



# Import Power of Attorney (POA) Instructions

Please read carefully and use the following instructions to complete the POA form:

1. Type or print your IRS #. (EIN - Employer ID # or SSN - Social Security # as applicable). If importing under a Customs assigned ID number, that number must appear on the POA.
2. Check the appropriate importer category.
3. Type or print the full name of the individual, partnership, corporation (as it appears on corporate records), sole proprietorship, or Limited Liability Company.
4. Enter the appropriate category checked in (2) above.
5. Type or print the state in which you reside or are incorporated.
6. Type or print the complete address at which you conduct business, including city and state.
  - a. Individuals and Sole Proprietorships: Enter the legal residence of the person named in (3) above.
  - b. Corporations and Partnerships: Enter primary or corporate business address.
7. Type or print the name of the person duly authorized to execute the POA.
  - a. Corporation: Corporate officer empowered to grant POA on behalf of the corporation. If other than a corporate officer, a Delegation of Authority must accompany the POA (19 CFR 141.37).
  - b. Partnership: Any partner authorized to execute the POA. POA's for Partnerships and Limited Partnerships or LLP's must be accompanied by a copy of the partnership agreement [19 CFR 141.39(a)(2)].
  - c. Limited Liability Company: Designated Member, Managing Member or the Designated Person, a Delegation of Authority must accompany the POA.
  - d. Individual or Sole Proprietorship: The person named in (3) above.

<b>Acceptable POA Signatories:</b>	
Owner	President
Vice President/Asst. VP	Treasurer/Asst. Treas
Corp. Secretary/Asst.	General Counsel/Asst. General Counsel
CEO	COO
CFO	CIO
Chairman of the Board	
If an LLC=Member	If an LLP/LP or Partnership=Partner
If DOD (Army, Marines, Navy etc) = Commissioned Officer (see above)	
<i>Director, General Manager and Controller are not acceptable, but are common mistakes.</i>	

8. Sign the POA: Signature must belong to the individual in number 10 above.
9. Enter signatory's title.
10. Enter the signature date in the following format: month/day/year **Note:** This date is a confirmation of the effective date.

**NOTE:** Per DHLE policy proof of IRS number (or SSN) is required unless the Importer of Record has a Continuous Bond on file with CBP. Please refer to the attached list of acceptable documents for IRS number (SSN) proof.

Questions can be directed to your DHL sales representative



## **IRS/EIN/TAX ID PROOF OF IMPORTER NUMBERS**

### **Acceptable IRS proof:**

- Form 147C
- Form 1040
- Form 2363
- Form 941 / 941-V
- Form SS-4
  - Must be a copy of the actual letters received from the IRS in Lieu of filing the SS-4 application
  - **NOT** the application sent to the IRS
- Automatic Online Confirmation Page
- Form 1065
- Form 8109 / 8109-C
- Form 7004
- Form 355-ES
- Form 1096
- Form 1120 / 1120-S
- Form 8879
- W-2

### **NOTE: Acceptable forms for SS# proof**

- Legible copy: front and back of the Social Security Card
- Top portion of the front page of 1040 form
  - Financial information NOT needed.

### **THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE**

- **NO** ADP Filing Statements
- **NO** State Forms
- **NO** W-9, W-3, etc... Forms
- **NO** SS-4 Application (The copy you send to the IRS)

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**IF YOU DO NOT HAVE ANY OF THE ABOVE DOCUMENTS, PLEASE ASK THE IRS TO SEARCH FOR YOUR EIN/IRS BY CALLING AT THE BUSINESS & SPECIALTY TAX LINE AT (800) 829-4933.**



# IMPORT CUSTOMS POWER OF ATTORNEY

Designation as Forwarding Agent and Acknowledgement of Terms and Conditions of Carriage

(1) IRS# \_\_\_\_\_

(2) Check appropriate category

Individual

Limited Liability Partnership

Sole Proprietorship

Partnership

Corporation

Limited Liability Company

KNOW ALL MEN BY THESE PRESENTS: That, (3) \_\_\_\_\_ ("Grantor") doing business as a (n) \_\_\_\_\_  
(Full name of individual, partnership, corporation, sole proprietorship, or limited liability company) (Identify)

(4) \_\_\_\_\_ under the laws of the State of (5) \_\_\_\_\_, residing or having a principle place of business at  
(individual, partnership, corporation, sole proprietorship, or limited liability company) (insert one)

(6) \_\_\_\_\_, the U.S. principal party in interest ("USPPI") hereby constitutes and appoints **DHL EXPRESS (USA), INC.** and its heirs, assigns, officers, employees, and/or specifically authorized agents (collectively "Grantee") to act for and on its behalf as a true and lawful agent and attorney of the Grantor for and in the name, place and stead of said Grantor, from this date, in the Customs port of (all), United States (the "customs territory"), either in writing, electronically, or by other authorized means, to:

Make, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate, bill of lading, carnet or any other documents required by law or regulation in connection with the importation, exportation, transportation, of any merchandise in the customs territory, shipped or consigned by or to said Grantor;

Perform any act or condition, which may be required by law or regulation in connection with such merchandise deliverable to said Grantor; to receive any merchandise;

Make endorsements on bills of lading conferring authority to transfer title; make entry or collect drawback; and to make, sign, declare, or to swear to any statement or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with Customs;

Sign, seal, and deliver for and as the act of said Grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unloading or navigation of any vessel or other means of conveyance owned or operated by said Grantor, and any and all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits or statements in connection with the entry of merchandise;

Sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unloading, or operation of any vessel or other means of conveyance owned or operated by said Grantor;

Authorize other Customs Brokers duly licensed within the territory to act as Grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in Grantor's name drawn on the Treasurer of the United States; if the Grantor is a nonresident of the United States, to accept service of process on behalf of the Grantor;

And generally to transact Customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said Grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney;

Giving to said agent and attorney full power and authority to do anything whatever requisite necessary to be done in the premises as fully as said Grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents;

This power of attorney to remain in full force and effect until notice of revocation in writing is duly given to and received by grantee (if the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect in the United States after the expiration 2 years from the dates of its execution);

Grantor acknowledges receipt of DHL's Terms and Conditions of Carriage governing all transactions between the Parties. Signatory certifies that he/she has full authority to execute this power on behalf of the Grantor.

IN WITNESS WHEREOF, the said (complete printed name of signer) (7) \_\_\_\_\_

caused these presents to be sealed and signed: (Signature) (8) \_\_\_\_\_

(Capacity) (9) \_\_\_\_\_ Date (10) \_\_\_\_\_

If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs and Border Protection charges (duties, taxes or other debts owed Customs and any additional Other Government Agencies) in the event the broker does not pay the charges. Therefore, if you pay by check, Customs and Border Protection and Other Government Agency charges may be paid with a separate check payable to the "U.S. Customs Service" which shall be delivered to Customs and Border Protection by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.