



Manage authorizations in real-time with Tax Pro Account



Submit a Power of Attorney (POA) or Tax Information Authorization (TIA)

1. Enter the following information:
 - **For representative/designee:** name, address, Centralized Authorization File (CAF) number (pre-populated if the CAF number is linked)
 - **For taxpayer:** name, address, tax identification number (TIN)
2. Select tax matter(s) and period(s).
3. **For POA:** Complete both the Declaration of Representative and Electronic Signature sections.
4. **Inform** taxpayer to approve the request in their Online Account within 120 days.
Note: Taxpayers do not need to have an Online Account before request is sent.

View or withdraw active POA/TIA authorizations

1. Select **Link your CAF number** from the homepage or from your profile and follow the 2-step process:
 - Request a PIN by entering the CAF number (if business, also enter EIN). A PIN will be mailed to the address associated with your CAF number.
 - Once received (1-2 weeks), return and enter your PIN.**Note:** An individual CAF number is associated with an SSN or ITIN; a business CAF number is associated with an EIN.
2. Click on the Taxpayers tab or Taxpayers link.
3. Select a taxpayer from the list and click **authorizations**.
4. View authorization details or click withdraw.



Once the authorization is approved by the taxpayer or withdrawn by the tax professional, it's processed in CAF in real-time



[IRS.gov/taxproaccount](https://www.irs.gov/taxproaccount)

Considerations for taxpayers and tax professionals

- Names and addresses must match IRS records.
- The taxpayer must have an address in the U.S., including territories and military addresses.
- POA can be initiated by attorneys, CPAs, enrolled agents, enrolled actuaries and retirement plan agents. TIA can be initiated by anyone with a valid CAF number.