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

MyFTB allows you to revoke an active POA declaration that you are an active representative on. This will terminate this POA relationship between **all listed representatives** and your client. Once revoked, you **cannot access this client's** information or represent them before FTB based on this POA declaration. To re-establish this relationship, you **must file** a new POA declaration.

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 POA Declaration(s)

The **Client List** page allows you to view and manage your clients. You can view your client's online account and manage your client relationships.

Note: Fiduciary (Estate or Trust) and 540NR Nonresident Group Return client accounts are **not available online**. These clients **will display on your Client List** to allow you to manage the relationship.

- Select the **View Details** link, in the in the **Actions** column, on your **Client List**, for the POA client whose POA declaration you to want to revoke.

Last Name	First Name	SSN/ITIN	Relationship Type	Online Access	Expiration Date	Actions
Wood	Holly	XXX-XX-2222	POA	Limited	04/11/2025	View Details

Step 2: Select POA Declaration You Want to Revoke

The **Taxpayer Relationship Detail** page displays **all POA and TIA relationships** you have with this client.

- Select the **View POA Detail** link, in the **Actions** column, in the **Power of Attorney (POA) Relationships** section, for the active POA declaration you want to revoke.

Status Date	Status	Declaration #	Tax Year	Expiration Date	Actions
12/20/2017	Active	0000000	All	12/20/2023	View POA Detail

Step 3: Revoke POA Declaration

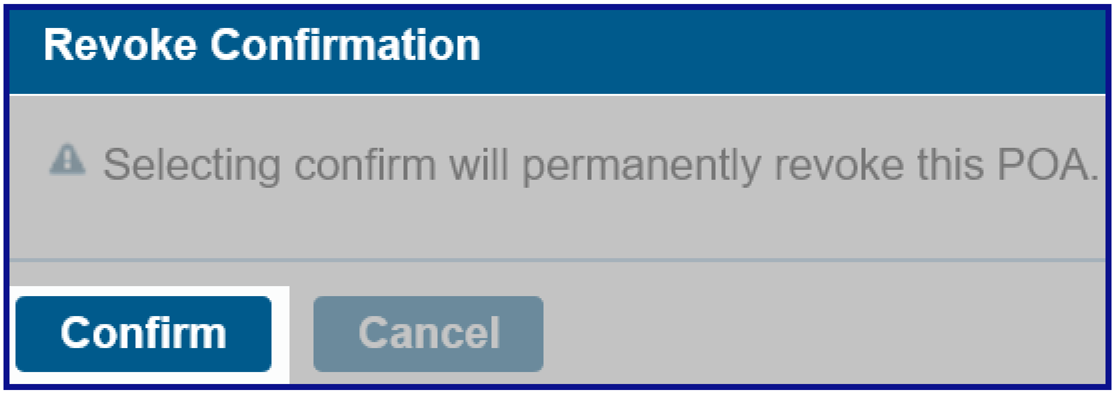
- Select the **Revoke** button under the **Status** section of the **Power of Attorney Detail** page to end your POA relationship with this client.

Revoke

Step 4: Confirm POA Declaration Revocation

- Select the **Confirm** button in the **Revoke Confirmation** pop-up window to confirm you want to permanently revoke this POA declaration.

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



Step 5: View Revoked Status

The **Taxpayer Relationship Detail** page displays **all POA and TIA relationships** you have with this client.

- View the **Status** column for this POA declaration is updated to **Revoked**.

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

Status Date	Status	Declaration #	Tax Year	Expiration Date	Actions
08/19/2019	Revoked	0000000	All	04/11/2025	View POA Detail

- To navigate to your **Client List** page, select the **Back to previous page** link.

- To navigate to your **Tax Professional Overview** page, select **Home** from the **Main Navigation Menu**.