

SIGNING DOCUMENTS IN A REPRESENTATIVE CAPACITY

WASHINGTON LAW SAYS

- If you don't clearly indicate that you are signing in a representative capacity, then you may be personally bound instead.
- If you sign on behalf of an entity that doesn't actually exist, then you are personally bound even if you DID purport to sign as "President," etc.

THE RIGHT WAY TO DO IT

Power of Attorney	<u>Signature</u> John Doe By Jane Smith His Attorney in Fact
LLC	<u>Signature</u> ABC, LLC, a Washington limited liability company By Jane Smith Its (Manager / Member / Other Title)
Corporation	<u>Signature</u> XYZ, Inc., a Washington corporation By Jane Smith Its (President / Other Title)
Trust	<u>Signature</u> The John Doe Trust By Jane Smith, Trustee
Estate	<u>Signature</u> The Estate of John Doe By Jane Smith, Personal Representative

A NOTE ABOUT ENTITY NAMES

It is VERY important that you get the legal name of the entity EXACTLY right, as it appears on file with the Secretary of State in the jurisdiction where it was formed.

In Washington go to www.sos.wa.gov/corps, and then click "Business Search."