



## Power of Attorney Declaration Filed

Account Number:

DLN:

### Why You Received This Letter

We received and approved the following Power of Attorney (POA) Declaration.

Declaration ID:

Primary Representative Name:

Signature Date:

Online Account Access Level:

A POA Declaration is a legal document that allows you to grant specific individuals permission to obtain your tax account information online, by phone, in person, or in writing. The specified individual(s) can represent you before the Franchise Tax Board (FTB) and request your tax account information for tax year(s) designated on the POA Declaration, such as estimated tax payments, notices, balance due, and account summary. A POA is valid for six years unless it is revoked prior to expiration. Your tax professional(s) may have access to notices and correspondence in MyFTB for any tax year(s).

### What You Need to Do

If you authorized this POA Declaration, then no further action is necessary at this time.

If you did not authorize this POA Declaration, you **must** take one of the following actions:

- Log in to your online MyFTB account to view, edit, or revoke your POA Declaration(s).
- Call us at 800.852.5711 and reference the associated Declaration ID number.
- Send us a completed FTB 3520 RVK, *Power of Attorney Declaration Revocation*.

### MyFTB Online Account Access for Tax Professionals

Only tax professionals are automatically granted limited online account access to your tax information when we approve the POA Declaration. Limited online account access includes viewing notices and most correspondence issued by FTB within the last 12 months for any tax year(s).

If you or your tax professional requested full online account access on your POA Declaration, we will mail you a separate notice with an authorization code and instructions to authorize or deny the request. We will not send you an authorization code for tax professionals that already have full online account access to your information or when they do not have a MyFTB account.

With **full online account access** your tax professional(s) may view the following information and take available actions for the tax year(s) designated on the POA Declaration:

- All available notices and correspondence
- Estimate payments and credits
- Balance due
- Tax returns
- Account summary

For a full list of the information your tax professional(s) can access, go to [ftb.ca.gov/Access](https://ftb.ca.gov/Access).

## Active Power of Attorney Declaration(s) on File

We currently have the following active POA Declaration(s) on file for you:

Declaration ID	Primary Representative Name	Signature Date	Online Account Access Level
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**It is your responsibility to notify us if you no longer authorize a specific individual(s) to act as your representative(s).** To revoke access for one or more of your POA Declarations, follow the instructions under **What You Need to Do**. For more information about POA Declarations, go to [ftb.ca.gov/POA](https://ftb.ca.gov/POA).

Your representative(s) with a tax professional MyFTB account may be able to view this notice. If you do not want this notice to be available online, call us at 800.852.5711 (or refer to Connect With Us for additional contact options).

## The Security of Your Information Matters to Us

If you feel you may be a victim of identity theft, go to [ftb.ca.gov](https://ftb.ca.gov) and search for **ID theft**. There are resources and information available to assist you.

## Connect With Us

Web: [ftb.ca.gov](https://ftb.ca.gov)

Phone: 800.852.5711 from 7:00 a.m. to 5:00 p.m. weekdays, except state holidays  
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments