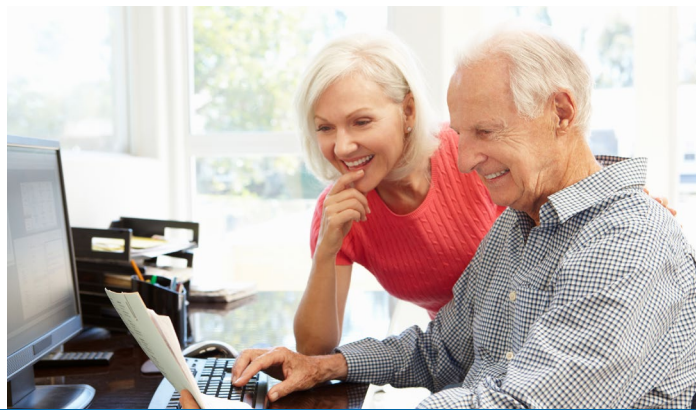




## How to Submit Authorizations Using Tax Pro Account and Online Account



### 1. Steps for the Tax Professional

- Log in to Tax Pro Account at [www.irs.gov/taxproaccount](http://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](http://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.