Authorizing or Cancelling a Representative

You can view, add, modify, or cancel your authorized representatives online using **My Account** at **canada.ca/my-cra-account**. Your representative will have **instant** access to your information and online services to easily manage your account. To **immediately cancel** a representative, call us at **1-800-959-8281**.

Part 1 – Taxpayer account information

Complete the line that applies.

SIN, TTN or ITN [| | | | | | | |] First name: ______ Last name: ______

Trust account number [T| | | | | | | |] Trust name: ______

Part 2 – Representative information and authorization

Complete section A or B, as applicable.

A. Authorize online access for all tax years (including access by telephone and in writing)

Your representative **must** be registered with Represent a Client to obtain online access.

Rep ID [| | | | | | |] First name: ______ Last name: ______

Group ID [G| | | | |] Group name: ______

Business number (BN) [| | | | | | | |] Business name: ______

Level of authorization (level 1 or 2): [ ] Telephone: ______

B. Authorize access by telephone and in writing

First name: ______ Last name: ______

Business name: ______

Telephone: ______ Ext: ______ Fax: ______

Tick the appropriate box and indicate the level of authorization:

☐ All tax years (past, present, and future) Level of authorization (level 1 or 2) [ ]

or

☐ Specific tax year(s) with level of authorization (level 1 or level 2) indicated for **each** tax year.

Tax year(s)										
Level of authorization										

Part 3 – Authorization expiry date

Enter an expiry date, if applicable. Your representative's access to your information will stay in effect until **you** or **your representative** cancel it, or we are notified of your death.

Year | Month | Day

Part 4 – Cancel your representative

Complete this section to cancel your representative(s) and remove their access to your information. Tick the appropriate box.

☐ Cancel **all** representatives

or

☐ Cancel the representative listed below:

Rep ID ☐☐☐☐☐☐☐ First name: ______________________ Last name: ______________________

Group ID G☐☐☐☐☐

Business number (BN) ☐☐☐☐☐☐☐☐☐ Business name: ______________________________________

Part 5 – Signature and date

If you are the **taxpayer**, you **must sign** and **date** this form.

If you are the **legal representative**, you **must tick** the box below, **sign** and **date** this form.

☐ **I am the legal representative for this taxpayer or estate/trust** (executor, administrator, power of attorney, legal guardian or parent of a taxpayer under the age of 16, or trustee).

Important: If you haven't already done so, you **must** send a **complete** copy of the **legal document** giving you the authority to act in this capacity. If the taxpayer is under the age of 16, no legal document is required.

______________________________________ ( ) ________________

Name of taxpayer or legal representative — Signee's telephone number

X ______________________________________ Year | Month | Day

Signature of taxpayer or legal representative — Date of signature

The CRA **must** receive this form **within 6 months** of the date it was signed, or it will not be processed.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 005, CRA PPU 015, CRA PPU 063, CRA PPU 140, CRA PPU 178 and CRA PPU 218 at **canada.ca/cra-info-source**.