

Oklahoma Employment Security Commission Form OES-190T Power of Attorney Completion Guidelines

The Oklahoma Employment Security Commission requires an original POA form that is signed, dated and notarized. It is necessary to obtain an original Oklahoma Employment Security Commission Power of Attorney Form OES-190T when there are employees in this state. Employer must use the latest version of the POA. Older versions are not acceptable.

- Mail the completed and original POA form to your ADP representative.
- ADP will forward the POA and cover letter to the agency:
Oklahoma Employment Security Commission
Status Unit
P.O. Box 52003
Oklahoma City, OK 73152-2003

The diagram shows Form OES-190T (Rev. 4-07) titled "OKLAHOMA EMPLOYMENT SECURITY COMMISSION POWER OF ATTORNEY - TAX". The form includes fields for the taxpayer's name, Oklahoma Account #, and Federal ID #. A section titled "I hereby appoint:" lists the ADP representative: ADP Tax Services, Inc., a wholly-owned subsidiary of ADP, LLC, with address 400 West Covina Blvd, San Dimas, California 91773, and phone numbers (877) 706-0510 and (909) 592-6515. The form also contains a notary section with fields for Date, Signature, Printed Name, and Title, and an acknowledgment section. A "RESET FORM" button and a barcode are at the bottom.

Callout boxes provide the following instructions:

- Print name of authorized representative or owner of the employer:** Points to the top line of the form.
- Name of taxpayer or business as registered in Oklahoma:** Points to the "Oklahoma Account # _____, Federal ID # _____" line.
- Date of POA was signed:** Points to the "Date" field in the notary section.
- *State and County of notary public:** Points to the "State of _____) County of _____) SS." line.
- *Name of authorized representative at the company (provide name after the statement, "...personally appeared"):** Points to the "Signature" field in the notary section.
- *Sworn date:** Points to the "Date" field in the notary section.
- Notary Public seal/stamp:** Points to the "Official Seal with Commission Number And Expiration Date:" field.
- *Oklahoma ID number and/or FEIN of taxpayer or business in Oklahoma:** Points to the "Oklahoma Account # _____, Federal ID # _____" line.
- *If no Oklahoma ID number, call 405-521-3160 and ask for Status Unit or have employer submit Form OES-1, Oklahoma Employment Security Commission, Employer Status Report Form.** Points to the "Oklahoma Account # _____, Federal ID # _____" line.
- *Signature of authorized representative or owner of the employer:** Points to the "Signature" field in the notary section.
- *Print name of authorized representative or owner of the employer:** Points to the "Printed Name" field in the notary section.
- *Title of above authorized representative or owner of the employer:** Points to the "Title" field in the notary section.

POAs are rejected for the following reasons:

- Outdated from used. Must submit most recent version of OES-190T for tax purposes.
- Information missing or incorrect in each line.
- SUI ID# on POA is terminated or closed at agency. Client must submit application form.
- OES-1 Form to either reinstate the account number or reapply for a new SUI ID#
- Notary seal or signature is missing on POA OES-190T. Agency does not allow a second notary page providing a "Certificate" or proof of notary.
- Notary seal and signature must be provided directly on the POA notary section of the OES-190T.
- Notary seal must be legible.
- Date owner signed POA is different that notary signed date. This is based on the agency rule that the notary did in fact witness the employer's signature on the form on the day the employer completed the form.
- Employer signature invalid. Employer signature must be owner, officer, or agent with authority to contract for said company. Signature from office manager, office supervisors, and office secretaries are not acceptable.
- More than one employer entity on the form. Each employer account must be on separate POA.