



# Information Update

You may request Power of Attorney using our online services at [onlineservices.cdtfa.ca.gov](https://onlineservices.cdtfa.ca.gov). To submit a request, log in with your username and password, and select the account for which you want to represent. The request is located under the *I Want To* section. Choose *More*, then *Request Power of Attorney*, and follow the prompts. The account owner will then be able to approve or deny your request.

**POWER OF ATTORNEY****CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION**

|  |  |                              |   |                  |            |
|--|--|------------------------------|---|------------------|------------|
| TAXPAYER'S NAME  |  | BUSINESS OR CORPORATION NAME |   | TELEPHONE NUMBER | FAX NUMBER |
| SOCIAL SECURITY NUMBER   | FEDERAL EMPLOYER IDENTIFICATION NUMBER |                              | CALIFORNIA SECRETARY OF STATE NUMBER(S) |                  |            |
| CDTFA ACCOUNT/PERMIT(S)  |  |                              | EMAIL ADDRESS                           |                  |            |
| MAILING ADDRESS (number and street, city, state, and ZIP Code) |  |                              |   |                  |            |

Individual      Partnership      Corporation      Limited Liability Company      Other

**As owner, officer, receiver, administrator, or trustee for the taxpayer, or as a party to the tax or fee matter before the California Department of Tax and Fee Administration (CDTFA), I hereby appoint** *(Enter below the name[s] of the individual appointee[s], their address[es] including ZIP Code, their telephone number[s], their fax number[s], and at least one identifier for each appointee. Do not enter names of accounting or law firms, partnerships, or corporations as the appointee name.):*

|  |       |            |  |       |            |
|--|-------|------------|--|-------|------------|
| APPOINTEE NAME   |       |            | APPOINTEE NAME   |       |            |
| APPOINTEE BUSINESS NAME (if applicable)                  |       |            | APPOINTEE BUSINESS NAME (if applicable)                  |       |            |
| APPOINTEE ADDRESS (number and street)                    |       |            | APPOINTEE ADDRESS (number and street)                    |       |            |
| CITY   | STATE | ZIP CODE   | CITY   | STATE | ZIP CODE   |
| EMAIL ADDRESS  |       |            | EMAIL ADDRESS  |       |            |
| TELEPHONE NUMBER   |       | FAX NUMBER | TELEPHONE NUMBER   |       | FAX NUMBER |
| <b>ONE OF THE FOLLOWING IDENTIFIERS MUST BE PROVIDED</b> |       |            | <b>ONE OF THE FOLLOWING IDENTIFIERS MUST BE PROVIDED</b> |       |            |
| CERTIFIED PUBLIC ACCOUNTANT (CPA) NUMBER                 |       |            | CERTIFIED PUBLIC ACCOUNTANT (CPA) NUMBER                 |       |            |
| BAR NUMBER   |       |            | BAR NUMBER   |       |            |
| PREPARER TAX IDENTIFICATION NUMBER (PTIN)                |       |            | PREPARER TAX IDENTIFICATION NUMBER (PTIN)                |       |            |
| ENROLLED AGENT NUMBER                                    |       |            | ENROLLED AGENT NUMBER                                    |       |            |
| DRIVER LICENSE NUMBER                                    |       |            | DRIVER LICENSE NUMBER                                    |       |            |
| SOCIAL SECURITY NUMBER (SSN)                             |       |            | SOCIAL SECURITY NUMBER (SSN)                             |       |            |

**As attorney(s)-in-fact to represent the taxpayer(s) for the tax or fee program(s) administered by CDTFA, as indicated for the following tax year(s) or period(s):**

**Select Program****Indicate Tax Year(s) or Period(s)**

Sales and Use Taxes

Special Taxes

*(The back of this form must be completed.)*

**Confidential tax information may be received by the attorney(s)-in-fact (or any of them), subject to revocation, and the attorney(s)-in-fact (or any of them) may perform on behalf of the taxpayer(s) the following act(s) for the tax or fee matter(s) described on the previous page. (Check the boxes for the powers granted.):**

General authorization (*including all acts described below*).

Specific authorization (*selected acts described below*).

To confer and resolve any assessment, claim, or collection of a deficiency or other tax or fee matter pending before the identified agency and attend any meetings or hearings for the specified law identified above.

To receive, but not to endorse and collect, checks in payment of any refund of taxes, penalties, or interest.

To execute petitions, claims for refund, and/or amendments.

To execute consents extending the statutory period for assessment or determination of taxes.

To delegate authority or to substitute another representative.

Other (*specify*): \_\_\_\_\_

**Does this power of attorney revoke all earlier power(s) of attorney on file with CDTFA as identified above for the same matters and tax years or periods covered by this form? (Check the box for either yes or no.):**

Yes

No, this power of attorney does not revoke all earlier power(s) of attorney on file with CDTFA as specified for the following (*Specify to whom power of attorney is granted, date and address, or refer to attached copies of earlier powers.*):

|   |                                |
|---|--------------------------------|
| NAME  | DATE POWER OF ATTORNEY GRANTED |
| ADDRESS ( <i>number and street, city, state, and ZIP Code</i> ) |                                |

**Unless limited, this power of attorney will remain in effect until the date the power of attorney is revoked.**  
(*Specify expiration date if limited term.*):

TIME LIMIT/EXPIRATION DATE (*for CDTFA purposes*)

**Signature of taxpayer(s):**

If a tax or fee matter concerns a joint return, **both** spouses must sign if joint representation is requested. If you are a corporate officer, partner, guardian, tax or fee matters partner/person, executor, receiver, registered domestic partner, administrator, or trustee on behalf of the taxpayer, by signing this power of attorney, you are certifying that you have the authority to execute this form on behalf of that taxpayer.

► **If this power of attorney is not signed and dated by an authorized individual, it will be returned as invalid.**

|            |                                |                  |
|------------|--------------------------------|------------------|
| SIGNATURE  | TITLE ( <i>if applicable</i> ) | DATE             |
| PRINT NAME |                                | TELEPHONE NUMBER |
| SIGNATURE  | TITLE ( <i>if applicable</i> ) | DATE             |
| PRINT NAME |                                | TELEPHONE NUMBER |