

POWER OF ATTORNEY WORKSHEET

PRIVACY ACT STATEMENT: Information is solicited in accordance with Title 10, U.S. Code, Section 3013, and is used to prepare a Power of Attorney (POA). Providing information is voluntary; however, failure to provide information precludes the preparation of a Power of Attorney

Name (First, MI, Last): _____

Address: _____

State of Legal Residence: _____ If not a legal resident of

Illinois, will Power of Attorney be used in Illinois? Yes No

Will Power of Attorney be used in Texas? Yes No

Name of Agent: _____ **Relationship:** _____

Address of Agent: _____

Expiration Date of Power of Attorney: _____

Do you need a General Power of Attorney (GPOA)? Yes No

CAUTION: A GPOA gives your agent the legal authority to do anything that you could do with regard to property. With a GPOA, your Agent can, for example, sell your home or car, remove all funds from your bank accounts, borrow money that you must repay, buy or sell stocks and bonds, access your safe deposit box, etc. Therefore, while a GPOA can be useful, it can also be very dangerous. If you need someone to perform only specific tasks for you, then you don't need a GPOA. Get a Special Power of Attorney, which will authorize your Agent to perform only those specific tasks.

Do you need a Special Power of Attorney (SPOA)? Yes No

A SPOA only authorizes your Agent to perform the specific acts listed in the SPOA, and it can be used for the following:

Write Checks/Access Bank Accounts: (Use bank's form, if possible)

Bank Name/Address: _____

Account Number: _____ (Checking) (Savings)

Real Property: Buy/Mortgage Refinance Sell

Maintain your residence Lease/manage rental property

Address/Legal Description: _____

Vehicles: Possess, use, register Sell Buy

Year/Make/Model _____ VIN: _____

Child Care: Medical only Temporary custody/care/education

Children's names and DOBs: 1) _____

2) _____ 3) _____

Taxes: _____ **Other:** _____