DESIGNATING A POWER OF ATTORNEY FOR UNEMPLOYMENT INSURANCE

General Information

The Maryland Unemployment Insurance law prohibits the Division of Unemployment Insurance (the Division) of Maryland from publishing or allowing public inspection of information obtained in the administration of the unemployment insurance program in any manner that reveals the identity of the employer except to public employees in the performance of their public duties. For your protection, the Division requires that you file a power of attorney before it will release confidential tax information to your Agent. The power of attorney will also allow your Agent to act on your behalf to the extent you indicate. The Agent of the Employer/Taxpayer is an individual authorized by the Employer to act on its behalf to establish a Third Party relationship.

Filing the Power of Attorney

You must file a photocopy of the signed power of attorney with the Division through the employer portal on the BEACON system at https://employer.beacon.labor.md.gov.

Completing the Form

Employer/Taxpayer Information. For a corporation, partnership, or association provide the Maryland UI Employer Account Number, federal employer identification number, Employer name, business address, telephone number, and email address.

Reporting Agent. Enter the Maryland UI Agent Account Number, the name, business address, telephone number, and email address of the Agent you appoint.

Authorization. Identify the type(s) of authorization for which the power is granted. Your signature on this Form authorizes the Agent you designate (your representative or "attorney-in-fact") to perform any act you authorize. The authority does not include the power to substitute another representative or the power to receive refund checks.

Communication Preference. Indicate the way in which you would like to receive information.

Details. Provide information about the communication preference selected. For example,
if you selected U.S. Mail, please provide your mailing address.

Revoking a Power of Attorney. If you want to revoke a previously executed power of attorney and do not want to name a new representative, you must check the option to, "Revoke a previous Power of Attorney authorization". If you previously filed a power of attorney and you want to revoke it, you may use this form to change your representatives or alter the powers granted to them by filing the form with the Division. The new power of attorney will revoke the earlier one for the same matters and tax periods unless you specifically state otherwise. Submit the new power of attorney through the employer BEACON portal by following the instructions below in the "**Submission of Form**" section.

Effective Date of Authorization. The date in which the power of attorney becomes effective.

End Date of Authorization. The date in which the power of attorney will be terminated, if applicable.

Signature of Employer/Taxpayer/Partner
For corporations or associations - An officer having authority to bind the Employer/Taxpayer must sign.

For a partnership - All partners must sign unless one partner is authorized to act in the name of the partnership. Attach additional sheets as necessary. A partner is authorized to act in the name of the partnership if, under state law, the partner has authority to bind the partnership.

Submission of Form
You can submit this form through your BEACON portal at https://employer.beacon.labor.md.gov/

For more information about power of attorney matters, call (410) 949-0033, Monday - Friday, 8 a.m. – 4 p.m. You may also email related inquiries to: DLUITaxEmployerStatus-DLLR@maryland.gov

How to upload your POA into BEACON
The Employer or the Agent can upload the completed Power of Attorney (POA) form through their respective portal in BEACON.

Employers: You must have the Agent ID in order to add the Agent as an authorized representative. From the Employer portal:
- Select Account Maintenance from the menu options.
- Then, select the Agent Assignment Icon and the Agent Assignment page will display.
- Next, select the Add Agent tab to enter the Agent's account number (ID) in the Search Agent field and select the search button. The Agent Employer Relation Details field will populate with the Agent information.
- Now upload the POA document into BEACON. You may select the respective roles to be assigned to the Agent. Enter the Access Begin and Access End dates where appropriate.
- Once the roles have been assigned you **must select the Save button** to complete the assignment.

Once the assignment is approved by agency staff, the POA status will change to Active, and the Agent will be able to act on the employer's behalf.

Agents: From the Agent portal:
- Select Account Maintenance from the menu options.
- Then select the Maintain POA icon and the scroll down to the Upload POA field.
- Next, enter the Employer Account ID and select search.
- Once the Employer details populate, upload the POA document into BEACON. Once the document has been uploaded, **select the Save button** to complete the assignment.

Once the assignment is approved by agency staff, the POA status will change to Active, and the Agent will be able to act on the employer's behalf.