

SAMPLE

Form **2678** **Employer/Payer Appointment of Agent**

(Rev. October 2007) Department of the Treasury — Internal Revenue Service

OMB No. 1545-0748

Use this form if you want to request approval to have an agent file returns and make deposits or payments of employment or other withholding taxes or if you want to revoke an existing appointment.

For IRS use:

- If you are an employer or payer who wants to request approval, complete Parts 1 and 2 and sign Part 2. Then give it to the agent. Have the agent complete Part 3 and sign it.

Note. This appointment is not effective until we approve your request. See the instructions for filing Form 2678 on page 3.

- If you are an employer, payer, or agent who wants to revoke an existing appointment, complete all three parts. In this case, only one signature is required.

Part 1: Why you are filing this form...

(Check one)

- You want to appoint an agent for tax reporting, depositing, and paying.
 You want to revoke an existing appointment.

Part 2: Employer or Payer Information: If you want to appoint an agent or revoke an appointment, complete this part.

1 Employer identification number (EIN) [] [] - [] [] [] [] [] [] [] []

2 Employer's or payer's name (not your trade name) CONSUMER NAME

3 Trade name (if any)

4 Address 123 STREET NAME ST., APT #X
Number Street Suite or room number

CITY NAME ST 12345
City State ZIP code

Table with 3 columns: Forms for which you want to appoint an agent or revoke the agent's appointment to file, For ALL employees/payees, For SOME employees/payees. Rows include Form 941, 943, 944, 945, CT-1, CT-2.

Note: You may NOT appoint an agent to report, deposit, and pay taxes reported on Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return.

I am authorizing the IRS to disclose otherwise confidential tax information to the agent relating to the authority granted under this appointment, including disclosures required to process Form 2678. The agent may contract with a third party, such as a reporting agent or certified public accountant, to prepare or file the returns covered by this appointment, or to make any required deposits and payments. Such contract may authorize the IRS to disclose confidential tax information of the employer/payer and agent to such third party. If a third party fails to file the returns or make the deposits and payments, the agent and employer/payer remain liable.

Signature section: X Sign your name here [Consumer Signature], Print your name here [CONSUMER NAME], Print your title here [Household Employer], Date [XX/XX/2008], Best daytime phone [(123) 456 - 7891]

Now give this form to the agent to complete. ->

Witness [Signature] Date [xx/xx/xx]
[Signature]