



CITY OF SALEM, VIRGINIA

Business Authorization Letter

All business owners wishing to be represented by an agent or agency in matters regarding business taxation must complete this form and return to the Commissioner of the Revenue's office. This form must be signed by the owner of record, general partner, or a corporate officer authorized to act on behalf of the business. A person who identifies themselves as the Owner or Officer of the Corporation will be accepted as such, however, any misrepresentation constitutes fraud.

Business Name: _____ Business ID: _____

Taxpayer Name: _____ Contact Phone: _____

Please list all agents/agencies authorized to access your account below:

<u>Agent/Agency Name</u>	<u>Relationship to Business</u>	<u>Phone</u>	<u>Email</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I, _____, authorize the agent/agency(s) listed above to have access to all tax documents pertaining to my business. If I wish the agent to have limited access I have attached documentation detailing the limits of their access. I understand that this authorization will remain in affect and access will be granted to the listed agent until I provide the Commissioner's office written notification revoking access.

SIGNATURE OF TAXPAYER

DATE

PRINTED NAME OF TAXPAYER

TITLE