

# POWER OF ATTORNEY INSTRUCTIONS

## **CORPORATION**

- 1) Show the U.S. Internal Revenue Service identification number, Social Security Number, or Customs assigned importer identification number.
- 2) Check "Corporation."
- 3) Show the full legal name of the corporation. Please do not abbreviate words unless abbreviated in actual incorporation documents.
- 4) Show "Corporation."
- 5) Show the state, province, or other jurisdiction where incorporated.
- 6) Show the complete street address of the corporation.
- 7) Show the full legal name of the corporation
- 8) Signature of an officer of the corporation, or other person duly authorized by the corporation. If signed by a person other than an officer, or if the corporation is foreign (non-resident of the United States), please also complete the corporate certification on the back of the form. Print the name also as most signatures are not legible.
- 9) Print Name
- 10) Show the capacity of the person who signed.
- 11) Show the date the Power of Attorney is signed.
- 12) It is generally not necessary to have a corporate witness unless the laws of the jurisdiction where signed or your corporate rules require one.

## **PARTNERSHIP**

- 1) Show the U.S. Internal Revenue Service identification number, Social Security Number, or Customs assigned importer identification number.
- 2) Check "Partnership"
- 3) Show the full name of the partnership and:
  - a) If "General Partnership," identify all partners
  - b) If "Limited Partnership," identify all general partners who have authority to bind the partnership unless the partnership agreement provides otherwise. A copy of the partnership agreement must accompany the power of attorney.
- 4) Show "General Partnership" or "Limited Partnership."
- 5) Show the state, province, or other jurisdiction where incorporated.
- 6) Show the complete street address of the corporation.
- 7) Show the full name of the partnership. It is not necessary to list partners here.

- 8) Signature of a partner with authority to bind the partnership. If the partner is a corporation, the power must have authority to sign for the corporation. Print the name also as most signatures are not legible.
- 9) Print Name
- 10) Show the capacity of the person who signed.
- 11) Show the date the Power of Attorney is signed.
- 12) It is generally not necessary to have a witness, unless the laws of the jurisdiction where signed or your partnership's rules require one.

### **INDIVIDUAL, SOLE PROPRIETOR OR LIMITED LIABILITY COMPANY**

- 1) Show the U.S. Internal Revenue Service identification number, Social Security Number, or Customs assigned importer identification number.
- 2) Check "Individual", "Sole Proprietor", or "Limited Liability"
  - a. Show the full name of the individual and the name under which you have registered to do business. (example: John Doe, dba Doe Traders)
- 3) If an individual, show your full name. If a Sole Proprietor or Limited Liability Company, show the name under which you do business.
- 4) Show as appropriate: "Individual", "Sole Proprietorship", or "Limited Liability Company".
- 5) For a Sole Proprietor and Limited Liability Company, show the state, province, or other jurisdictions where approved to do business.
- 6) Show the complete street address of the corporation.
- 7) If an individual, show your full name. If a Sole Proprietor or Limited Liability Company, show the name under which you do business.
- 8) Signature of the Individual, Sole Proprietor, or fully authorized signatory for the Limited Liability Company.
- 9) Print the name also as most signatures are not legible.
- 10) Show the capacity of the person who signed.
- 11) Show the date the Power of Attorney is signed.
- 12) It is generally not necessary to have a witness, unless the laws of the jurisdiction where signed require one.