



HEIZWERTHY®

HOW TO COMPLETE YOUR

U.S. CUSTOMS POWER

OF ATTORNEY

How to complete your U.S. Customs Power of Attorney

Note that by signing the Power of Attorney, customer acknowledges Heizwerthy's Terms and Conditions of Service and Reasonable Care notice found on our website at www.heizwerthy.com.

Step	Instructions
1	Select the appropriate entity that best describes your business enterprise. If individual, check individual.
2	Federal ID number (IRS number), U.S. Customs-assigned number or Social Security number. If applying for Customs-assigned enter <i>APPLY</i> .
3	Full legal name of corporation, individual, partnership, etc. If a partnership, the full name of all partners and a copy of the partnership agreement must be provided (addendum may be used if necessary).
4	If operating under a name other than the name in field 3 above, indicate it here.
5	Complete name of state or province of incorporation (e.g., headquarters may be located in one state but company may be incorporated in another - check first).
6	Complete business address (for individual, may be a residential address) including state or province and zip/postal code.
7	Complete name as in field 3.
8	Signature of individual, or one partner in the case of partnerships. For corporations, an officer of the corporation should sign (President, Vice President, Treasurer, or Secretary of the corporation). See the document Who can sign a POA for further instructions and details for other entity.
9	Typed name of individual named in field 8.
10	Title of individual named in field 8
11	Valid email address of individual in field 8.
12	Valid phone number of individual in field 8.

Foreign Certification

To be completed for corporations residing outside of the U.S. only.

Step	Instructions
12	Complete for an Individual or a Partnership not residing in the United States.
OR	
13	Complete for a corporation not residing in the United States.

Do not complete both 12 & 13.