

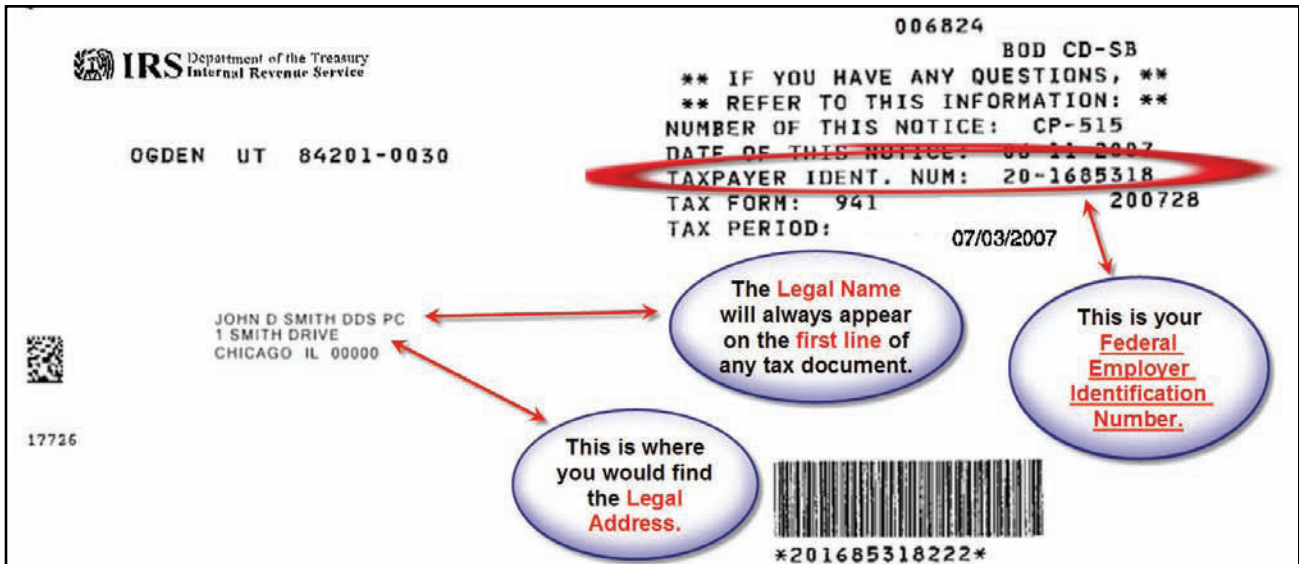
## Reporting Agent Authorization

The Reporting Agent Authorization gives Intuit permission to interact with the Internal Revenue Service on your behalf for your payroll taxes, filings and any related notices. It is critical the information on this form is completed EXACTLY as the IRS has it on record. **TYPE YOUR ANSWERS INTO THIS FORM BEFORE PRINTING.**

Please complete the following steps. Your answers will fill in the appropriate fields of the required forms.

### 1. Legal Name & Address:

Using a document the IRS has recently sent you as your reference, please enter your Taxpayer Legal Name and Address. A sample is displayed below. Acceptable documents for IRS proof include any IRS correspondence within the last 6 months, an IRS letter assigning your EIN, or a pre-printed federal deposit coupon (form 8109). Items not considered IRS proof are a Federal 940, 941 or SS-4 form. You can call the IRS at (800) 829-4933 to request verification of your EIN, Legal Name, and Address.



The IRS does not allow punctuation such as periods or apostrophes; symbols; or special characters. Ampersands and hyphens are permitted. **Your Legal Name is not your dba/trade name.**

Legal Name

Bus. Telephone

Legal Address

Fax

City

State

Zip Code

Trade or DBA Name

### 2. Federal Employer Identification Number (FEIN):

Enter the nine digit federal ID number issued by the IRS. It can be found on your IRS proof.

Federal Employer Identification Number

### 3. Authorized Signer:

Enter the name of the person who will be signing the Reporting Agent Authorization form. Only an OFFICER of the company may sign this document. If incorporated, the signer must be listed on the Articles of Incorporation.

Signer Name

Only certain titles are permitted for a specific legal company type. Click on the button and select the appropriate title from the drop-down list. If Authorized Signer is chosen, proper documentation granting authority to sign must be provided.

### 4. Assisted Payroll Start Date:

Enter the first month and year you will run your first payroll on the Assisted Payroll Service.

