners can sign. For corporations, the signatory must be a corporate officer, either president, vice-president, secretary or treasurer of said corporation. Individuals signing in any other capacity must provide a copy of the applicable pages from the articles of incorporation, or a power of attorney issued by a corporate officer, or other proof demonstrating that the signatory has the authority to sign power of attorney on the corporation's behalf.

**Please print or type your name after your signature.**

- 11) Title of Person Signing.
  - a. Corporation - MUST be an officer of the corporation (Pres, VP, Sec or Trea or title/position for a non-officer if authorized to sign powers of attorney)
  - b. LLC - ALL Types - MUST be an Officer or Manager with legal right to bind the LLC
  - c. Sole Proprietor or Individual - indicate Sole Proprietor or Individual
- 12) Enter the date signed.
- 13) Name and signature of witness.  
(Optional, unless specifically required by your state/Provincial/Federal government).

**CORPORATE CERTIFICATION**

(Optional for U.S corporations but mandatory for foreign corporations.)  
(To be made by an officer other than the one who executes the power of attorney)

- 14) Name of individual officer executing the corporation certification.
- 15) Title of individual indicated in #20.
- 16) Name of Corporation.
- 17) Indicate the state, province or country under whose laws your company operates.
- 18) Name of person signing front of power of attorney. (Same as #10)
- 19) Title of person signing front of power of attorney. (Same as #11)
- 20) Signature of officer executing the corporate certification.
- 21) Date.