Canada Revenue Agency | Agence du revenu du Canada

Authorizing or Cancelling a Representative

Protected B when completed

Important – If you moved recently, update your address and contact information with the Canada Revenue Agency (CRA) online if you are registered with MyAccount at **www.cra-arc.gc.ca/myaccount**, by telephone at **1-800-959-8281**, or in writing.

Complete this form to authorize the CRA to deal with another person who would act as your representative for income tax matters or to cancel any existing representatives on your account. Only forms received with a valid account number will be processed.

By registering with MyAccount at **www.cra.gc.ca/myaccount**, you will be able to provide immediate access to your representative and cancel and manage your representatives through "Authorize my representative." You can also authorize or cancel a representative by completing this form and mailing it to your tax centre. We aim to process this paper form in 20 business days or less from the date it is received at the tax centre. To immediately cancel a representative, call us at **1-800-959-8281**.

Part 1 – Taxpayer information

You will need to complete a **separate Form T1013** for each account and representative. Complete the line that applies:

SIN, TTN or ITN	First name	Last name
123 456 789	Test	Guy

Trust account number	Trust name
T	

T5 filer identification number	Filer name
HA	

Part 2 – Representative information and authorization

Name of your representative (individual or business): 15-002

Mailing address: 15001 112 Avenue NW, Edmonton, Alberta, T5M2V6

Do not complete a new form every year if there are no changes. Complete section A **or** B, as applicable.

A. Authorize online access (includes access by telephone, in person, and in writing)

By completing this section to authorize a representative for a **trust** account, the representative will have access to **all** tax years with **no** online access.

To grant online access to your representative, your representative must register online through "**Represent a client**" at **www.cra.gc.ca/representatives** and obtain a RepID or GroupID or register their business number (BN). Our online services do not have a year-specific option. Therefore, your representative will have access to **all** tax years.
By completing this section to authorize a representative for a trust account, the representative will have access to **all** tax years with **no** online access.

RepID
x338pj9 **First name**: 15-002 **Last name**: ____

GroupID
G **Name of the Group** : ____

Business Number (BN)
____ **Name of the business** ____

Enter the **level of authorization** (level 1 or 2): 1 If you **do not specify a level** of authorization, we will **assign a level 1.**
If you authorize your representative for **online** access and have a **"care of"** address, you will receive a letter to confirm the authorization.

or

B. Authorize access by telephone, in person, and in writing (no online access)

Enter the full name of the individual or business you are authorizing. If you do not identify a specific representative from that business, you will be authorizing the CRA to deal with any representative from that business.

Individual
First name: ____ Last name: ____

Name of business: ____

Telephone: - - Ext: ____ Fax: - -

Tick the appropriate box and indicate the level of authorization:

☐ All tax years (past, present, and future) **Level of authorization** (specify either level 1 or 2): ☐ If you **do not specify** a level of authorization, we will **assign a level 1**.

or

☐ Enter the applicable tax year or years (past and/or present), and specify the level of authorization (level 1 or 2) for **each** tax year.

Tax year(s)										
Level of authorization										

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca/formulaires** ou en composant le **1-800-959-7383**.)

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Part 3 – Authorization expiry date

Enter an expiry date, if applicable, otherwise the authorization will stay in effect until **you** or **your representative** cancels it or we are notified of your death. ________________

Part 4 – Cancel one or more existing authorizations

Complete this section **only** to cancel an existing consent. Tick the appropriate box.

☐ Cancel **all** authorizations.

or

☐ Cancel the authorizations given for the individual, group or business identified below:

RepID ________________ **First name**:____________________ **Last name**:____________________

GroupID G________________ **Name of the Group**:____________________

Business Number (BN) ________________ **Name of business**:____________________

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, and **sign** and **date** this form.

☐ **I am the legal representative for this taxpayer or estate/trust** (executor/administrator, power of attorney, the legal guardian or the trustee or custodian of this trust account).

Important: You must send a **complete** copy of the **legal document** giving you the authority to act in this capacity to the taxpayer's tax centre. Read the attached information sheet for tax centre addresses.
If **two or more** legal representatives are acting **jointly** on the taxpayer's behalf, **each** representative must sign below.

