



Form 2678 Instructions

Purpose of form: Form 2678 is used to appoint iLIFE as the Consumer's representative for Federal tax purposes.

Part 2: Employer or Payer Information

1. In box 2 Employer's or payer's name, write the Consumer's full name.
2. In box 4 Address, write the Consumer's street address, city, state and ZIP code.

Signature and Date

3. In Sign your name here box, the Consumer or Guardian signs his or her name. In Date box, write today's date.
4. In Print your name here box, write the Consumer or Guardian's full name.
5. In Best daytime phone box, write the Consumer or Guardian's daytime phone number including area code.

Sample Form 2678

Part 2: Employer or Payer Information: Complete this part if you want to appoint an agent or revoke an appointment.			
1 Employer identification number (EIN)			
2 Employer's or payer's name (not your trade name)	John Doe	1. Write Consumer name.	
3 Trade name (if any)			
4 Address	1234 Main Street		
	Number Street Suite or room number		
	Raleigh NC XXXXX	2. Write Consumer address.	
	City State ZIP code		
	Foreign country name Foreign province/county Foreign postal code		
5 Forms for which you want to appoint an agent or revoke the agent's appointment to file. (Check all that apply.)	For ALL employees/ payees/payments	For SOME employees/ payees/payments	
Form 940, 940-PR (Employer's Annual Federal Unemployment (FUTA) Tax Return)*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Form 941, 941-PR, 941-SS (Employer's QUARTERLY Federal Tax Return)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Form 943, 943-PR (Employer's Annual Federal Tax Return for Agricultural Employees)	<input type="checkbox"/>	<input type="checkbox"/>	
Form 944, 944(SP) (Employer's ANNUAL Federal Tax Return)	<input type="checkbox"/>	<input type="checkbox"/>	
Form 945 (Annual Return of Withheld Federal Income Tax)	<input type="checkbox"/>	<input type="checkbox"/>	
Form CT-1 (Employer's Annual Railroad Retirement Tax Return)	<input type="checkbox"/>	<input type="checkbox"/>	
Form CT-2 (Employee Representative's Quarterly Railroad Tax Return)	<input type="checkbox"/>	<input type="checkbox"/>	
*Generally you cannot appoint an agent to report, deposit, and pay tax reported on Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return, unless you are a home care service recipient.			
<input checked="" type="checkbox"/> Check here if you are a home care service recipient, and you want to appoint the agent to report, deposit, and pay FUTA tax for you. See the instructions.			
I am authorizing the IRS to disclose otherwise confidential tax information to the agent relating to the authority granted under this appointment, including disclosures required to process Form 2678. The agent may contract with a third party, such as a reporting agent or certified public accountant, to prepare or file the returns covered by this appointment, or to make any required deposits and payments. Such contract may authorize the IRS to disclose confidential tax information of the employer/payer and agent to such third party. If a third party fails to file the returns or make the deposits and payments, the agent and employer/payer remain liable.			
X Sign your name here		Print your name here John Doe	3. Consumer signs and dates.
Date MM/DD/YYYY		Print your title here HCSR	4. Write Consumer name.
		Best daytime phone XXX-XXX-XXXX	5. Write Consumer phone number.
Now give this form to the agent to complete			