

# Declaration of Representative

## Tax Form Template

Please complete all sections of this form to designate an authorized representative for tax matters. This form is prepared for printing and manual signing.

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### Section 1: Taxpayer Information

Taxpayer Name (Individual or Business):

Taxpayer Identification Number (SSN, ITIN, or EIN):

Street Address:

City, State, and ZIP Code:

Telephone Number:

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### Section 2: Representative Information

Representative Name:

CAF No. (Centralized Authorization File Number):

PTIN (Preparer Tax Identification Number):

Mailing Address:

Telephone Number:

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### Section 3: Tax Matters Authorized

The representative is authorized to receive and inspect confidential tax information and to perform any and all acts that the taxpayer can perform with respect to the tax matters described below:

Type of Tax (Income, Employment, Excise, etc.):

Tax Form Number (e.g., 1040, 941, 1120):

Year(s) or Period(s):

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### Section 4: Declaration of Representative

Under penalties of perjury, I declare that I am authorized to represent the taxpayer(s) identified in Section 1 for the tax matter(s) specified in

Section 3, and that I am one of the following (e.g., Attorney, Certified Public Accountant, Enrolled Agent, Officer, Family Member):

Representative Designation/Title:

Licensing Jurisdiction (State or Licensing Body):

License or Enrollment Number:

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**Section 5: Signatures (To be signed manually after printing)**

**Taxpayer Signature:**

Print Name of Taxpayer / Authorized Officer:

Date (MM/DD/YYYY):

Title (if signing for a business):

**Representative Signature:**

Print Name of Representative:

Date (MM/DD/YYYY):