

INSTRUCTIONS FOR WRITTEN AUTHORIZATION

To represent Employing Unit in its Relations with the Texas Workforce Commission

Description of information required on front of document. *Failure to complete the items with an asterisk (*) will result in the document being returned as incomplete.

1. Enter the name of the contact person responsible for answering any questions pertaining to state unemployment insurance taxes.
2. Enter Contact person's telephone number including Area Code.
3. Enter the Account Number assigned to the Grantor by Texas Workforce Commission.
If the Grantor does not have a number, a Form C-1, Status Report, should be submitted.
4. Grantor's Federal Employer Identification Number.
- *5. Name of Grantor.
6. Type of ownership (individual [sole proprietorship], partnership, corporation, trust, limited liability company, estate, etc.)
7. Grantor's current mailing address.
- *8. **IMPORTANT:** Name of Grantee who is being appointed.
9. Grantee's Texas Workforce Commission Account Number and address.
- *10. **Printed name, signature and title:** The Written Authorization must be signed by the (1) individual, if the Grantor is a sole proprietor; (2) a responsible and duly authorized member or officer having knowledge of its affairs, if the Grantor is a partnership or other unincorporated organization; (3) the president, vice president, or other principal officer, if the Grantor is a corporation; or, (4) the fiduciary, if a trust or estate.
- *11. Dated Signed.

NOTE! WRITTEN AUTHORIZATION MAY BE REVOKED BY GRANTOR OR GRANTEE.

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.