

**CUSTOMS BROKER POWER OF ATTORNEY
INSTRUCTIONS**

INDIVIDUAL, SOLE PROPRIETORSHIP, OR CORPORATION

- 1) SHOW YOUR U.S. INTERNAL REVENUE SERVICE IDENTIFICATION NUMBER, SOCIAL SECURITY NUMBER, OR CUSTOMS ASSIGNED IMPORTER IDENTIFICATION NUMBER.
- 2) FULL LEGAL NAME OF INDIVIDUAL, SOLE PROPRIETORSHIP, OR CORPORATION.
- 3) USA STATE OR COUNTRY WHERE INCORPORATED. IF NOT INCORPORATED IN THE UNITED STATES (INCLUDING PUERTO RICO AND U.S. VIRGIN ISLANDS) , THE POWER OF ATTORNEY SHALL BE SUPPORTED BY DOCUMENTATION ESTABLISHING THE AUTHORITY OF THE SIGNATORY DESIGNATED TO EXECUTE THE POWER OF ATTORNEY ON BEHALF OF THE CORPORATION. NOT APPLICABLE TO INDIVIDUAL OR SOLE PROPRIETORSHIP.
- 4) THE FICTITIOUS OR “DOING BUSINESS AS NAME” OF THE INDIVIDUAL, SOLE PROPRIETORSHIP, OR COMPANY IF APPLICABLE.
- 5) COMPLETE PHYSICAL ADDRESS (NO PO BOXES).
- 6) FULL LEGAL NAME OF INDIVIDUAL, SOLE PROPRIETORSHIP, OR CORPORATION.
- 7) SIGNATURE.
- 8) NAME OF PERSON WHO IS SIGNING THE POWER OF ATTORNEY (TYPED)
- 9) TITLE OF PERSON WHO SIGNS POWER OF ATTORNEY (MUST BE A PRESIDENT, VICE PRESIDENT, SECRETARY, OR TREASURER. (MUST HAVE A CORPORATE RESOLUTION TO SUPPORT ANY OTHER OFFICER OF THE CORPORATION).
- 10) DATE POWER OF ATTORNEY IS SIGNED.

PARTNERSHIP OR LIMITED PARTNERSHIP

- 1) SHOW YOUR U.S. INTERNAL REVENUE SERVICE IDENTIFICATION NUMBER, SOCIAL SECURITY NUMBER, OR CUSTOMS ASSIGNED IMPORTER IDENTIFICATION NUMBER.
- 2) SHOW THE FULL NAME OF THE PARTNERSHIP AND:
 - a. IF “GENERAL PARTNERSHIP,” IDENTIFY ALL PARTNERS; OR
 - 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.
- 3) SHOW “GENERAL PARTNERSHIP” OR “LIMITED PARTNERSHIP” AND THE STATE, PROVINCE, OR OTHER JURISDICTION OF THE PARTNERSHIP.
- 4) THE FICTITIOUS OR “DOING BUSINESS AS NAME” OF THE PARTNERSHIP IS APPLICABLE
- 5) SHOW THE COMPLETE STREET ADDRESS OF THE PARTNERSHIP.
- 6) FULL NAME OF THE PARTNERSHIP.
- 7) SIGNATURE OF A PARTNER WITH AUTHORITY TO BIND THE PARTNERSHIP.
- 8) SHOW THE NAME OF THE PERSON WHO SIGNED.
- 9) SHOW THE CAPACITY OF THE PERSON WHO SIGNED.
- 10) SHOW THE DATE THE POWER OF ATTORNEY IS SIGNED.