



# SPECIAL NOTICE

CALIFORNIA DEPARTMENT  
OF TAX AND FEE  
ADMINISTRATION  
450 N Street  
Sacramento, CA 95814

**GAVIN NEWSOM**  
Governor

**YOLANDA RICHARDSON**  
Secretary  
Government Operations Agent

**NICOLAS MADUROS**  
Director

CDTFA WEBSITE  
[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)

CUSTOMER SERVICE CENTER  
**1-800-400-7115**  
CRS  
**711**

## CDTFA Requires a Power of Attorney for Marine Agents to Act on Behalf of Owner/Operators on Marine Invasive Species Fee Law Matters

Due to confidentiality restrictions in the Marine Invasive Species Law, we require a Power of Attorney (POA) form on file to allow us to provide billings to marine agents. Alternatively, an Agent Agreement that contains authorizing language for an agent to act on behalf of the owner/operator with respect to all marine invasive species fee matters will meet this requirement.

**Please note: If you receive your marine invasive species fee billings directly from us and do not use a marine agent for processing them, you may disregard this notice.**

### If you are an owner or operator who utilizes marine agents:

- Complete, sign, and return [CDTFA-392, Power of Attorney](#), or provide an agent agreement, such as [CDTFA-5226, Marine Invasive Species Fee – Agent Agreement](#), authorizing the marine agent to act on your behalf on matters relating to the marine invasive species fee.
- You need to submit a POA or agent agreement for each marine agent for which you have an established relationship. However, you only need one POA or agent agreement per marine agent as it will cover all vessels the marine agent handles for you

### What does this mean for marine agents?

- Unless we have a POA or agent agreement on file, we will not provide marine invasive species fee billings to you.
  - Please work with your vessel owners or operators to obtain a signed POA or agent agreement as soon as possible.

### Where can I find the [CDTFA-392, Power of Attorney](#), or [CDTFA-5226, Marine Invasive Species Fee – Agent Agreement](#) forms?

- [CDTFA-392, Power of Attorney](#), is available on our website. You can complete the form online, save it and either email the PDF version to us, or print a hardcopy and mail it to us at the address which follows.
- [CDTFA-5226, Marine Invasive Species Fee – Agent Agreement](#), is available on our website. You can print it and complete it, and either scan it and email the PDF version to us or mail a hardcopy to us at the address which follows.

### How do I ensure the POA will only apply to the applicable vessels?

Here are some tips for completing a POA specific for the Marine Invasive Species Fee Program:

- *Appointee Name* – You may leave this field blank.
- *Appointee Business Name* - Enter the marine agent's name.
- *Tax or Fee Matters* – Check the **Other** box and indicate *Marine Invasive Species Fee*.
- *Specify the Tax or Fee Year(s) or Period(s)* – Insert the current date followed by the word “forward,” for example, *April 23, 2020 forward*.
- *Specific Authorization* – Check this box.
- *To Other Acts (specify)*: Check this box and indicate, *To receive marine invasive species fee billings from the CDTFA and pay the fee to the CDTFA*.
- If you have multiple marine agents, fill in the section beginning with, *This Power of Attorney Revokes all earlier Power(s) of Attorney or agent agreements on file*.

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*CDTFA Requires a Power of  
Attorney for Marine Agents  
to Act on Behalf of Owner/  
Operators on Marine Invasive  
Species Fee Law Matters*

## **How do I submit the POA or agent agreement?**

Please return your signed form or agent agreement to us by:

- Email: [STF.MIS@cdtfa.ca.gov](mailto:STF.MIS@cdtfa.ca.gov)
- Mail:  
California Department of Tax and Fee Administration  
PO Box 942879, MIC:88  
Sacramento, CA 94279-0088

Your confidentiality is important to us and we appreciate your efforts in complying with these updated procedures.

For more information, visit our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). You may also call our Customer Service Center at 1-800-400-7115 (CRS:711). Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.



### **Be Counted!**

Have you filled out your #2020Census? If not, visit [californiacensus.org](http://californiacensus.org) today and take the Census now! Remember, the Census will never ask about your citizenship status or for your social security number, bank details, payment, or a donation. Remind your friends and family to #BeCounted for our future so resources are allocated for programs that help children, seniors, and families that need the hospitals, education, transportation, and first responders in your area. Your 2020 Census data is safe, protected, and confidential.

Complete your Census today! #ICount #CaliforniaForAll