

# **CUSTOMS POWER OF ATTORNEY INSTRUCTIONS**

## **PAGE ONE:**

Step 1 - Please insert your Federal EIN number on the line provided. If an individual please use your Social Security Number here. If a Foreign Importer please provide your Customs assigned number or leave it blank as US Customs will assign a number if you are a first time importer.

Step 2- Please check the box that applies to your company; either Individual, Corporation, Partnership, Sole Proprietorship or Limited Liability Company.

Step 3- Please print the full name of the Individual, Partnership, Sole proprietorship, Limited Liability Company or Corporation (as it appears on corporate records) after the sentence "KNOW ALL MEN BY THESE PRESENTS THAT ...".

Step 4 – On the next line provided please indicate if your company is an Individual, Partnership, Corporation, Sole Proprietorship, or Limited Liability Company.

Step 5 –If you are doing business under another name, please place the legal DBA name after "Doing Business as".

Step 6 –On the following line please print the state in which you reside or are incorporated.

Step 7 – After the sentence "Residing or having a primary place of business at" please provide your complete address at which you conduct business, including city and state. If you are an Individual or Sole Proprietorship enter the legal residence of the person named in step 3. P.O. Boxes will not be acceptable, please provide physical address.

Step 8- At the bottom of page one please print the name of the individual authorized to execute the POA. For example:

Corporation	Corporate Officer
Partnership	Any partner authorized to sign
LLC	Designated Member, Managing Member or Designated Person
Individual or Sole Proprietorship	The individual in step 3

Step 9: Signature of the individual in step 8.

Step 10: Please enter Signatory's title after "Capacity" and date.

## **PAGE TWO:**

### **Individual or Partnership Certification**

-If the Grantor is a Partnership or Sole Proprietorship then the certification is required with a notary.

### **Corporate Certification**

-If the POA is signed by a party other than a Corporate Officer or if the Grantor is a Foreign Non Resident the Corporate Certification must be completed attesting to the authority of the signatory to sign the POA. If the Corporate Certification is not completed then a letter from a duly authorized officer is required that certifies that the signatory is authorized to sign POA by resolution of the Board of Directors, consistent with the corporations bylaws and articles of incorporation.