

POA Revocation Checklist

Action Checklist — ClearLegalTips.com (2026)

Cancel a power of attorney so it actually stops working.

Step 1 — Confirm You Can Revoke

- ☐ You are mentally competent
- ☐ The POA is not an irrevocable "power coupled with an interest"

Step 2 — Sign the Revocation

- ☐ Identified the original POA by date and agent name
- ☐ Used broad "all powers and authority" language
- ☐ Signed before a notary (match the original's formality)

Step 3 — Give Notice (the step that protects you)

- ☐ Delivered a copy to the agent in writing (certified mail)
- ☐ Notified every bank, broker, doctor, and institution holding the old POA
- ☐ Recorded the revocation if the POA was recorded

Step 4 — Close It Out

- ☐ Asked the agent to return/destroy copies of the old POA
- ☐ Kept proof of every delivery
- ☐ Signed a replacement POA if you still need an agent

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