



Seattle City Finance Confidential Tax Information Authorization Form Completion Guidelines, Rev. 08/10/2022

A signed and dated **Confidential Tax Information Authorization** form (Internally known by ADP as a POA form) is required to have a 3rd party to file and pay taxes on the taxpayer's behalf.



Seattle
City Finance _____

CONFIDENTIAL TAX INFORMATION AUTHORIZATION

The Representative named on this form is authorized to receive confidential tax information from the City of Seattle License and Tax Administration. This form will be placed in the taxpayer's file.

1. Taxpayer / Business Information (please type or print)

Seattle Customer No.: _____ Telephone No.: _____
UBI No.: _____ Fax No.: _____
Taxpayer name(s) and address: _____ E-Mail: _____

2. Representative (please type or print)

Name (including title, CPA, attorney, etc., if applicable) & address: _____ Telephone No.: 877-706-0510
ADP Tax Services Inc., a subsidiary of ADP, Inc. Fax No.: N/A
400 W. Covina Blvd. E-Mail: TFSAgency_CommTeam@adp.com
San Dimas, CA 91773

3. The authority granted herein shall include such incidental acts and limited financial powers as are reasonably required to complete Payroll Expense Tax filings as described in SMC Chapter 5.38.

To acknowledge, check this box..... ☒

4. Signature of Taxpayer(s)

I certify that I am shown in official Washington state records as the owner, corporate officer, registered agent, or partner of the above business/account and that I am authorized to execute this form on behalf of the business/account for the information and periods stated above. If you are the guardian, executor, receiver, administrator, or trustee, please provide proof of your authorization.

X _____
Print Name
X _____
Signature Date Title
X _____
Print Name
X _____
Signature Date Title

License and Tax Administration

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