|  |  |
| --- | --- |
| Logo  Description automatically generated  **Power of attorney revocation**  Instructions | |
| **You will need:**   * **Two** **unsigned copies** **of your “Notice of Revocation.”** {% if poa\_type.all\_true() %}If you are revoking power of attorney for both property and health care, you will need two copies of each “Notice of Revocation,” or four total Notices.{% endif %} * **A notary public.** A notary public, or notary, is a person licensed to witness people signing documents. You can usually find a notary at a currency exchange, a check-cashing office, a bank, a law office, or a court house. * **A** **Photo ID.** You must show the notary a driver’s license, passport, or state ID.   **Step 1 – Go to a notary**  Bring your {% if poa\_type.all\_true() %}notices{% else %}notice{% endif %} to a notary public.  The notary needs to see you sign your {% if poa\_type.all\_true() %}notices{% else %}notice{% endif %}. Sign your name where it says “Signature of Principal,” and enter the date. They will then notarize your {% if poa\_type.all\_true() %}notices{% else %}notice{% endif %}.  **Step 2 – Sign and date {% if poa\_type.all\_true() %}letters{% else %}letter{% endif %}**  You will need to sign and date your {% if poa\_type.all\_true() %}letters to your agents {% else %}letter to your agent {% endif %}.  **Step 3 – Make copies**  Make several copies of your Notice of Revocation. You will need to tell other people that your agent no longer has any right to {% if poa\_type.all\_true() %}make health decisions for you, or use or control your money and property.{% endif %}{% if poa\_type[“Property”] == True and poa\_type[“Health”] == False %}use or control your money and property.{% endif %}{% if poa\_type[“Health”] == True and poa\_type[“Property”] == False %}make health decisions for you.{% endif %} | **Step 4 – Send out copies**  You need to send a copy to all the Successor Agents mentioned in the Notice. You may also want to send a copy of your Notice to:   * Your close friends and family members{% if poa\_type[“Property”] == True %} * Your bank * Social Security or Public Aid if your agent helped with your benefits * Your retirement plan * Your credit card companies{% endif %}{% if poa\_type[“Health”] == True %} * Your doctors, nurses, and other care providers {% endif %}   On the Letter to Agent, list the names and addresses of the other people to whom you will send copies of the Notice.  Keep one of the Notices for your personal records. Mail the other notarized Notice to your agent, along with the Letter to Agent.  Mail copies to any successor agents listed on your Power of Attorney.  It is a good idea to mail the letters to your agents by certified mail with return receipt requested. Certified Mail means that the Postal Service keeps track of when the letter was received.  Mail copies to all of the other people on your list, or deliver them in person. |
|  |  |