



## Instructions for Completing Customs Power of Attorney

7361 Coca Cola Drive  
Hanover, MD 21076

+1.410.766.7470 | TELEPHONE

+1.800.727.1085 | TOLL FREE

+1.718.947.3702 | 24/7 AOG HOTLINE

[sales@priorityworldwide.com](mailto:sales@priorityworldwide.com)

### STEP ONE: Identify the type of Power of Attorney.

- At the top of the form, check the appropriate box: Individual, Partnership, Corporation, Sole Proprietorship or Limited Liability Company.
- If the Grantor is an individual, please include the Grantor's date of birth.

### STEP TWO: Provide certain Grantor information.

- State the Employer Identification Number, also known as the federal tax identification number, of the Grantor. If an individual, state the Social Security Number or US Visa number.
- Identify the DUNS# of the company, if available. The DUNS# cannot be provided instead of the EIN.
- Print (or type) the name of the Grantor. It must be the full legal name associated with the registered Employer Identification or Social Security number.
- List any "Doing Business As" names that exist. If none, leave blank.
- Provide complete business address where the Grantor resides or has its principal place of business.
- List the state in which the Grantor is incorporated.

### STEP THREE: State the duration of the Power of Attorney.

- If a date is entered, the Power of Attorney will no longer be valid after that date. Any date entered should be at least 30 business days from the date of execution.
- Leave blank if the Power of Attorney is to remain in effect until indefinitely, i.e., until grantor provides notice of revocation in writing.
- If the Grantor is a Partnership or LLC, the Power of Attorney is automatically limited to a period not to exceed 2 years from the date of execution.

### STEP FOUR: Sign and date the Power of Attorney.

- Repeat the name of the Granting entity (company, individual).
- The form must be signed by a duly authorized representative of the grantor (e.g., If a Corporation, the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO or, if another organization, the Partner, Member, Director, or Owner). **The individual signing the power of attorney must have the authority to bind the company to the terms herein.**





- Provide the capacity/title of the signatory. (President, Treasurer, Vice President, Secretary, CEO, CIO, COO, Partner, Member, Director, Owner or other Duly Authorized Representative).
- Write the date on which Power of Attorney was signed.

**STEP FIVE: Complete additional certifications, if necessary.**

- **U.S. Corporations:** If the Grantor is a Corporation and the signatory is not the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO, the attached “Corporate Certification” must be completed and returned attesting to the authority of the signatory to sign the Power of Attorney. If a “Corporate Certification” is not provided, a letter from a duly authorized officer of the corporation is required and the letter must certify that the signatory is authorized to sign the Power of Attorney by resolution of the Board of Directors, consistent with the articles of incorporation and bylaws of the Corporation.
- **U.S. Partnerships, LLCs, and Sole Proprietorships:** If the Grantor is a general or limited Partnership or LLC, the Grantor shall state on a separate addendum the names of all Partners, Members, or Directors who have authority to execute the Power of Attorney on behalf of the Partnership or LLC. If the Grantor is a Limited Partnership, the Grantor shall also provide a copy of the Limited Partnership Agreement with the Power of Attorney in order to certify the names of the Partners who are authorized to execute the Power of Attorney. If the signatory is not a Partner, Member, or Director of the Partnership or LLC, or an Owner of the Sole Proprietorship, a letter from the Partnership, LLC, or Owner must be provided certifying that the signatory is authorized to sign the Power of Attorney under the terms of the Partnership or LLC Agreement, or the Sole Proprietorship.

**STEP SIX:** Return the completed POA to Priority’s Compliance team for review. Should additional information or modifications be required, you will be notified.

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