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USEFUL TIPS FOR A POWER OF ATTORNEY (POA)

- 1. Keep it in a safe place. It is a powerful document. The person to whom you give a power may need the original.**
- 2. A power of attorney gives the person you designate the authority to act on your behalf and sign your name.**
- 3. Many people get nervous when presented with your power of attorney, so let your designated attorney in fact know it is best NOT to show the document unless asked. In other words, just sign your name to things - don't wave the power around.**
- 4. Banks don't like POAs. You may want to add you POA designee as a signatory on your account. Where possible, that person may want to use the night depository, ATMS and online banking instead of in office banking.**
- 5. The original may be needed for certain things, including a real estate transaction. A fax or photocopy may work fine when someone does ask to see it. But again, show it only when asked.**
- 6. You can revoke your POA at any time. Remember that a person can use or misuse it, so caution is important.**