



AUTHORIZING OR CANCELLING A REPRESENTATIVE

Complete this form to authorize the Canada Customs and Revenue Agency (CCRA) to deal with another person (such as your spouse or common-law partner, other family member, or accountant) as your representative for income tax matters.

To cancel one or more existing authorizations, you can either complete this form or call the CCRA at 1-800-959-8281.

Before you start, be sure to read the information on the back.

Part 1 – Client information

Name (if an individual, first name and last name) _____ Daytime telephone number (_____) _____

Mailing Address: Apt. No. – Street No. Street name _____ P.O. Box, R.R. _____

City _____ Prov./Terr. _____ Postal code _____

Complete the one that applies:	Individuals	Trusts	T5s
	Social insurance number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Trust account number T _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Filer identification number H A _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Part 2 – Authorizing a representative

Name of representative (If an **individual**, first name and last name. If a **firm**, name of firm.) _____

If you indicated a firm, and you want a specific individual in the firm to represent you, give his or her first name, last name, and title.
Note: If you do not identify a specific individual in the firm, you are authorizing the CCRA to deal with anyone from that firm.

Daytime telephone number (_____) Ext. _____ Fax number (_____) _____

Tax year or years that apply to this authorization (check the box that applies)

all tax years, including all previous and future tax years

or

specific tax year or years (current or prior years only)

Trusts: For trust year-ends that are not December 31, also specify the month and day of the fiscal year-end:

Month Day _____ and date of wind up (if it applies) _____ Year Month Day _____

Part 3 – Cancelling one or more existing authorizations (choose ONE of the following)

Check this box to cancel **all** existing authorizations.

or

Check this box to cancel all existing authorizations given to the representative(s) you list below.
(If an **individual**, first name and last name. If a **firm**, name of firm, as well as the first name, last name, and title of any individual(s) in the firm that you have specified.) _____

Part 4 – Signature

By signing this form, you authorize the CCRA to deal with the representative identified in Part 2 according to the details provided; and cancel the existing authorization(s) indicated in Part 3.

Signature of individual or signature and title of authorized signing person

Date

This form will not be accepted unless it is signed.

Why do you need to complete this form?

Tax information is confidential. If you want the Canada Customs and Revenue Agency (CCRA) to deal with another person (such as your spouse or common-law partner or accountant) as your representative for income tax matters, the CCRA needs your authorization. You can do this by completing Parts 1, 2, and 4 of this form.

Your authorization will stay in effect until you cancel it. It is important that you remember each authorization given to the CCRA so that you can cancel the authorization when it is no longer needed. You can cancel an existing authorization by either calling the CCRA or by completing Parts 1, 3, and 4 of this form. All authorizations are automatically cancelled upon notification of death.

You will have to complete a new Form T1013 if you want to change any information about an existing representative. For example, if your representative is a firm, you may authorize the CCRA to deal with a specific individual in that firm. In a future year, should you want to replace that individual with another individual in the same firm, you will have to complete a new form to update your authorization.

You can have more than one representative authorized at the same time. However, you have to complete a separate Form T1013 for each representative.

Note: If your representative is a firm and you do not identify a specific individual in the firm as your representative, you are giving the CCRA authority to deal with anyone from that firm.

Does your spouse, common-law partner, or other family member need your authorization?

Yes. The CCRA cannot deal with your spouse, common-law partner, son, daughter, or other family member without your authorization.

What will your representative be allowed to do?

When you authorize the CCRA to deal with a representative, you are allowing that person to act on your behalf in almost all income tax matters for the tax year or years you specify. (Income tax matters include issues relating to the Canada Child Tax Benefit, as well as the goods and services tax/harmonized sales tax credit.) For example, the representative will be allowed to discuss your confidential tax information with the CCRA and ask the CCRA to make changes to your tax return. **However, the representative will not be allowed to change your address or your direct deposit information or be provided with your access code.**

Who can change your address or direct deposit information?

Generally, only you can ask the CCRA to change your address or direct deposit information. Your legal guardian, someone with your power of attorney, or your executor can also ask the CCRA to change your address or direct deposit information. That person does not need to complete this form but he or she has to provide a copy of the document that names him or her as acting in that capacity.

What happens if you do not sign this form?

If you do not sign this form, the CCRA cannot be sure that you have given the CCRA the authority to deal with the representative identified on the form. **To protect the confidentiality of your tax information, the CCRA will not accept or act on any information given on this form unless you have signed the form.**

Can you use this form for your business accounts?

No. For Business Number (BN) accounts, you will have to complete Form RC59, *Business Consent Form*.

Do you need more information?

If you need more information, call the CCRA at 1-800-959-8281.

Where do you send your completed form?

Send your completed form to your tax centre at the address listed below. If you are not sure which one is your tax centre, look on your most recent *Notice of Assessment* or *Notice of Reassessment*. You may also find it on other CCRA notices.

St. John's Tax Centre
PO Box 12071 Stn A
St. John's NL A1B 3Z1

Sudbury Tax
Services Office
PO Box 20000 Stn A
Sudbury ON P3A 5C1

Summerside Tax Centre
275 Pope Rd Suite 102
Summerside PE C1N 5Z7

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 Hwy
Surrey BC V3T 5E1

Shawinigan-Sud Tax Centre
PO Box 3000 Stn Main
Shawinigan-Sud QC G9N 7S6

International Tax
Services Office
2204 Walkley Road
Ottawa ON K1A 1A8