



Tax Professional: Tax Information Authorization (TIA) – Revoke TIA Relationship

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

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

- [Tax Information Authorization \(TIA\) – Check TIA Status](#)
- [Tax Information Authorization \(TIA\) – Add TIA Client](#)

To revoke a TIA relationship 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 TIA relationship you want to revoke, [refer to Client List – Search for Client](#).
- Follow the instructions below.

Steps

Step 1: View TIA Relationship

- Select the **View Details** link in the in the **Actions** column of your **Client List** to view the relationship details.

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

Step 2: Revoke TIA Relationship

- Select the **Revoke** link in the in the **Actions** column in the **Tax Information Authorization (TIA) Relationships** section of the **Taxpayer Relationship Detail** page for the TIA relationship you want to revoke.

Step 3: Confirm Revocation

- Select the **Revoke** button on the **Tax Information Authorization (TIA) Relationship Detail** page to confirm you want to revoke the TIA relationship.

Note: If you select the **Cancel** button your request will canceled and you will return to the **Taxpayer Relationship Detail** page.

Step 4: View Revoked Status

- The TIA relationship is updated to **Revoked** in the **Status** column of the **Tax Information Authorization (TIA) Relationships** section of the **Taxpayer Relationship Detail** page.