

Tax Authorization Preparation Checklist

Prepare taxpayer identity, periods, forms, representative details, authority scope, delivery, revocation, and recordkeeping questions for approved authorization forms.

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- 01 Taxpayer and representative
- 02 Tax forms and periods
- 03 Scope of authority
- 04 Execution and delivery
- 05 Revocation and records

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Inside Tax Authorization Preparation Checklist

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Taxpayer and representative

Purpose / facts / owner / evidence / date:

Tax forms and periods

Purpose / facts / owner / evidence / date:

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