Test Guy
Print name of taxpayer or legal representative

2016-02-28
Date of signature

X ____________________
Signature of taxpayer or each legal representative, a parent if taxpayer is under the age of 16, a witness when signed with a mark

If your representative has not electronically submitted this form on your behalf then it must be submitted **within six months** of the date of signature. If not, it will not be processed.

Privacy Act, Personal information bank number CRA PPU 175

Canada Revenue Agency / Agence du revenu du Canada

Authorizing or Cancelling a Representative

Why do you need to complete this form?

As an individual, trust or T5 filer, your account information is confidential. You need to complete this form if you want the Canada Revenue Agency (CRA) to deal with another person (such as your spouse or common-law partner, other family member, friend, or accountant) who would act as your representative for income tax matters.

The CRA will process completed forms only; incomplete forms will not be processed.

You or **your legal representative** (read "What is a legal representative?" on this page) must complete and sign this form.

Can you use this form for your business accounts?

No. For business number accounts, use Form RC59, *Business Consent*.

What is a legal representative?

A **legal representative** is an executor or administrator of the taxpayer's estate, someone with a power of attorney, guardian, or trustee or custodian for trust accounts. That person does not need to complete this form to be updated as a legal representative on your account, but he or she must send a **complete** copy of the **legal document** giving him or her the authority to act in that capacity to the appropriate tax centre.

Authorizing a representative

When you authorize a representative, you are letting that person represent you for income tax matters at the level of authorization you specify, for the tax year or years you indicate. Income tax matters include issues related to information on your tax return.

For security reasons, if your representative contacts or visits us, we will ask him or her for identification. After we confirm your representative's identity and that he or she is listed as your representative on your account, we will ask for specific information relating to:

- your notice of assessment or notice of reassessment;
- your tax return; or
- other tax documents.

You can authorize more than one representative. However, you must complete a **separate Form T1013** for each account and representative.

You can also authorize or cancel a representative by providing the requested information online through "**Authorize my representative**" at **www.cra.gc.ca/myaccount**.

You can change information about an existing representative through **My Account** or by completing a new Form T1013. For example, if your existing representative does not have online access and you would like to give the CRA your authorization to deal

You do not have to complete a new form every year if there are no changes.

Part 1 – Taxpayer information

Enter your account number and your name. If you are an individual, enter either your social insurance number (SIN), temporary tax number (TTN), or individual tax number (ITN). Otherwise, enter your trust account number or T5 filer identification number.

Part 2 – Representative information and authorization

Section A – Authorize online access (including access by telephone, in person, and in writing)

By completing Section A, you are authorizing your representative to deal with the CRA through our **online** services and by **telephone**, in **person**, and in **writing**. Your representative will have access to all tax years online.

For trust accounts, your representative will have access to all tax years available to them but with no online access.

> **Note**
> You have to provide the **RepID** and the name of your representative if he or she is an individual, the GroupID and the name of the group if your representative is a group of individuals, or the **business number** (BN) and the name of the business if your representative is a business.

If you give authorization for online access and you have a "care of" address on your account, a letter will be sent to you to confirm the authorization. Online access will not be granted until you or your legal representative calls the CRA to confirm the authorization for online access.

Section B – Authorize access by telephone, in person, and in writing (no online access)

By completing Section B, you are authorizing your representative to deal with the CRA only by **telephone**, in **person**, and in **writing**.

You have to provide the name of your representative if it is an individual, the business name if your representative is a business or the name of your representative **and** the business name if you want the CRA to deal with a specific individual from that business.

Levels of authorization

There are two levels of authorization you can give to your representative. By specifying the level of authorization, you control the type of access or information we give to your representative.

> **Note**
> If you do not specify a level of authorization, **we will assign a level 1**.

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca/formulaires** ou en composant le **1-800-959-7383**.)

Level 1 - Disclose
We may disclose information to your representative such as:
- information given on your T1 *General Income Tax and Benefit Return* or your T3 *Trust Income Tax and Information Return*;
- adjustments to your T1 *General Income Tax and Benefit Return* or your T3 *Trust Income Tax and Information Return*;
- information about your registered retirement savings plan, Home Buyers' Plan, tax-free savings account and Lifelong Learning Plan;
- your accounting information, including balances, payment on filing, and instalments or transfers;
- information about your benefits and credits (Canada child tax benefit, universal child care benefits, goods and services tax/harmonized sales tax credit, and working income tax benefit); and
- your marital status (but not information related to your spouse or common-law partner).

