



South East World Wide, Ltd.

Los Angeles

Chicago

New York

Customs Power of Attorney Acceptance Criteria

- All sections of the POA must be completed.
- A clear, scanned copy of the signatory's driver's license is required.
- A current EIN notification letter from the IRS is required (or Social Security card). This should be obtained by an officer of the company calling the IRS at 800-829-0115 and requesting a fax copy of the EIN number notification. A W-9 does not suffice for this purpose.

Corporation, LLC & Partnership Requirements

- For corporations, only corporate officers are generally recognized as having authority to bind the corporation in a legal document. Therefore, only generally accepted officer titles will be accepted as valid: these include President, Vice-President, Corporate Secretary, Treasurer, Director, and the various forms of Chief Officer.
- For LLC type organizations, the signatory must be a "member" of the LLC structure.
- For partnership organizations, the signatory must be a "partner".
- For all organizations, if someone is signing the POA who does not meet the above criteria, proof of that person's authority to sign the POA must be provided. This may be in the form of a POA from the board, etc., to that employee, or a formal letter of authorization from the board or executive officer.

Individual & Sole Proprietorship Requirements

- For sole proprietorships and other individuals doing-business-as arrangements, evidence of the legal recognition of the business is required – this can include a local business permit. However, this does not preclude the necessity of the IRS document for those entities that have been assigned an EIN.
- For those importers who do not have an EIN, a copy of their Social Security card is required.



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What Discrepancies Will Cause Delays?



- Expired driver's license
- Driver's license information not matching POA information (applies to individuals and sole proprietors, generally – recognizing that most individuals will not have their address match their employer's):
 - Signature on driver's license not matching POA
 - Corporate address on POA not matching state, IRS, and/or CBP records
 - Failure to provide EIN notice from the IRS
 - Failure to provide clear copy of driver's license
 - Incomplete POA

This is not an all-inclusive list – there are other factors which may cause us to further review the POA to ensure adequate validation.