Month

Year

### 5. State Registration:

Enter State ID numbers for both Unemployment Insurance and State Withholding agencies for EACH state. **There should be two entries for each state.** If your state has only one agency such as California EDD for example, enter your registration number twice. Once for UI and again for WH.

State

Registration #

Tax Type

If you have not registered with a state agency or are in the process of doing so, select "Applied For" in the drop-down list.

Visit our website at [http://payroll.intuit.com/payroll\\_resources/payroll\\_taxes/state\\_agencies.jhtml](http://payroll.intuit.com/payroll_resources/payroll_taxes/state_agencies.jhtml) for further registration information and links to State Tax Agencies.

### 6. Click, Print, Sign & Fax:

1. Click on the print button to print the completed forms.
2. Sign completed Federal 8655 Reporting Agent Authorization and Intuit LPOA & Tax Information forms.
3. Fax signed forms, including the cover sheet **and the IRS proof** you used.  
Fax them to Intuit at (800) 556-4451.

If you need assistance completing these forms, contact a Payroll Activation Coordinator at (800) 332-4844 Ext. 82149 between the hours of 6:00 AM and 6:00 PM Pacific Time.

# Fax-in SignUp Kit Cover Sheet

EIN

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The following documents need to be faxed to Intuit Payroll Services:

1. Cover Sheet (This page)
2. Signed Federal 8655 Form
3. Signed INTUIT LPOA & Tax Information Authorization Form
4. **IRS Proof of Legal Name & Address**

**Fax # 1.800.556.4451**

To: Activations Processing

From: \_\_\_\_\_  
Principal or Duly Authorized Company Officer

Pages: \_\_\_\_\_  
Including Cover Sheet

**IMPORTANT:** To ensure speed and efficiency, we ask that you gather and fax these items **before** your appointment with your Assisted Payroll New Accounts Specialist. We'll need this information to accurately set up your account (and thereby help avoid problems later).

NOTES:

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# Reporting Agent Authorization

## Taxpayer

<b>1a</b> Name of taxpayer (as distinguished from trade name)	<b>2</b> Employer identification number (EIN) .....
<b>1b</b> Trade name, if any	<b>4</b> If you are a seasonal employer, check here . . . . .
<b>3</b> Address (number, street, and room or suite no.)  City or town, state, and ZIP code	<b>5</b> Other identification number
<b>6</b> Contact person	<b>7</b> Daytime telephone number ( )
	<b>8</b> Fax number ( )

## Reporting Agent

<b>9</b> Name (enter company name or name of business) <b>Computing Resources, Inc.</b>	<b>10</b> Employer identification number (EIN) <b>88 0146711</b>
<b>11</b> Address (number, street, and room or suite no.) <b>P.O. Box 30005</b> City or town, state, and ZIP code <b>Reno, Nevada 89520-3005</b>	
<b>12</b> Contact person <b>RAF Agent</b>	<b>13</b> Daytime telephone number ( <b>775</b> ) <b>424-8000</b>
	<b>14</b> Fax number ( <b>866</b> ) <b>293-2047</b>

## Authorization of Reporting Agent To Sign and File Returns

**15** Use the entry lines below to indicate the tax return(s) to be filed by the reporting agent. Enter the beginning year of annual tax returns or beginning quarter of 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 <u>N/A</u>	941-PR <u>N/A</u>	941-SS <u>N/A</u>	943 _____
943-PR <u>N/A</u>	944 _____	944-PR _____	945 _____	1042 <u>N/A</u>	CT-1 <u>N/A</u>

## Authorization of Reporting Agent To Make Deposits and Payments

**16** Use the entry lines below to enter the starting date (the first month and year) of 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 _____	720 <u>N/A</u>	1041 <u>N/A</u>
1042 <u>N/A</u>	1120 <u>N/A</u>	CT-1 <u>N/A</u>	990-C <u>N/A</u>	990-PF <u>N/A</u>	990-T <u>N/A</u>	

## Disclosure of Information to Reporting Agents

**17a** Check here to authorize the reporting agent to receive or request copies of tax information and other communications from the IRS related to the authorization granted on line 15 and/or line 16 . . . . .

**b** 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

**18a** The reporting agent is authorized to receive otherwise confidential taxpayer information from the IRS to assist in responding to certain IRS notices relating to the Form W-2 series information returns. This authority is effective for calendar year forms beginning 2005 .

**b** The reporting agent is authorized to receive otherwise confidential taxpayer information from the IRS to assist in responding to certain IRS notices relating to the Form 1099 series information returns. This authority is effective for calendar year forms beginning 2005 .

