
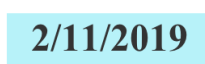


A Step-by-Step Process of Writing a Power of Attorney

A power of attorney form, or "poa," is a legal contract that is used to give another party—"the agent"—authorization to act on behalf of someone in affairs relating to legal matters.

Step 1 - Sign and Date

After reading and understanding the aforementioned clauses, sign and date the agreement, certifying that you are granting permission to your Agent to handle financial and legal affairs on your behalf should you become unable or incapacitated.

 _____ (Principal's Signature)	 _____ (Date)
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Disclaimer: This guide is provided to you as an informational product. It is not legal advice. You receiving and/or reading this document does not in any way constitute an attorney-client relationship. Use this guide only as an educational device. Make a list of questions and consult with a licensed estate attorney.

Step 2 - Provide your Contact Information

Provide your name, and the name and contact information of your Agent. This should include your Agent's full name, address, and county where he or she lives. Keep in mind that your Agent must be at least 18 years of age and be of sound mind.

BE IT KNOWN TO ALL, that I, **Jim Tower**, being of the age of consent of eighteen (18) years or older and currently residing at **105 Hill St, Abilene**, in the County of **Austin** located within the State of Texas and whose zip code is **77354**, do hereby designate, establish and appoint **Sarah Flowers**, as my official allocated Attorney-in-Fact ("Agent") to perform in my name and stead as of 02/03/2019.

Step 3 - Witness Information

After indicating the powers given to your Agent, provide your Witnesses. Most states require that your Durable Power of Attorney document be notarized and witnessed by two attesting individuals. Be sure that the following information is provided for each witness:

- Full Name
- Full Address (including city, state and zip code)
- Telephone Number
- Signature

[Image next page →](#)

WITNESS VERIFICATION

Jim Tower, on the abovementioned date, acknowledges and declared that s/he appointed Sarah Flowers, in our presence, to be his/her Power of Attorney. We, the below listed witnesses, in his/her presence and at his/her request, and in the presence of each other, verify and confirm to the same and hereby sign our names as attesting witnesses.

John Jones

(Signature of Witness #1)

John Jones
456 Hill St
Abilene, Texas 77854
686-234-5810

Cheryl Meadows

(Signature of Witness #2)

Cheryl Meadows
785 Hill St
Abilene, Texas 77857
689-098-4510