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How to efile e-auth (former T1013) to CRA?

Efiling e-auth(T1013) to CRA is a side function of the myTaxExpress EFile software. You need to have CRA Efiler ID/Password first, and set them in software preference by menu "Start | Preference".

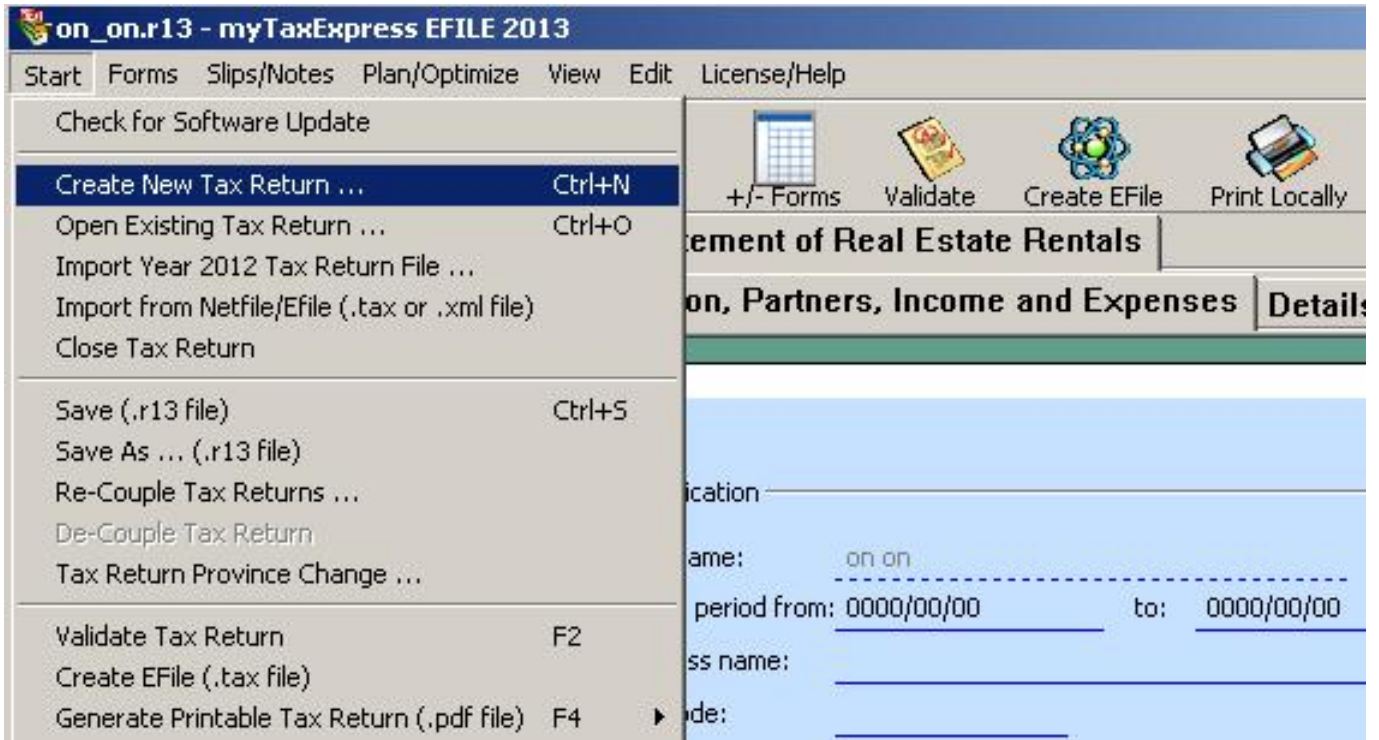
The screenshot shows a 'Preference Configuration' dialog box with two tabs: 'Default Folder' and 'EFile Information'. The 'EFile Information' tab is active. The dialog contains the following fields and options:

- Name of business:** An empty text input field.
- Address:** An empty text input field.
- Discounter Registration Number:** A text input field containing '99991051'.
- Default CRA pre-assessment contact method:** Three radio button options: 'By Fax' (unselected), 'By Mail' (unselected), and 'Contact Client' (selected).
- Efiler business type:** Two radio button options: 'Corporation' (selected) and 'Proprietorship' (unselected).
- City, Province, Postal code:** Three empty text input fields.
- Efiler Number:** A text input field containing 'A1234'.
- Efiler Password:** A text input field containing 'Q123456'.
- Phone (xxx)-xxxxxxx:** An empty text input field.
- Default expiry date for client representation (yyyy/mm/dd):** A text input field containing '0000/00/00'.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

Next, you need to create an empty tax return for the client. Client's name and S.I.N information must be correct. Since e-auth doesn't need birthdate, marital status, and tax province information, you can choose anything when creating such an empty tax return. The tax return is just a place to hold a form of Authorize a Representative (former T1013).

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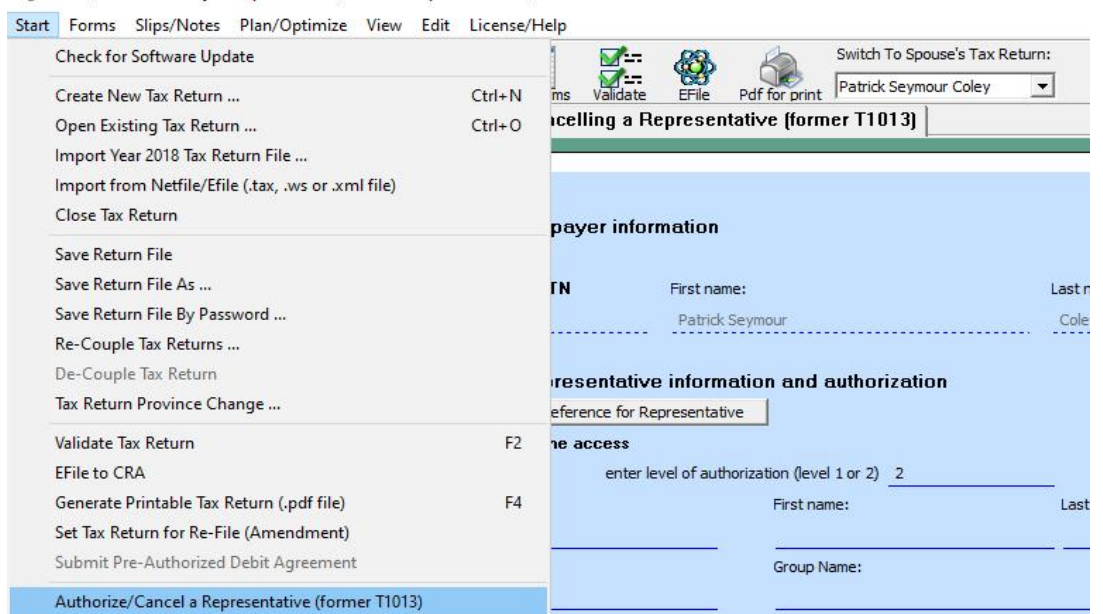
Next, you need to add a form "Authorize a Representative" into this return by menu "Forms | add a tax form". Complete all the required information inside "Authorize a Representative".



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Last, you submit the completed form to CRA by choose menu "Start | Authorize a

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Representative".

Last note, Filing E-Auth will not contain any T1 tax return information to CRA.

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