

REPORTING AGENT AUTHORIZATION COMPLETION GUIDELINES

The Reporting Agent Authorization (RAA; formerly named LPOA) is a legal document signed by the client authorizing ADP to file and deposit their taxes. Without a valid Reporting Agent Authorization (RAA/LPOA) on file, ADP cannot receive RAF notices, frequency information from states or the IRS, enroll clients for EFTPS, or make agency calls. Therefore, it is extremely important to follow these guidelines when completing a RAA form to avoid any possible delays in the processing of the form.

In the sample provided, the required fields are indicated in red. Failure to complete any required field may result in the rejection of this form and cause an undue delay in processing. Please do not use a highlighter to indicate required fields on the RAA, as the imaging system cannot scan the data within a highlighted field.

For combo accounts that share the same FED ID, only one RAA is required for submission

Enter the three- or four-digit tax company code assigned to this client.

Enter the two-digit tax branch code assigned to your region.

Enter the nine-digit federal ID number issued by the IRS

Enter the first 35 characters of the legal name from an IRS source document. For a listing of IRS source documents, please refer to ADP's Best Proofs.

Enter the taxpayer's DBA or TA name, if one is used.

For 940, 940-PR, 943, 943-PR and 945, enter the first tax year (2006, 2007, etc.) ADP will start the annual filing. For forms 941, 941-PR and 941-SS, enter the quarter and year (4/05, 1/06, etc.) ADP will file this return for the first time.

For W-2/1099, enter the first year ADP is authorized to discuss the W-2/1099 information with the IRS. (This includes Form 1099R and Form 1099-MISC)

Enter the quarter (1, 2, 3, 4) and year ADP will make any deposit for any state.

For deposits, enter the first month of the quarter and year (1/06, 4/06, 7/06, and 10/06) ADP will make any deposit, regardless of the tax type provided.

Enter the following information:

1. Name of the authorized signer.
2. Title of authorized signer.
3. Signature of authorized signer. Must be an officer of the company.
4. Date signed.

Substitute for IRS Form 8865

ADP Tax Filing Service

Reporting Agent Authorization
(State Limited Power of Attorney & Tax Information Authorization)
(In accordance with Internal Revenue Service Revenue Procedures)

OMB No. 1545-1058

1	2	3
Co/Code	Branch	Federal ID Number

4 If you are a seasonal employer, check here ☐

5 TAXPAYER LEGAL NAME (Use all capital letters. Include spaces, ampersands, and hyphens. Do not enter any other punctuation.)

6 DBA NAME (Use all capital letters. Include spaces, ampersands, and hyphens. Do not enter any other punctuation.)

7 Address (number, street, and room or suite no.) City or town, state, and ZIP code

REPORTING AGENT: ADP Tax Services, 400 West Covina Boulevard, San Dimas, CA 91773, ID # 22-3066057, 800/235-7212

Authorization of Reporting Agent to Sign and File Returns

8 Use the entry lines below to indicate the tax return(s) to be filed by the Reporting Agent. Enter the beginning year for annual tax returns or beginning quarter for quarterly tax returns. See the instructions for how to enter the quarter and year. Once this authority is granted, it is effective until revoked by the taxpayer or Reporting Agent.

940	941	940-PR	941-PR	941-SS	943
Tax Year	Qtr / Yr	Tax Year	Qtr / Yr	Qtr / Yr	Tax Year
943-PR	944	944-PR	945		
Tax Year	Tax Year	Tax Year	Tax Year		

Authorization of Reporting Agent to Make Deposits and Payments

9 Use the entry lines below to enter the starting date (the first month and year) for any tax return(s) for which the Reporting Agent is authorized to make deposits or payments. See the instructions for how to enter the month and year. Once this authority is granted, it is effective until revoked by the taxpayer or Reporting Agent.

940	941	943	944	945
Mo / Yr	Mo / Yr	Mo / Yr	Mo / Yr	Mo / Yr

Disclosure of Information to Reporting Agent

10a Check here to authorize the Reporting Agent to receive or request duplicate copies of tax information, notices, and other communications from the IRS, related to the authorization granted on Line 8 and/or Line 9 ☒

10b Check here if the reporting agent also wants to receive copies of notices from the IRS ☒

Form W-2 Series or Form 1099 Series Disclosure Authorization

11 The Reporting Agent is authorized to exchange otherwise confidential taxpayer information with the IRS, including responding to certain IRS notices relating to the Form W-2/1099 series information returns. This authority is effective for calendar years beginning:

W-2	1099
Tax Year	Tax Year

State and Local Authorization

12 By checking the box to the right and signing in Box 13 below, the taxpayer identified above hereby appoints ADP as Reporting Agent and grants ADP limited power of attorney with the authority to sign and file employment tax returns and make deposits electronically, on magnetic media, or on paper for all states and local jurisdictions in which the taxpayer is required to file tax returns and make tax deposits. ADP is also hereby authorized to receive notices, correspondence and transcripts from all applicable state and local jurisdictions, resolve matters pertaining to these deposits and filings, and to request and receive deposit frequency data and any other information from applicable state and local jurisdictions related to taxpayer's employment tax returns and deposits for the tax periods indicated in Section 8 above and all returns filed and deposits made by ADP from the date hereof.

This authorization shall include all applicable state and local forms and shall commence with the tax period indicated and shall remain in effect through all subsequent periods until either revoked by the taxpayer or terminated by ADP. Unless the taxpayer is required to file or deposit electronically, ADP will, in its discretion, file and make deposits on the taxpayer's behalf in one of the filing methods: electronic, magnetic media, or paper.

Authorization Agreement

I understand that this agreement does not relieve me, as the taxpayer, of the responsibility to ensure that all tax returns are filed and that all deposits and payments are made. If Line 8 is completed, the Reporting Agent named above is authorized to sign and file the return indicated, beginning with the quarter or year indicated. If any starting dates on line 9 are completed, the Reporting Agent named above is authorized to make deposits and payments beginning with the period indicated. Any authorization granted remains in effect until it is revoked by the taxpayer or Reporting Agent. I am authorizing the IRS to disclose otherwise confidential tax information to the reporting agent relating to the authority granted on Line 8 and/or Line 9 including disclosure required to process Form 8865. Disclosure authority is effective upon signature of the taxpayer and IRS receipt of Form 8865. The authority granted on Form 8865 will not revoke any Power of Attorney (Form 2848) or Tax Information Authorization (Form 8821) in effect.

13 Signature of Taxpayer or Authorized Representative

I certify that I have the authority to execute this form and authorize disclosure of otherwise confidential information on behalf of the taxpayer.

Name (Required)

Title

Signature (Required)

Date (Required)

For Privacy Act and Paperwork Reduction Act notice, see attached.
134-0011 Revised: 12/06/2007
USA