

# REVOCATION OF POWER OF ATTORNEY

## Instructions

“To revoke” means to recall or cancel a power or authority previously granted. You may revoke a Power of Attorney at any time and for whatever reason you wish. You must do it in writing and give a copy of the Revocation form to any interested third party such as a bank or financial institution with whom you or your Agent have business. If your Power of Attorney was recorded for real estate purposes, the revocation must be recorded as well.

A regular Power of Attorney can be revoked at any time for any reason, as long as the principal is mentally competent.

An incapacitated or incompetent principal cannot revoke a Durable Power of Attorney. In these cases, is likely that court proceedings may determine whether the principal is competent to revoke the document.

The following general steps describe the process of revoking a Power of Attorney:

**STEP 1:**       **READ AND COMPLETE** the attached Revocation form.

**STEP 2:**       **TAKE** the following to a Notary Public. (You may find a Notary at most banks or listed in the telephone book yellow pages. Notaries usually charge a fee.)

- The Witness
- The original completed Revocation Form
- Photo ID for the witness, and you

**STEP 3:**       **SIGN** the original Revocation Form in front of the Notary and

- Tell the Witness to sign the original Form in front of the Notary
- Wait for the Notary to notarize the Revocation Form

**STEP 4:**       **MAKE COPIES** of the Revocation Form for each person or organization you deal with

- Keep the ORIGINAL for your records
- Give a COPY to the Attorney in Fact
- When revoking an existing Power of Attorney without naming a new representative, you must attach a copy of the *previously executed* Power of Attorney. On the copy of the **previously** executed Power of Attorney, write “REVOKE” across the top of the document. Then, initial and date it again under your signature.
- Give these people and organizations the copy of the Revocation Form. Be sure to have proof these people and organizations received the Revocation Form. *NOTE: The principal must identify all third parties who may be relying on the Power of Attorney. Recording the Revocation form may be the safest and simplest way of notifying third parties of the revocation.*

## REVOCATION OF POWER OF ATTORNEY

### 1. IDENTIFY Principal and Attorney-in-Fact:

Principal: Name Address of Residence City State Zip Code D/O/B (MM/DD/YR)

Agent /Attorney-In-Fact: Name Address of Residence City State Zip Code D/O/B (MM/DD/YR)

### 2. REVOCATION by Principal:

I, \_\_\_\_\_ of \_\_\_\_\_, city of \_\_\_\_\_,  
(Principal's printed name) (Principal's Street Address)

in the County of \_\_\_\_\_, State of \_\_\_\_\_, \_\_\_\_\_ (Zip Code)

hereby revoke the Power of Attorney dated \_\_\_\_\_, 20\_\_\_\_

given to, and empowering \_\_\_\_\_ to act in my behalf as my true and lawful  
(Name of Attorney-in-Fact)

Attorney in Fact to handle my affairs. I declare that all power and authority granted under said of Power of Attorney is hereby revoked and withdrawn, and Attorney in Fact no longer has the authority to act in my behalf in any matter.

\_\_\_\_\_, 20\_\_\_\_  
Principal Signature Date

### 3. SIGNATURE of WITNESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Printed Name of Witness)  
(Signature of Witness)  
(Address of Witness)  
(City, state & zip code of Witness)

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NOTARY SIGNATURE ON NEXT PAGE

**4. NOTARIZATION:**

**For Notary:**

The State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed, sworn to and acknowledged before me by \_\_\_\_\_, the Principal, and subscribed and sworn to before me by

\_\_\_\_\_, witness, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(signed) \_\_\_\_\_ (Seal)  
(Notary Public)