

# Checklist

## Power of Attorney Execution

Identify the parties

Determine who will be the "principal" or "grantor" of the power of attorney (the person granting the authority), and who will be the "agent" or "attorney-in-fact" (the person authorized to act on behalf of the principal).

Choose the type of power of attorney

Decide what type of power of attorney is needed, such as a general power of attorney, limited power of attorney, durable power of attorney, or medical power of attorney.

Determine the scope of authority

Determine the specific powers that the agent will have, including the types of transactions or decisions that the agent can make on behalf of the principal.

Draft the document

Draft the power of attorney document or use a standard form, depending on the jurisdiction and the type of power of attorney.

Sign the document

The principal must sign the power of attorney document in front of a notary public.

# Checklist

## Power of Attorney Execution Cont'd

Obtain witnesses

Some jurisdictions require one or more witnesses to observe the principal signing the power of attorney document.

Notify interested parties

Notify any relevant parties, such as banks, healthcare providers, or other institutions, that a power of attorney has been executed and who the agent is.

Maintain the document

Store the power of attorney document in a safe and easily accessible place.

Review and update

Periodically review and update the power of attorney document as needed to reflect changes in circumstances, such as a change in the principal's health or the agent's availability.

It is important to note that the requirements for executing a power of attorney may vary depending on the jurisdiction and the specific circumstances involved. It is recommended to consult with a lawyer to ensure that the power of attorney is executed correctly and effectively.