How to Submit Authorizations Using Tax Pro Account and Online Account

1. Steps for the Tax Professional
   • Log in to Tax Pro Account at www.irs.gov/taxproaccount after validating identity.
   • Initiate request for either a power of attorney (POA) or tax information authorization (TIA).
   • Enter tax professional’s information – name, address, and Centralized Authorization File (CAF) number.
   • Enter taxpayer’s information – name, address, and tax identification number (TIN).
   • Select tax matter(s) and tax period(s).
   • Check box as electronic signature (for POA only) and submit authorization for IRS validation and routing to taxpayer’s Online Account.
   • Inform taxpayer that an authorization request should be pending in their Online Account for their review and approval.

2. Steps for the Taxpayer
   • Log in to Online Account at www.irs.gov/account after validating identity.
   • Select the “Authorizations” tab.
   • Review request from tax professional for accuracy.
   • Check box as digital signature and approve the request; taxpayer also has the option to reject the request.

3. Most requests record immediately to the CAF database; will show as approved in Online Account and Tax Pro Account.

Tips
   • Tax professional and taxpayer names and addresses must match IRS records exactly.
   • Tax professional must already have a CAF number and be in good standing with the IRS.
   • Tax Pro Account is available to tax professionals and taxpayers with addresses in the United States.
   • Prior authorization revoked when new request is recorded for same request type, tax matter and period.
   • Taxpayers maintain control over who can represent them before IRS or see their IRS tax records.