

## Power of Attorney

### INSTRUCTIONAL GUIDE

- 1 The witness must date the form for the day the signatures were witnessed (A).
- 2 The contract holder and power of attorney's signatures must be witnessed (by someone other than an immediate family member, the person receiving the power of attorney or a commissioner for oaths), and the person who has witnessed the signatures must then sign in two locations on the form, both labeled (B).
- 3 The person who will be the power of attorney must sign on the line labeled (C) and complete the contact information.
- 4 The contract number, rural municipality number and initial statement information has been filled out for you. The contract holder must sign on the line labeled (D).
- 5 The witness must then complete the Affidavit of Execution in the presence of a commissioner for oaths, and print his or her name on the line labeled (B) and sign on (B). (Note that on #3 of the affidavit, you must list both the power of attorney and contract holder's names).
- 6 The commissioner for oaths must then complete the bottom portion of the Affidavit of Execution, and sign on the line labeled (E) and list when their commission expires on the line labeled (F).
- 7 Please return the completed form to your nearest customer service office. If you wish to visit your nearest office in person for further assistance, please note all parties involved must be present. If this form is not completed correctly, only the individual(s) whose name(s) are on the contract will be able to access any information from said contract, in accordance with the Personal Information and Protection of Electronic Documents Act and the Freedom of Information and Privacy Act.

**If you have any questions or concerns, please feel free to contact your local customer service office.**