

GUIDELINES TO FILL OUT POWER OF ATTORNEY FORM

ALL PARTIES MUST PROVIDE:

- FULL NAME AND ADDRESS including street, city, state and zip code. **NO** PO Box is allowed.
- CHECK THE APROPRIATE BOX (Individual, Corporation, Sole Proprietor)

INDIVIDUAL & SOLE PROPRIETOR

- SOCIAL SECURITY OR FEDERAL TAX I.D. NUMBER
- PRINTED NAME, DATE AND SIGNATURE at bottom of poa form.

CORPORATIONS/LLC

- FEDERAL TAX I.D. #
- STATE IN WHICH YOU ARE INCORPORATED
- NAME, DATE AND TITLE OF OFFICER.
- ONLY **OFFICER** OF THE CORPORATION CAN SIGN POA FORM. IF YOU ARE NOT AN OFFICER OF THE CORPORATION BUT HAVE LEGAL AUTHORITY TO SIGN DOCUMENTS ON BEHALF OF THE CORPORATION, THEN PLEASE PROVIDE COPIES OF THE ARTICLES OF INCORPORATION NAMING YOU AS A LEGAL REPRESENTATIVE TO SIGN LEGAL DOCUMENTS ON BEHALF OF THE CORPORATION.

SUPPORTING DOCUMENTATION (MUST ACCOMPANY THE POA FORM)

- COPY OF DRIVERS LICENSE, PASSPORT OR SOME OTHER IDENTIFICATION FOR THE PERSON SIGNING THE POWER OF ATTORNEY FORM WITH THEIR SIGNATURE.

- PROOF OF TAYER PAYER I.D. DEMONSTRATING YOUR TAY PAYER NUMBER, NAME AND ADDRESS.

PER CUSTOMS REGULATIONS, THE ORIGINAL POWER OF ATTORNEY FORM MUST BE ON FILE WITH YOUR CUSTOMS BROKER. PLEASE MAIL ORIGINAL AT THE ADDRESS BELOW.

DON'T HESITATE TO CONTACT US SHOULD YOU HAVE ANY QUESTIONS REGARDING THE CORRECT WAY TO FILL OUT THIS FORM.

Miramar Customs Brokers, Inc.

7920 Airway Road, Ste A-4, San Diego, CA 92154
Tel: 619-710-1958 Fax: 619-710-0896