**Select a tax professional representative authorization form**

Choose one of the ways below that best describes how you'd like to authorize a tax professional to interact with the Department on your behalf. You'll then learn which forms to complete and how to submit them.

|  |  |
| --- | --- |
| **To authorize someone to:** | **You should use:** |
| Perform transactions through an [Online Services](https://www.tax.ny.gov/online/default.htm) account.* Access your information
* Electronically file returns on your behalf
* Pay bills and notices or request an Installment Payment Agreement

Speak to a Department representative and receive confidential taxpayer information relating to filings, assessments, and notices.  | [*E-ZRep Form TR-2000* *Tax Information Access and Transaction Authorization*](https://www.tax.ny.gov/pdf/documents/tr2000.pdf) (See [how to submit](https://www.tax.ny.gov/tp/clients/poa.htm#ezrep) the form.)[TR-2000.1](https://www.tax.ny.gov/pdf/documents/tr2000_1.pdf) provides a list of transactions that can be delegated through Online Services  **Restrictions** Although E-ZRep allows you to limit your authorization to specific tax types (for example, sales, income, withholding), you ***can't*** limit your authorization to specific tax filing periods.If you give someone authorization for sales tax, for example, they'll have access to your sales tax information for ***all*** filing periods. |
| Represent you in virtually all Tax Department matters, including: * Make legally binding decisions on your behalf (audits, conciliation conferences, settlement agreements)
* Speak to a Department representative and receive confidential taxpayer information relating to filings, assessments, notices, collections of debt or to request an Installment Payment Agreement
 | [Form POA-1 *Power of Attorney*](https://www.tax.ny.gov/pdf/current_forms/misc/poa1.pdf) (See [how to submit](https://www.tax.ny.gov/tp/clients/poa.htm#poa1) the form.) [Form ET-14 *Estate Tax Power of Attorney*](https://www.tax.ny.gov/pdf/current_forms/et/et14.pdf) for estate tax matters only. **Restrictions**Unlike E-ZRep, the power of attorney allows you to impose limitations for tax periods, tax types, and tax matters. |

**How to submit the form:**

**E-ZRep Form TR-2000**Complete the paper form and provide it **directly to your tax professional**. Do not fax or mail your form to the Tax Department.

* Your tax professional will enter the information from the form through Online Services and receive access to your information and authority to receive your information immediately.
* Your tax professional keeps the form.

**Form POA-1**Complete the paper form and submit it to the Tax Department.

Fax: (518) 435-8617

Mail:
POA CENTRAL UNIT
NYS TAX DEPARTMENT
W A HARRIMAN CAMPUS
ALBANY NY 12227

If not using U.S. Mail, see [Publication 55, *Designated Private Delivery Services*](https://www.tax.ny.gov/pdf/publications/general/pub55.pdf)*.*

**Form ET-14**Complete the paper form and submit it to the Tax Department:

Fax: (518) 435-8541

Mail:
NYS ESTATE TAX
PROCESSING CENTER
PO BOX 15167
ALBANY NY 12212-5167

Please allow 2-3 business days from receipt of the form for authorization.

If not using U.S. Mail, see [Publication 55, *Designated Private Delivery Services*](https://www.tax.ny.gov/pdf/publications/general/pub55.pdf)*.*