



**MINISTRY OF FINANCE, TRADE & INVESTMENT
REVENUE DEPARTMENT**

APPOINTMENT OF AGENT FORM

This form is for use by taxpayers in designating a person to act as an agent.
A Retroactive Appointment of Agent Is Not Permitted

OWNER INFORMATION

Name(s) _____

Daytime Phone _____ Email _____

AGENT INFORMATION

Agent's Name _____

Daytime Phone _____ Email _____

Business Name _____

Agent's Title or Relationship to Owner _____

Agent's Mailing Address (Island/ P.O. Box) _____

Business License No.

Business License Name

_____	_____
_____	_____
_____	_____

OWNER MUST SPECIFY AGENT'S AUTHORITY

I understand, agree and accept:

- The Revenue Department may divulge any data it may have on file to my agent including the acceptance of court documents involving any of the businesses listed.
- I understand that the appointed agent cannot assume the fiduciary and other legal responsibilities, including the filing of an appeal or any other documents, without proper documentation signed by the taxpayer.
 - If applicable, a copy of a "Letter of Appointment", "Certificate of Trust", "Articles of Incorporation", "Power of Attorney" or "Attorney Letter" must be submitted with this form. Please review the information sheet located on page 2 of this form.
 - Agent's authority is for tax year (MUST enter year)_____.

SIGNATURE, TITLE, DATE (Attach copy of valid driver's license or state-issued ID)

Signature _____ Title of Signer _____

Print Name _____ Date Signed _____

INFORMATION

Rights of the Assessor:

The owners Appointment of Agent Form must be filled out completely and correctly in order for it to be accepted by the Revenue Department. The owners appointed agent cannot assume the fiduciary and other legal responsibilities, including the filing of an appeal or any other documents, without proper documentation signed by the account owner.

Effective Date:

The owners Appointment of Agent is for the tax year reported on this form and is effective for that tax year only.

Powers of Attorney:

If you possess a Limited Power of Attorney, a General Power of Attorney or a Durable Power of Attorney, attach a complete copy of that document.

Business License:

The Business Licenses are identified in the records of the Revenue Department. The authorization must exactly match the "Property Owner" and the "Tax Information" identified in the records of the Revenue Department.

Owner's Signature:

The Owner of record must sign this form unless authorization has been provided to certain individuals. The following individuals are authorized to sign as (or on behalf of) the owner:

Authorized Agents:

1. **Attorneys**
2. **Certified Public Accountants**
3. **Corporate Officers**- may represent their corporation.
4. **Partners** - may represent their partnership.
5. **Full-Time Employees**- may represent their employers.
6. **Family Members**- a member of the taxpayer's immediate family (i.e. spouse, parent, child, brother, or sister)

Authorized:

A representative is an individual authorized to perform certain acts on behalf of the taxpayer with respect to the specific agent's authority listed on this Appointment of Agent Form.

Actions taken by an authorized agent are binding, even if the representative is not an attorney. Proceedings

cannot later be declared legally defective because the representative was not an attorney. Corporate officers, partners, fiduciaries, or other qualified persons signing on behalf of the taxpayer(s): By signing, you also certify that you have the authority to execute this form. However, the authorization document must be timely filed.

Notices and Communication:

All Notices and Communications will be sent to the taxpayer only.