

## INSTRUCTIONS FOR COMPLETING A POWER OF ATTORNEY

- 1. IRS#:**  
Please complete with your Federal Identification Number or Social Security Number or Customs Assigned Number (Foreign Corp)
- 2. CHECK THE APPROPRIATE BOX**  
Individual, Partnership, Corporation, etc.
- 3. ...know all men by these presents: That, \_\_\_\_\_...**  
Please complete with the name of the individual, Partnership, Corporation, etc.
- 4. ...a corporation/limited liability company...**  
If you are a corporation line through limited liability company  
If you are a limited liability company please line through corporation  
If you are not either please line through both
- 5. ...doing business under the laws of the State of \_\_\_\_\_.**  
Please fill in the State. If foreign entity please fill in the country
- 6. ...or a \_\_\_\_\_...**  
If entity is not a corporation or a limited liability company, please fill in appropriately.  
Example: Individual, Partnership, etc.
- 7. ...doing business as...**  
If you are a division of another corporation, etc listed in Item 3, please list the DBA name.
- 8. ...residing at...**  
Please fill in your complete address.
- 9. ...having an office and place of business at \_\_\_\_\_.**  
If your place of business is not located as the "residing at" address please complete your address.
- 10. ...forgoing power of attorney to remain in full force and effect until the \_\_\_\_ day of \_\_\_\_\_,\_\_\_\_, or until notice of revocation in writing...**  
If you do not put in a date of expiration of the power of attorney it is valid until you send a letter stating the power of attorney is revoked.
- 11. ...IN WITNESS WHEREOF, the said \_\_\_\_\_...**  
Please complete with the name of the Individual, Partnership, Corporation, etc.
- 12. Signature**                      Please sign
- 13. Capacity**                      Fill in your title
- 14. Date**                              Fill in the date

**15. Witness**

If individual, Sole Proprietorship, or Partnership please has a witness sign

**16. INDIVIDUAL OR PARTNERSHIP CERTIFICATION**

If you are an individual or partnership please has a notary fill this out

**17. CORPORATE CERTIFICATION**

If someone other than the President, Vice President, Corp Secretary, Corp Treasurer, Chief Executive Officer (CEO), or Chief Operating Officer (COO) has signed the power of attorney then the corporate certification must be completed and signed by an officer of the corporation other than the one who executes the power of attorney.

**18. LIMITED LIABILITY COMPANY**

**Articles of Organization are required to be attached. If the Articles of Organization do not designate** whether the LLC will be managed by its members or by a manager, or managers, then the Operating Agreement is also required to be attached.

**19. GENERAL PARTNERSHIP**

The POW must list the names of all of the partners, and must be signed by at least one of them

**20. LIMITED PARTNERSHIP**

Power of Attorneys of Ltd Partnerships must list the names of the **General Partners who have authority to bind the Ltd. Partnership**, and must be signed by at least one of the General Partners. Also, a copy of the partnership agreement must be attached to the POA.

**21. FOREIGN COMPANY/CORPORATION**

A nonresident company - a company that has been formed under the laws of a country other than the U.S. – must complete the Corporate Certification (#17 above). If the nonresident company is a **S.A.R.L. the Articles of Organization and/or Operating Agreement must be attached.**

**22. COPIES AND ORIGINALS OF THE POWER OF ATTORNEY**

Please fax/email the completed and signed Power of Attorney, or mail the original to us. We cannot begin transacting business for you until we receive the completed and signed power pf attorney by fax or by mail.