



# **Instructions for Department of Finance and Administration**

## **Power of Attorney form**

### **PURPOSE**

The purpose of this form is to authorize an individual to represent you before the Department of Finance and Administration.

### **AUTHORITY GRANTED**

This power of attorney form authorizes the representative to perform any and all acts you can perform, with the exception of receiving refund checks, the power to substitute another representative, the power to sign returns, or the power to execute a request for disclosure of tax returns or return information to a third party.

### **NOTICES TO TAXPAYER**

The computer generated notices will continue to be sent to you, the taxpayer. Proposed Assessment and Final Assessment notices are required to be mailed to the taxpayer by law, Arkansas Code Ann §§ 26-18-307, 26-18-403, and 26-18-401. You may share these notices with your attorney or other individual that you delegate as your representative.

### **REVOCACTION or Withdrawal of Representative**

To revoke a Power of Attorney form, mail or fax this form with the date of Revocation in the box in the upper right hand column of the form to the same office it was originally sent. If you do not have a copy of the form, mail or fax a letter stating that you want to revoke the Power of Attorney. If the taxpayer is revoking the power of attorney, the letter must list the names of the representatives and it must be signed and dated by the taxpayer. If the representative is withdrawing, list the name, address and Employer Identification number and Sales tax permit number and date of revocation.

### **WHERE TO FILE**

Mail or fax the Power of Attorney form to the office handling the tax matter.

The federal Form 2848 may be used in lieu of this form. (Provided the proper Arkansas tax type(s), tax form references, and tax period(s), or year(s) are identified on the federal form.)