

# POWER OF ATTORNEY WORKSHEET

**DISCLAIMER: THIS IS NOT A POWER OF ATTORNEY. THIS IS A WORKSHEET ONLY MEANT TO FACILITATE THE CREATION OF YOUR POWER OF ATTORNEY.**

PRIVACY ACT NOTICE: Individuals are asked to complete this form voluntarily for us to prepare your power of attorney and for us to prepare office case load reports. Failure to provide this information may result in a denial of legal assistance services. The authority for this request is 5 U.S.C. § 301 and 10 U.S.C. § 1044.

## \*\*\*ADVICE CONCERNING POWERS OF ATTORNEY\*\*\*

A Power of Attorney (POA) is a legal document by which you (the Principal) authorizes someone else (the agent) to act in your name. The actions of your agent using your POA will be binding on you, so you should grant a POA only to someone you trust and only to the extent that it is absolutely necessary. You should keep a copy of your POA and clearly mark it as not valid for use.

**THE ONLY GUARANTEED METHOD TO CANCEL A POA IS TO DESTROY ALL COPIES.**

***\*Please carefully consider whether you wish to give a General POA\*  
\*or you should give a Special POA\****

Given the broad scope of a general power of attorney, the following advice should be followed: (a) Use a special power of attorney if possible because it limits the agent's authority to specific transactions; (b) Do not give a general power of attorney to someone who is immature, inexperienced in business or financial matters; or someone who cannot be trusted; (c) Limit the amount of time that the general power of attorney is valid. A general power of attorney involves risk, especially in the military; the principal, who is usually the servicemember, is away from home while the agent is left behind with the GPOA. Although the law imposes a duty of trust and good faith on the agent, nothing prevents the agent from misusing the general power of attorney (for example, withdrawing all the money from the principal's bank account and wasting it). The principal is also liable to third parties for transactions conducted by the agent within the scope of the general power of attorney. The agent may take numerous unnecessary purchases in the principal's name which the principal would not make if the he was present. Although the principal could sue the agent for misusing the power of attorney, the principal is himself liable the merchants for the purchases. A third party is not obligated to accept a general power of attorney. For example a car dealer does not have to sell the agent a car merely because the agent presents a general power of attorney.

**Grantor (you):** \_\_\_\_\_

**Grantee (the person whom you are appointing):** \_\_\_\_\_

**Grantee's full address:** \_\_\_\_\_

**Expiration date of POA (NO MORE THAN 1 YEAR):** \_\_\_\_\_

General Power of Attorney       Special Power of Attorney (*please fill out next column*)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### 1. AUTOMOBILE (need MVRO permission IF the grantee will sell your vehicle in Italy AFTER you transfer):

Year, make model, color: \_\_\_\_\_

Vehicle ID#: \_\_\_\_\_

\_\_\_\_\_ To register my car in the following State: \_\_\_\_\_

\_\_\_\_\_ To sell it for no less than \$ \_\_\_\_\_ and to operate the vehicle as necessary until sold

\_\_\_\_\_ To transfer title to \_\_\_\_\_ and to operate it as necessary until transferred

\_\_\_\_\_ To receive shipment FROM (place) \_\_\_\_\_ and make claims for damages

\_\_\_\_\_ To ship vehicle FROM (places) \_\_\_\_\_ to \_\_\_\_\_ and sign necessary documents

\_\_\_\_\_ To use and maintain my vehicle FROM (date) \_\_\_\_\_ to \_\_\_\_\_

### 2. BABYSITTING / TEMPORARY CUSTODY OF CHILD(REN):

Name of Child and DATE OF BIRTH: (1) \_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_ Emergency /Day care from (date) \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Medical/Dental Care from (date) \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Temporary guardianship (including medical) from (date) \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Full guardianship (medical, schools, discipline, etc) from (date) \_\_\_\_\_ to \_\_\_\_\_

### 3. BANKING

\_\_\_\_\_ Cash checks at PSD      \_\_\_\_\_ Obtain loans for no more than \_\_\_\_\_

\_\_\_\_\_ Make deposits      \_\_\_\_\_ Withdraw funds from or cash checks

Bank Name and Location: \_\_\_\_\_

Account type:  checking  savings      Account number: \_\_\_\_\_

### 4. REAL ESTATE:

Address of Property : \_\_\_\_\_

\_\_\_\_\_ Sell property for no less than \$ \_\_\_\_\_

\_\_\_\_\_ To buy property for no more than \$ \_\_\_\_\_ and/or obtain title, mortgage, and insurance

\_\_\_\_\_ To demand, sue, receive rent and arrears now due from tenants on my property listed above

\_\_\_\_\_ To refinance my property listed above

### 5. HOUSEHOLD GOODS:

\_\_\_\_\_ To ship my goods FROM (places) \_\_\_\_\_ TO \_\_\_\_\_ and sign documents

\_\_\_\_\_ To receive my goods FROM (places) \_\_\_\_\_ IN \_\_\_\_\_ and claim for damages

### 6. OTHER (please describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_