



Tax Professional: Power of Attorney (POA) Declaration – Revoke POA Declaration

MyFTB allows you to revoke an active POA declaration online. This will end this POA relationship between you and your client. If you have no other relationships with this client, you will **not be able to access their online account information**.

For information about other actions related to your POA clients, refer to:

- [Power of Attorney \(POA\) Declaration – Submit Form 3520 \(PIT or BE\)](#)
- [Power of Attorney \(POA\) Declaration - Check POA Status](#)

To Revoke a POA Declaration online:

- [Log in to your MyFTB Tax Professional account.](#)
 - Once you're logged into MyFTB, if you need help with the page you're on, select the question mark (?) in the upper right corner of that page.
- View your **Client List**.
 - From your **Tax Professional Overview** page select:
 - **Client List** from your **Main Navigation Menu**, or
 - The **View Client List** link in your **Quick Links** section.
- Search for your client whose POA declaration you want to revoke, [refer to Client List – Search for Client](#).
- Follow the instructions below.

Steps

Step 1: View List of POA Declarations

- Select the **View Details** link in the in the **Actions** column of your **Client List** to view the POA declaration(s) you have with this client.

Note: The **Taxpayer Relationship Detail** page displays all POA and TIA relationships you have with the selected client.

Step 2: View POA Details

- Select the **View POA Detail** link in the **Actions** column of the **Power of Attorney (POA) Relationships** section on the **Taxpayer Relationship Detail** page to view the details of the specific POA declaration.

Step 3: Revoke POA Declaration

- Select the **Revoke** button under the **Status** section on the **Power of Attorney Detail** page.

Step 4: Confirm POA Declaration Revocation

- Select the **Confirm** button in the **Revoke Confirmation** window.

Note: If you select the **Cancel** button your request will be canceled and you will be navigated back to the **Power of Attorney Detail** page.

Step 5: View Revoked Status

- The POA declaration status is updated to **Revoked** in the **Status** column on the **Power of Attorney Detail** page.

Note: This POA declaration is no longer considered valid. You **must** submit a new POA declaration to establish this relationship again.