



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

MyFTB allows you to revoke an active TIA client relationship. This will terminate 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.

Last Name ^	First Name ◇	SSN/TIN	Relationship Type ◇	Online Access ◇	Expiration Date ◇	Actions ◇
<a href="#">Fisher</a>	Hunter	XXX-XX-1111	TIA	Limited	05/16/2020	<a href="#">View Details</a>
<a href="#">Wood</a>	Holly	XXX-XX-2222	TIA	Limited	05/16/2020	<a href="#">View Details</a>

### Step 2: Revoke TIA Relationship

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

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

Tax Information Authorization (TIA) Relationships with Holly Wood			
<a href="#">Show Filter</a>			
Status Date ◇	Status ◇	Expiration Date ◇	Actions
04/16/2018	Active	05/16/2019	<a href="#">Revoke</a>

### Step 3: Confirm to Revoke TIA Relationship

When you confirm the revocation on the **Tax Information Authorization (TIA) Relationship Detail** page, it will end this TIA relationship with this client. You will not be able to obtain account information from FTB based on this relationship.

- Select the **Revoke** button in the **Revoke Active TIA Relationship** section to confirm you want to revoke your TIA relationship with this client.

Revoke Active TIA Relationship	
Selecting revoke ends this TIA relationship with Holly Wood and prevents you from obtaining account information from FTB.	
<a href="#">Revoke</a>	<a href="#">Cancel</a>

## Step 4: View Revoked Status

- View the status has been updated to **Revoked** in the **Status** column of the **Tax Information Authorization (TIA) Relationships with** section of the **Taxpayer Relationship Detail** page.

**Note:** You cannot access this client’s account information based on this TIA relationship. To establish a new TIA relationship with this client you can add them as a TIA client in MyFTB or submit a new, taxpayer-signed form FTB 3534, Tax Information Authorization.

### Tax Information Authorization (TIA) Relationships with Holly Wood

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Status Date ▾	Status ▾	Expiration Date ▾	Actions
02/15/2019	Revoked	05/16/2019	