



Instructions for Completing Customs Power of Attorney

STEP ONE: Identify the type of Power of Attorney.

- At the top of the form, check the appropriate box: Individual, Partnership, Corporation, Sole Proprietorship or Limited Liability Company.

STEP TWO: Provide certain Grantor information.

- State the Employer Identification Number, also known as the federal tax identification number, of the Grantor. If an individual, state the Social Security Number or US Visa number.
- Print (or type) the name of the Grantor. It must be the full legal name associated with the registered Employer Identification or Social Security number.
***IMPORTANT** The name of the company should be the same as your Federal IRS tax filing.*
- List any "Doing Business As" names that exist. If none, leave blank.
- List the state in which the Grantor is doing business, or is incorporated.
- Provide complete business address where the Grantor resides or has its principal place of business.

STEP THREE: State the duration of the Power of Attorney.

- If a date is entered, the Power of Attorney will no longer be valid after that date. Any date entered should be at least 60 days from the date of execution (90 days is preferred).
- Leave blank if the Power of Attorney is to remain in effect until indefinitely, i.e., until grantor provides notice of revocation in writing.
- If the Grantor is a Partnership or LLC, the Power of Attorney is automatically limited to a period not to exceed 2 years from the date of execution.

STEP FOUR: Sign and date the Power of Attorney.

- "IN WITNESS WHEREOF, the said:" – This is again the Grantor.
- The form must be signed by a duly authorized representative of the grantor (e.g., If a Corporation, the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO or, if another organization, the Partner, Member, Director, or Owner).
- U.S. Corporations: If the Grantor is a Corporation and the signatory is not the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO, the attached "Corporate Certification" must be completed and returned attesting to the authority of the signatory to sign the Power of Attorney. If a "Corporate Certification" is not provided, a letter from a duly authorized officer of the corporation is required and the letter must certify that the signatory is authorized to sign the Power of Attorney by resolution of the Board of Directors, consistent with the articles of incorporation and bylaws of the Corporation. Certification on page 2 of the POA.
- U.S. Partnerships, LLCs, and Sole Proprietorships: If the Grantor is a general or limited Partnership or LLC, the Grantor shall state on a separate addendum the names of all Partners, Members, or Directors who have authority to execute the Power of Attorney on behalf of the Partnership or LLC. If the Grantor is a Limited Partnership, the Grantor shall also provide a copy of the Limited Partnership Agreement with the Power of Attorney in order to certify the names of the Partners who are authorized to execute the Power of Attorney. If the signatory is not a Partner, Member, or Director of the Partnership or LLC, or an Owner of the Sole Proprietorship, a letter from the Partnership, LLC, or Owner must be provided certifying that the signatory is authorized to sign the Power of Attorney under the terms of the Partnership or LLC Agreement, or the Sole Proprietorship. Certification on page 2 of the POA.
- Provide the capacity/title of the signatory. (President, Treasurer, Vice President, Secretary, CEO, CIO, COO, Partner, Member, Director, Owner or other Duly Authorized Representative).
- Write the date on which Power of Attorney was signed.