

USING A POWER OF ATTORNEY  
COMPLETING THE FORM

ID# \_\_\_\_\_

IN TAX ID WRITE YOUR COMPANY'S IRS NUMBER (IF THE IMPORTER IS A COMPANY) OR YOUR SOCIAL SECURITY NUMBER (IF IMPORTER IS AN INDIVIDUAL).

BOXES AT UPPER RIGHT OF FORM:

**CHECK APPROPRIATE BOX:**

- INDIVIDUAL
- PARTNERSHIP
- CORPORATION
- SOLE PROPRIETORSHIP

✓ CHECK THE BOX WHICH IS MOST APPROPRIATE FOR THE PRINCIPAL  
HERE ARE SOME USEFUL DEFINITIONS:

**INDIVIDUAL** = A PERSON NOT ACTING IN A BUSINESS CAPACITY

**PARTNERSHIP** = TWO OR MORE INDIVIDUALS OPERATING A BUSINESS

**CORPORATION** = A BUSINESS AUTHORIZED BY STATE STATUTE WITH LIMITED LIABILITY

**SOLE PROPRIETORSHIP** = A BUSINESS OWNED BY AN INDIVIDUAL

**KNOW ALL MEN BY THESE PRESENTS: THAT**

(FULL NAME OF PERSON, PARTNERSHIP, OR CORPORATION, OR SOLE PROPRIETORSHIP (IDENTIFY))

- THIS BLOCK GIVES THE LEGAL NAME OF THE PRINCIPAL ON THE POWER OF ATTORNEY
- THE NAME MUST BE COMPLETE; ABBREVIATIONS SHOULD BE AVOIDED

**EXAMPLES:**

IF THE IMPORTER IS **MARY JANE SMITH**, THE FULL NAME SHOULD BE SHOWN.

IF THE LEGAL NAME OF A CORPORATION ON ITS ARTICLES OF INCORPORATION IS LISTED AS **X Y Z , INCORPORATED**, THEN THAT IS WHAT SHOULD BE SHOWN.

IN THE CASE OF A **PARTNERSHIP**, THE FULL NAME OF EACH OF THE GENERAL PARTNERS SHOULD BE SHOWN. IF THERE IS INSUFFICIENT ROOM, AN ATTACHMENT MUST BE MADE TO THE POWER OF ATTORNEY FORM. IN THE CASE OF A **LIMITED PARTNERSHIP**, ONLY THE NAMES OF THE GENERAL PARTNERS MUST BE LISTED.

**STATE OF INCORPORATION**

A CORPORATION DOING BUSINESS UNDER THE LAWS OF THE STATE OF

- THIS SECTION IS ONLY TO BE COMPLETED IF THE PRINCIPAL ON THE POWER OF ATTORNEY IS A CORPORATION
- INSERT THE STATE OF INCORPORATION OF THE PRINCIPAL.

DESIGNATION OF A PRINCIPAL WHICH IS OTHER THAN A CORPORATION  
OR A \_\_\_\_\_

- THIS BLANK IS ONLY COMPLETED WHEN THE PRINCIPAL IS NOT A CORPORATION
- THIS BOX INDICATES THE LEGAL ENTITY OF THE PRINCIPAL. YOUR CHOICES WOULD ONLY BE ONE OF THE FOLLOWING:  
INDIVIDUAL  
PARTNERSHIP  
SOLE PROPRIETORSHIP  
UNINCORPORATED ASSOCIATION

FICTITIOUS NAME

DOING BUSINESS AS \_\_\_\_\_

- THIS BOX IS TO BE COMPLETED WHEN THE NAMED PRINCIPAL IS USING A FICTITIOUS BUSINESS OR TRADE NAME TO TRANSACT ITS CUSTOMS BUSINESS. THAT NAME SHOULD ALSO APPEAR ON THE BOND AS A "D/B/A".
- THE PRINCIPAL MUST BE AUTHORIZED UNDER STATE LAW TO USE SUCH FICTITIOUS NAME.

RESIDENCE ADDRESS

RESIDING AT \_\_\_\_\_

- INSERT RESIDENCE ADDRESS ONLY WHEN THE INDIVIDUAL LIVES AND WORKS AT THAT ADDRESS; IF THE INDIVIDUAL HAS A SEPARATE BUSINESS ADDRESS, THAT SHOULD BE SHOWN IN THE PROPER BOX AND THIS LINE MAY BE OMITTED.

BUSINESS ADDRESS

HAVING AN OFFICE AND PLACE OF BUSINESS AT \_\_\_\_\_

- INSERT PRINCIPAL'S BUSINESS ADDRESS.

IN WITNESS WHEREOF, THE SAID \_\_\_\_\_

- INSERT FULL NAME OF COMPANY, INDIVIDUAL OR PARTNERS

SIGNATURE:

✓ SIGNED BY INDIVIDUAL, OFFICER OF CORPORATION OR PARTNERS

CAPACITY AND DATE:

- TITLE OF CORPORATE OFFICER SIGNING POWER OF ATTORNEY, IF AN INDIVIDUAL WRITE IN "INDIVIDUAL", OR NAME OF PARTNERS

WITNESS:

✓ TWO WITNESS SIGNATURES