

# Third Party Authorizations

There are various methods by which 3rd parties may act on behalf of a Taxpayer.  
The chart below identifies the format most appropriate for addressing a Taxpayer's specific needs and the means of submitting an authorization to act on behalf of a Taxpayer.  
Any of the formats below allow the exchange of information with the IRS for purposes of resolving a tax issue.

	Power of Attorney	Written Tax Information Authorization	Oral Tax Information Authorization	Oral Disclosure Consent	Checkbox	Reporting Agents
Purpose	Allows a 3rd party to represent a Taxpayer before the IRS	Allows a 3rd party to inspect and/or receive Taxpayer information, verbally or in writing	Same as Written Tax Information Authorization	Allows IRS to disclose information verbally, not written, to a 3rd party	Allows a 3rd party, which may include friends and family, to discuss return processing and refund and payment issues.	Allows a 3rd party representative or agent to sign and file Forms 941 and 940 and submit FTD info on magnetic tape or electronically <sup>(1)</sup>
Authority to Represent a Taxpayer (e.g. advocate facts or law, negotiate or sign on behalf of the Taxpayer)	Yes	No	No	No	No	No
Who Can Exercise this Authority	Attorneys, CPAs, Enrolled Agents and Actuaries, Immediate Family Members, Full-Time Employee, General Partner, Officer, Unenrolled Return Preparer who prepared tax return (limited to examinations), and certain others. <sup>(2)</sup>	Anyone	Anyone	Anyone	Anyone	Companies (RAs, Batch Filers and Bulk Filers) who have been approved in accordance with Rev. Proc. 96-17 thru 18.
Can Authority Be Granted to a Firm so Authority Extends to Firm's Employees	No	Yes	No	No	No	Yes
How is Authority Granted	Form 2848 (Power of Attorney and Declaration of Representative), Form 706 (Estate Tax Return), or written equivalent	Form 8821 (Tax Information Authorization) or written equivalent	Orally	Orally <sup>(2)</sup>	Designating on Form 1040 and 94X series, and Forms 720, 1041, 1120, 2290 and CT-1. <sup>(3)</sup>	Form 8655, (Reporting Agent Authorization for Magnetic Tape/Electronic Filers)
Where Authorization Maintained / How Retrieved	CAF and Master File / available on IDRS (CFINQ)	CAF and Master File / available on IDRS (CFINQ)	Same as Written Tax Information Authorization	Master File / available on IDRS (TXMOD)	Master File / available on IDRS (IMFOLR or BMFOLRI)	RAF and Master File / available on IDRS (RFINQ)
Allowances granted by authorization	May represent, act or advocate on behalf of the TP, argue facts or law, receive copies of notices/transcripts when specified	May receive copies of notices and transcripts of accounts	Same as Written Tax Information Authorization	May discuss notice issues, receive verbal information only.	May discuss notice and return processing issues, receive verbal information only	May receive notices & information only re: mag tape/electr returns and FTDs transmitted by agent, not complete transcripts
Expiration of Authority	By written request of Taxpayer or representative. Also, a new Form 2848 revokes an existing Form 2848 unless Line 8 is checked	By written request of Taxpayer or representative. A new Form 8821 does not revoke an existing 8821	Same as Written Tax Information Authorization	When new Oral Consent entered on account. May co-exist with 2848 authority	April 15 of the year following the year the checkbox election was made or until the account is resolved.	Valid until superceded by new Form 8655. May co-exist with 2848 authority
Third Party must have CAF Number (we can assign)	No, only if representative wishes to receive notices	No, only if representative wishes to receive notices	Yes	No	No	No
Processing Timeframe	Fax 2 days Mail 5 days	Fax 2 days Mail 5 days	Within minutes	Within minutes	4-6 weeks	10-30 days

1. Form 8655 allows a reporting agent to file returns and make FTDs and submit return/FTD info electronically or on magnetic tape. Reporting Agents may receive duplicate copies of official notices, correspondence, transcripts or other information with respect to the returns filed or FTDs submitted electronically or on magnetic tape by the agent.

2- Others include trustee, receiver, guardian, personal representative, administrator or executor.