## State or Local Authorization

**19** Check here to authorize the reporting agent to sign and file state or local returns related to the authorization granted on line 15 and/or line 16 . . . . .

## 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 15 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 16 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 15 and/or line 16, including disclosures required to process Form 8655. Disclosure authority is effective upon signature of taxpayer and IRS receipt of Form 8655. The authority granted on Form 8655 will not revoke any Power of Attorney (Form 2848) or Tax Information Authorization (Form 8821) in effect.

<b>Sign Here</b>	I certify I have the authority to execute this form and authorize disclosure of otherwise confidential information on behalf of the taxpayer.		
	_____ Signature of taxpayer	_____ Title	_____ Date

# Limited Power of Attorney And Tax Information Authorization

(In accordance with Internal Revenue Service Revenue Procedures – substitute for Form 8655)

<b>TAXPAYER FEDERAL I.D. NUMBER</b>
1. : :

2. New Federal I.D. Number
3. Seasonal or Intermittent Filer
4. Additional State Authorization Only

<b>FOR REPORTING AGENT USE ONLY</b>
5. Company Number <input style="width: 80%;" type="text"/>

**6. TAXPAYER LEGAL NAME** (Include spaces, ampersands, and hyphens. Do not enter any other punctuation.): \_\_\_\_\_

**7. DBA NAME** (Include spaces, ampersands, and hyphens. Do not enter any other punctuation.): \_\_\_\_\_

**8. LEGAL ADDRESS** (As on file with the Internal Revenue Service. Please ensure you show street address, city, state and zip code): \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

**REPORTING AGENT:** **Computing Resources, Inc.**  
P.O. Box 30005 **Phone:** (800) 422-8800 **Fax:** (866) 293-1994  
Reno, Nevada 89520-3005 **Federal EIN:** 88-0146711

Computing Resources, Inc., an Intuit company, is authorized as a designee of the taxpayer to receive copies of notices, correspondence, transcripts, deposit frequency data, or other information with respect to employment tax returns filed and deposits made by the designee. **Note: Do Not Change Taxpayer Address of Record**

If the taxpayer is required to file a return electronically or to submit tax deposit data electronically, Computing Resources, Inc. is required to file the return and submit the deposit data electronically for the taxpayer. If the taxpayer is not required to file or deposit electronically, Computing Resources, Inc. may file or make deposits on their behalf in one of the methods indicated below:

9. For Reporting Agent Use Only			
FEDERAL TAX DEPOSITS			
Form	Filing Method		Filing Period
941	M	E	(mm/yyyy)
940	M	E	(yyyy)
943	■	■	(yyyy)
945	■	■	(yyyy)

10. STATE FORMS/DEPOSITS			
STATE NAME	STATE ID NUMBER	TAX TYPE	FILING PERIOD (mm/yyyy)

The Limited Power of Attorney and Tax Information Authorization revokes all earlier tax filing powers of attorney and tax information authorizations on file with respective tax authorities with respect to the same tax matters and tax periods covered hereby, but has no effect on any other Power of Attorney or authorization.

**11. Signature of Taxpayer or Authorized Representative**

I understand that this authorization does not absolve me as the taxpayer of the responsibility to ensure that all returns are filed and all taxes are paid on time. Computing Resources, Inc. is hereby appointed Reporting Agent with the authority to sign and file employment tax returns and make deposits electronically, on magnetic media, or on paper, for the above stated taxpayer to Federal, State, and Local jurisdictions. This authorization shall include the appropriate State and Local forms and related deposits, Federal employment tax forms with related deposits as designated above, beginning with the tax period indicated and remaining in effect through subsequent periods until the taxpayer or designee notifies IRS or the appropriate State and Local jurisdictions, that this authorization is terminated or revoked. I authorize the taxing authorities to disclose otherwise confidential information to Computing Resources, Inc. as necessary to discuss or provide filing or account information relating to employment tax returns filed or to be filed and/or deposits made or to be made by Computing Resources, Inc. (including information relating to any penalty resulting from such deposits) as well as deposit requirements. I certify that I have the authority to authorize the disclosure of otherwise confidential tax data on behalf of the taxpayer.

\_\_\_\_\_  
Printed Name (Required)

\_\_\_\_\_  
Title (Required) Telephone Number

\_\_\_\_\_  
Signature (Required)

\_\_\_\_\_  
Date (Required)



Richard K. Valentine, Director of Tax Operations  
Computing Resources Inc., an Intuit Company