
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 want to revoke.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSN/ITIN</th>
<th>Relationship Type</th>
<th>Online Access</th>
<th>Expiration Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood</td>
<td>Holly</td>
<td>XXX-XX-2222</td>
<td>POA</td>
<td>Limited</td>
<td>04/11/2025</td>
<td>View Details</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Status Date</th>
<th>Status</th>
<th>Declaration #</th>
<th>Tax Year</th>
<th>Expiration Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/20/2017</td>
<td>Active</td>
<td>0000000</td>
<td>All</td>
<td>12/20/2023</td>
<td>View POA Detail</td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th>Revoke Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selecting confirm will permanently revoke this POA.</td>
</tr>
</tbody>
</table>

**Confirm**  **Cancel**

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.

<table>
<thead>
<tr>
<th>Status Date</th>
<th>Status</th>
<th>Declaration #</th>
<th>Tax Year</th>
<th>Expiration Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/19/2019</td>
<td>Revoked</td>
<td>0000000</td>
<td>All</td>
<td>04/11/2025</td>
<td>View POA Detail</td>
</tr>
</tbody>
</table>

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

**Back to previous page**

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

| Home | Client List | Client Notices | Services | Profile |