Level 2 - Disclose/Request changes
We may disclose the information listed in level 1 to your representative and, with level 2, he or she may ask for changes to your return(s) and your account. Such changes include adjustments to income, deductions, non-refundable tax credits, and accounting transfers. Your representative can request remittance vouchers for you.

Your representative will be able to submit a request for taxpayer relief or file a notice of objection or an appeal on your behalf.

Your representative will not be allowed to change your address, your marital status, your direct deposit information, or a pre-authorized debit agreement.

Part 3 – Authorization expiry date

Enter an expiry date for the authorization given in Section A **or** B of Part 2 if you want the authorization to end at a particular time. Your authorization will stay in effect until **you** or **your representative** cancels it, **it reaches the expiry date you choose**, or we are notified of your death.

Part 4 – Cancel one or more existing authorizations

You can immediately cancel an existing authorization either at **www.cra.gc.ca/myaccount** or by calling us at **1-800-959-8281**. You can also cancel an existing authorization by completing parts 1, 4, and 5 of this form. An authorization will stay in effect until you cancel it, it reaches the expiry date you choose, or we are notified of your death. Your representative can also immediately delete their own authorization online at **www.cra.gc.ca/representatives**, or make a request by telephone, in person, or in writing.

Part 5 – Signature and date

To protect the confidentiality of your tax information, we will not accept or act on any information given on this form unless **you** or a **legal representative** has signed and dated this form.

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

If you are signing this form as the **legal representative** (executor or administrator of the taxpayer's estate, power of attorney, guardian or trustee or custodian for a trust) you must **tick** the legal representative box, **sign** and **date** this form. If not already done, send a **complete** copy of the **legal document** giving you the authority to act in this capacity to the taxpayer's tax centre.

If **two or more** legal representatives are acting jointly on the taxpayer's behalf, the signature of **each** legal representative must sign Part 5 of this form.

This form must be received by the CRA **within six months** of its **signature** date. If not, it will not be processed.

Where do you send your completed form?

Send the completed form to your CRA tax centre at the address listed below. If you are not sure which tax centre is yours go to **www.cra.gc.ca/contact**, or look on your most recent notice of assessment or notice of reassessment. You may also find it on other notices from us.

St. John's Tax Centre PO Box 12071 STN A St. John's NL A1B 3Z1	Sudbury Tax Services Office 1050 Notre Dame Avenue Sudbury ON P3A 5C1
Summerside Tax Centre 103-275 Pope Road Summerside PE C1N 6A2	Winnipeg Tax Centre PO Box 14000 STN Main Winnipeg MB R3C 3M2
Jonquière Tax Centre PO Box 1900 STN LCD Jonquière QC G7S 5J1	Surrey Tax Centre 9755 King George Blvd Surrey BC V3T 5E1
Shawinigan-Sud Tax Centre PO Box 3000 STN Main Shawinigan-Sud QC G9N 7S6	International and Ottawa Tax Services Office PO Box 9769 STN T Ottawa ON K1G 3Y4
For trust accounts: Ottawa Technology Centre Canada Revenue Agency 875 Heron Road Ottawa ON K1A 1A2	Summerside Tax Centre 103-275 Pope Road Summerside PE C1N 6A2

Your responsibilities

It is your responsibility to monitor and understand the transactions your representative is doing on your behalf and to make sure that the information regarding your representative is current. By accessing **My Account**, you can view the transactions your representative made in your account. The CRA often adds new online services that your representative can access. It is your responsibility to review the services and decide if your representative should still be authorized to represent you. For a list of services available, go to **www.cra-arc.gc.ca/representatives**. If you feel your representative is not acting in your best interests, you should immediately remove their access to your information.

Service standards for processing this form

We aim to process this paper form in 20 business days or less from the date it is received at the tax centre.

Do you need more information?

For more information, visit **www.cra.gc.ca** or call **1-800-959-8281**.

Teletypewriter (TTY) users
TTY users cab call **1-800-665-0354** for bilingual assistance during regular busniess hours.

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca/formulaires** ou en composant le **1-800-959-7383**.) Canada