

**POWER OF ATTORNEY BULK FILE FORMAT**

There must be a grouping of clients for each agency location:

1,AgencyFEIN,AgencyLocationID,AgencyName,StreetAddressLine1,StreetAddressLine2,City,State,Zip,PhoneNumber,Email  
 2,N,ClientFEIN,ClientUIAccountNumber,StreetAddressLine1,StreetAddressLine2,City,State,Zip,PhoneNumber,Email  
 2,N,ClientFEIN,ClientUIAccountNumber,StreetAddressLine1,StreetAddressLine2,City,State,Zip,PhoneNumber,Email  
 2,C,ClientFEIN,ClientUIAccountNumber,StreetAddressLine1,StreetAddressLine2,City,State,Zip,PhoneNumber,Email  
 1,...  
 2,...  
 1,...  
 2,...

**AGENCY RECORD**

Record Type = 1	Indicates an agency record	<b>REQUIRED</b>
AgencyFEIN	Must be 9 digits	<b>REQUIRED</b>
AgencyLocationID	Up to 5 characters	<i>[If N/A, leave blank space]</i>
AgencyName	Up to 150 characters (Doing Business As Name)	<b>REQUIRED</b>
StreetAddressLine1	Up to 200 characters (Mailing Address of Agency)	<b>REQUIRED</b>
StreetAddressLine2	Up to 150 characters	<i>[If N/A, leave blank space]</i>
City	Up to 100 characters	<b>REQUIRED</b>
State	Must be 2 characters	<b>REQUIRED</b>
Zip	Between 5 and 10 characters	<b>REQUIRED</b>
PhoneNumber	At least 10 characters	<b>REQUIRED</b>
Email	Up to 100 characters	<b>REQUIRED</b>

**CLIENT RECORD**

Record Type = 2	Indicates a client record	<b>REQUIRED</b>
ClientRecordType	N = New Client, C = Cancelled Client	<b>REQUIRED</b>
ClientFEIN	Must be 9 digits	<b>REQUIRED</b>
ClientUIAccountNumber	At least 7 digits (LA UI Account# of Client)	<b>REQUIRED</b>
StreetAddressLine1	Up to 200 characters (Mailing Address of Client)	<b>REQUIRED</b>
StreetAddressLine2	Up to 150 characters	<i>[If N/A, leave blank space]</i>
City	Up to 100 characters	<b>REQUIRED</b>
State	Must be 2 characters	<b>REQUIRED</b>
Zip	Between 5 and 10 characters	<b>REQUIRED</b>
PhoneNumber	At least 10 characters	<b>REQUIRED</b>
Email	Up to 100 characters	<b>REQUIRED</b>
AuthorizationType	1 = Tax, 2 = Benefits, 3 = Both	<b>REQUIRED FOR NEW CLIENTS ONLY</b>

**EXAMPLE SPREADSHEET**

In this example, the agency named 'Example Agents' is adding a POA with one new client indicated by 'N'.

This same agency is cancelling a POA with one old client indicated by 'C'.

1	987612345		Example Agents Inc	1234 Highland Rd		Baton Rouge	LA	70802	2255551234	exampleagentsinc@gmail.com	
2	N	345670987	0100011	7654 Gold St		Lake Charles	LA	70607	3378889876	client@aol.com	1
2	C	876544567	5151599	1001 Apple Blvd	Suite C	Shreveport	LA	71101	3182227843	anotherclient@outlook.com	