

# POWER OF ATTORNEY WORKSHEET

(Name)

(Social Security Number)

(Rank)

(Duty/Home Phone)

I'm a legal resident of (state you use for tax purposes): \_\_\_\_\_, \_\_\_\_\_  
(City)  
(State)

I'm a military member currently stationed at \_\_\_\_\_, \_\_\_\_\_  
**OR**  
(Squadron) (Base)

I'm a retiree/dependent currently living at:  
\_\_\_\_\_  
(Address, City, State)

I appoint: \_\_\_\_\_, \_\_\_\_\_  
(Name) (Address, City, State)

who is my \_\_\_\_\_ as my attorney-in-fact until **(ONE YEAR MAXIMUM)** \_\_\_\_\_,  
\_\_\_\_\_  
Husband, Wife, Friend, etc.) (Day) (Month) (Year)

To PURCHASE or SELL real estate (Legal Description and Address required).  
*Legal description* (Lot, Block, Subdiv,  
county) \_\_\_\_\_

*Address:*  
\_\_\_\_\_

To clear base housing at \_\_\_\_\_ Air Force Base,  
\_\_\_\_\_.

To accept base housing at \_\_\_\_\_. Total # in household =  
\_\_\_\_\_.

To ship or receive household goods or hold baggage.

To SELL/TRANSFER TITLE of my automobile described as: \_\_\_\_\_  
\_\_\_\_\_  
Year Make Model  
Vehicle Identification Number (VIN) Color State Vehicle is Currently Registered In

To USE/REGISTER/TITLE my automobile described as: \_\_\_\_\_  
\_\_\_\_\_  
Year Make Model  
Vehicle Identification Number (VIN) Color State Vehicle Is To Be Registered In

To SHIP/PICKUP my automobile described as: \_\_\_\_\_  
year Make Model  
Vehicle Identification Number (VIN) Color State Vehicle is Currently Registered In

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

To receive, endorse, cash, collect the proceeds or deposit any checks payable to me.

To make deposits and to write and sign checks, from my checking account number  
\_\_\_\_\_ at \_\_\_\_\_ Bank.

To withdraw from or deposit into my savings account number  
\_\_\_\_\_ at \_\_\_\_\_ Bank.

To file state or federal income taxes.

To make pay inquiries for me at the Accounting and Finance office.

General/Other:

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PRIVACY ACT STATEMENT: Authority: 10 USC 8072 and 9397. Principal Purpose: Used as a worksheet for drafting of Powers-of-Attorney. Information will be used by the Legal Office Personnel in the preparation of your Power of Attorney. It will not be disseminated outside the legal office and is considered confidential. Disclosure: Failure to provide information will preclude preparation of your Powers-of-Attorney.