

**INSTRUCTIONS FOR COMPLETING THE
ETB CORPORATION POWER OF ATTORNEY FORM**

1. At the top of the form please enter the company's IRS (Federal I.D.) Number; if the client is an individual enter that person's Social Security Number.
2. Following the " " marks on the form :
 - a. Check the appropriate box:
 - 1). Individual - a person acting in a non-business capacity
 - 2). Partnership - two or more individuals operating a business
 - 3). Corporation - a business authorized by state statute
 - 4). Sole Proprietorship – a business owned by an individual
 - 5). Limited Liability Company – an entity that is neither a corporation nor a partnership that is either managed by its members or by a manager who is empowered to handle the affairs of the company.
3. Full name of the person or company executing the Power of Attorney . A "division" of a corporation cannot execute a Power of Attorney.
 - a. If a company is using a fictitious or trade name then this name appears with the name of the principal. Example: ABC Company dba XYZ Company. The use of a fictitious or trade name has to authorized by the state,
4. Insert the category of the client, individual, sole proprietorship, partnership, corporation, or limited liability company.
5. State registering the company to do business – state of incorporation
6. Address of individual or business
7. The full name of the company or if for an individual the person's full name
8. Authorized signature
 - a. Corporation – president, vice president, secretary, or treasurer of the corporation. If a person other than these named individuals signs the Power of Attorney then accompanying the Power of Attorney must be a copy of an action by the corporate Board of Directors authorizing the person to sign Powers of Attorney.
 - b. Partnership – a general partner may sign. All members of the partnership must be listed either on the Power of Attorney form or on an attachment.
9. The title of the person signing the Power of Attorney must be in the section marked "capacity".

NON-RESIDENT CORPORATIONS:

In addition to completing the front of the form, the Corporate Certification on the reverse side of the form must be completed by a corporate officer other than the one signing the form.