

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
 X _____ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: June 14, 2021 (COW)(B of T) June 17, 2021

TITLE: Motion for Approval of the filing of IRS Form 2848, entitled "Power of Attorney and Declaration of Representative," with the Internal Revenue Service, and authorizing the Village President to execute same on behalf of the Village, with (Finance Director Tim Sexton, Assistant Finance Director Jamie Cunningham, Accounting Coordinator Jessica Nawracaj, and Phuong Uhlir) set forth therein as the designated representatives of the Village, for purposes of contacting and interacting with the Internal Revenue Service on behalf of the Village.

SUBMITTED BY: Timothy Sexton, Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

IRS Form 2848 "Power of Attorney and Declaration of Representative" is used to authorize an individual(s) to represent a tax payer before the IRS. Explicitly, the IRS will generally not discuss tax matters specific to an individual filing over the phone unless there is a Form 2848 on file with the IRS, even if the individual is an employee of the taxpayer. The executed Form 2848 would give the Finance Director, Assistant Finance Director, Accounting Coordinator, and Accountant the following authorities:

1. To perform acts the Village can perform with respect to the following explicitly stated tax matters for tax years 2021-2024.
 - a. Form 941 Employers Quarterly Federal Tax Return
 - b. Form W-2 Wage and Tax Statement
 - c. Form W-3 Transmittal of Wage and Tax Statements
 - d. Form 1099 Reporting of non-employee compensation
2. To access Village's IRS records via intermediate service providers, authorize disclosure to third parties, substitute or add representatives, sign a tax return, and file all tax returns, financial documents, and payroll documents.
3. To receive copies of all notices and communications sent to the Village by the IRS.

The IRS form 2848 only gives authorization for explicitly stated tax matters or returns for specified years. The form only allows authorization to be granted for a maximum of 3 years into the future from the current tax year. Therefore, the form must be renewed and refiled with the IRS every 3 years. The proposed Form 2848 has been reviewed by the Village's Attorney's office. The form has not been attached to the agenda item as it contains taxpayer identifying information.

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X <u>Timothy Sexton</u>	Date <u>6/14/21</u>
Village Manager X _____	Date _____