

Thank you for your interest in working with Tarraservices. In order to set up your account please review and complete the attached Customs Power of Attorney

If you have any questions about these forms or our services, please feel free to contact us.

### **Import Power of Attorney**

Authorizes Tarraservices to act on behalf of you or your organization in matters related to customs

#### **Instructions for Completing a Customs Power of Attorney**

**Item 1. Employee Identification Number (EIN)**

- U.S. corporation, partnership, LLC, or LLP must indicate the Federal IRS Employee Identification Number (EIN)
- Sole Proprietorship must indicate EIN or Social Security Number
- Individual – must indicate Social Security Number (individuals doing business under a fictitious name without an EIN should use Social Security Number)

**Item 2. Business Type** - Check the appropriate box that pertains to your business, Individual, Partnership, Corporation, Sole Proprietorship, or LLC

**Item 3. Importer of Record Name** - Fill in the full legal name of the corporation, partnership or person who will be the importer-of-record

**Item 4. Business Type** - Indicate the same as chosen in Item 2

**Item 5. State of Incorporation** – State or Province under whose laws the business is conducted

**Item 6. Address** - Insert complete address, including zip/postal code of location of business

**Item 7. Expiration Date** - Insert an expiration date or “UNTIL REVOKED”. We recommend an expiration date of at least one year

**Item 8. Company Name** - Enter the legal name of the company to which the power of attorney covers.

**Item 9. Signature – Must be signed as follows**

**Corporation** – Must be signed by an officer such as the President, Vice-President, Secretary, Treasurer, etc. Any other person signing must be authorized by resolution of the Board of Directors and the POA must include a letter from the corporate secretary certifying to that effect

**Partnership** – Any general partner may execute

**Individual/Sole Proprietorship** – must be signed by individual

**Limited Liability Company** – If grantor is an LLC, signatory certifies that he/she has full authority to execute

**Item 10. Name of Signatory**

**Item 11. Title** - Title of the person signing at 10

**Item 12. Effective Date**

**Item 13. Witness** – Signature and printed name of witness (if required)

#### **\*\*Supporting Documents\*\***

- **Identification** – Must provide a copy of signatory’s personal identification (driver's license, passport, etc.)
- **Authority** – If signatory is NOT an officer as stated above a copy of authorizing letter must accompany power of attorney



# TARRAHOUSE Customs Brokerage, LLC

201 Walnut Avenue, Cranford, New Jersey U.S.A. Telephone 908.789.3600

## CUSTOMS POWER OF ATTORNEY

(1) E.I.N. # \_\_\_\_\_

(2) **Check the Appropriate Box:**

- Individual
- Partnership
- Corporation
- Sole Proprietorship
- Limited Liability Corporation (LLC)

KNOW ALL MEN BY THESE PRESENTS: That (3) \_\_\_\_\_ doing business as a (4) \_\_\_\_\_ under the laws of the State of (5) \_\_\_\_\_ residing or having an office and place of business at (6) \_\_\_\_\_ (Grantor), hereby constitutes and appoints: Tarrahouse Customs Brokerage, LLC its officers, employees and/or authorized agents

to act for and on its behalf as a true and lawful agent and attorney of the grantor named above for and in the name, place, and stead of said grantor from this date and in all Customs Districts, and in no other name, to make, endorse, sign, declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, carnet or other document required by law or regulation in connection with the importation, transportation, or exportation, of any merchandise shipped or consigned by or to said grantor; to perform any act or condition which may be required by law or regulation in connection with such merchandise; to receive any merchandise deliverable to said grantor;

To make endorsements on bills of lading conferring authority to transfer title, make entry or collect drawback, and to make, sign, declare, or swear to any statement, supplemental statement, schedule, supplemental schedule, certificate of delivery, certificate of manufacturer, certificate of manufacture and delivery, abstract of manufacturing records, declaration of proprietor on drawback entry, declaration of exporter on drawback entry, or any other affidavit or document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or other affidavit or document is intended for filing in any customs district;

To 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, unlading 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 in connection with the entry of merchandise;

To 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, unlading, or operation of any vessel or other means of conveyance owned or operated by said grantor;

To authorize other Customs Brokers 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 at the customhouses in any district any and all customs business, including making, signing, and filing of protests under section 514 of the Tariff Act of 1930, 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 and 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; the foregoing power of attorney to remain in full force and effect until the (7) \_\_\_\_\_ day of, \_\_\_\_\_ or until notice of revocation in writing is duly given to and received by a District Director of Customs. If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect after the expiration of 2 years from the date of its execution.

IN WITNESS WHEREOF, the said (full name of company) (8) \_\_\_\_\_

Has caused these presents to be sealed and signed: (Signature) (9) \_\_\_\_\_  
*(Signature of an officer of the corporation or another employee specifically designated by the articles of incorporation or resolution of the board of directors to sign power of attorney for that corporation; if a partnership, a signature of a partner; if an individual, the signature of the individual)*

Name: (10) \_\_\_\_\_ Capacity/Title: (11) \_\_\_\_\_

Date: (12) \_\_\_\_\_

Witness (if required): (13) \_\_\_\_\_ Witness Name: \_\_\_\_\_

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