

POA INSTRUCTIONS:

- 1) **IRS NUMBER OR FEDERAL TAX ID#**
- 2) **FULL LEGAL NAME OF COMPANY (If an individual, your full name)**
- 3) **USA STATE WHERE INCORPORATED (If Corporation, LLP, or LLC)**
- 4) **ADDRESS:**
 “RESIDING AT” – IF AN INDIVIDUAL – PLEASE COMPLETE HOME ADDRESS

 “BUSINESS AT” - FILL IN COMPLETE “PHYSICAL” BUSINESS ADDRESS
- 5) **NAME OF PERSON WHO IS SIGNING POWER OF ATTORNEY (TYPED)**
- 6) **SIGNATURE**
- 7) **TITLE OF PERSON WHO SIGNS POWER OF ATTORNEY:
MUST BE AN OFFICER OF THE CORPORATION, (ie: OFFICERS TITLES: PRES,
VICE PRESIDENT, SECRETARY, TREASURER) OR *PARTNER, *GENERAL
PARTNER, OR OTHERWISE AS STATED IN AN *LLC OR *LLP AGREEMENT)**

 ***** If CEO, CIO or CFO, a copy of the Corporate Resolution must be provided to
confirm that the CEO, CIO or CFO has authority to sign.**
- 8) **DATE POWER OF ATTORNEY IS SIGNED**
- 9) **WITNESS – MUST HAVE PRINTED AND SIGNED NAME OF WITNESS**

***FOR PARTNERSHIP, LLP OR LLC - PROVIDE COPY OF
PARTNERSHIP AGREEMENT, LLP OR LLC MANAGEMENT
AGREEMENT.**