

## Authorizing or Cancelling a Representative

Complete this form to give the Canada Revenue Agency (CRA) your consent to deal with another person (such as your spouse or common-law partner, other family member, friend or accountant) as your representative for income tax matters or to cancel any existing representatives on your file. Send this completed form to your tax centre, or call us at **1-800-959-8281** to **immediately cancel** a consent. You can find the address of your tax centre on the attached information sheet. You can also give or cancel a consent by providing the requested information online through "Authorize my representative" on our Web site at **www.cra.gc.ca/myaccount**.

Please read the last two pages before you complete this form.

### Note

We will accept a change of address only from **you** or your **legal representative**. If you have recently moved, visit **My Account** on our Web site, or call us at **1-800-959-8281** before submitting this form to ensure we have your correct current mailing address.

### Part 1 – Taxpayer information

Complete this section to identify yourself and to give your account number. You will need to complete a **separate copy** of this form for each account.

|                                       |           |                              |   |
|---------------------------------------|-----------|------------------------------|---|
| First name                            | Last name | Work telephone number<br>- - | Home telephone number<br>- -                      |
| <b>Individual</b>                     |           | <b>Trust</b>                 |   |
| Social insurance number               |           | Trust account number         |   |
| <b>Complete the one that applies:</b> |           | T                            | <b>T5</b><br>T5 filer identification number<br>HA |

### Part 2 – Giving consent for a representative

You must complete a separate Form T1013 for each representative.

- If you are giving consent for an individual, enter the individual's full name. To grant this individual online access, also enter his or her **RepID**.
- If you are giving consent for a group, enter the group's name. To grant this group online access, also enter its **GroupID**.
- If you are giving consent for a business, enter the name of the business. To grant this business online access, also enter its **Business Number (BN)**.

#### Authorizing online access

Our online services do not have a year-specific option, so your representative will have access to **all tax years**.

You must write the name of the **individual, group, or business** in the box below **and** include the RepID, GroupID, **or** BN to grant online access.

|   |   |
|---|---|
| Name of individual:<br><hr/> Name of group:<br><hr/> Name of business:<br>Lohn Caulder LLP<br><hr/> Telephone:<br>604-687-5444<br>Ext: _____<br>Fax:<br>604-688-7228<br><hr/> | <p style="text-align: center;"><b>To grant online access</b></p> RepID<br><hr/> <u><b>or</b></u><br>GroupID<br>G<br><hr/> <u><b>or</b></u><br>Business Number<br>123713638<br>Your representative must have registered the BN with the CRA " <b>Represent a client</b> " service. |
|---|---|





## Authorizing or Cancelling a Representative

### Why do you need to complete this form?

Taxpayer information is confidential. If you want us at the Canada Revenue Agency to deal with another person (such as your spouse or common-law partner, other family member, friend, or accountant) as your representative for income tax matters, we need your consent. You can give this consent by completing **Parts 1, 2, 3, and 5** of this form.

You can also give or cancel a consent by providing the requested information online through "**Authorize my representative**" on our Web site at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount).

### Part 2 – Giving consent for a representative

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

You can change information about an existing representative through our **My Account** online service or by completing a new form T1013. For example, if your representative is a business, you can give consent for us to deal with a specific individual in that business. If you want to replace that individual with another individual in the same business, you will have to complete a new form to update your consent. **You do not have to complete a new form every year if there are no changes.**

### Note

If your representative is a business and you do not identify an individual in that business as your representative, you are giving consent for us to deal with anyone from that business.

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

Yes. We cannot deal with your spouse or common-law partner, son, daughter, or other family member without your consent.

#### Authorizing online access

You can authorize your representative to deal with us through our online services for representatives. You have to provide the **RepID** if your representative is an individual, the **GroupID** if your representative is a group of individuals, or the **Business Number** if your representative is a business. Our online services do not have a year-specific option, so your representative will have access to **all tax years**.

#### RepID/GroupID/Business Number

A **RepID** is a seven-character alphanumeric code that identifies your representative. If your representative does not have a **RepID**, he or she can register for one online at [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives).

A **GroupID** is a six-character alphanumeric code, starting with the letter G, that identifies a group of representatives. The group of representatives can register online at [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives)

A **Business Number (BN)** is a nine-digit number that identifies the business that you choose to represent you. The **BN** must be registered with the "**Represent a client**" service to be an online representative. Your representative can register their BN at [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives).

If you complete two or more fields:

- An individual (RepID) will take precedence over a group (GroupID) or a business (BN); and
- A group (GroupID) will take precedence over a business (BN).

### What will your representative be allowed to do?

When you give us consent to deal with a representative, you are letting that person represent you for income tax matters, depending on the level of authorization you specify, for the tax year or years. Income tax matters include issues related to information on your tax return.

If your representative contacts or visits us, he or she will be asked to identify himself or herself. After we confirm your representative's identification, we will ask for specific information relating to:

- your *Notice of Assessment, Notice of Reassessment*, or other tax documents; or
- information about the contents of your return.

### Part 3 - Level of authorization

The level of authorization that you allow tells us what you agree to let your representative do. In some cases, you may want us to disclose your income tax information to your representative, but he or she cannot ask for changes to your account. By specifying the level of authorization, you are controlling the type of access given to your representative.

### Note

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

#### Level 1 – Disclose

We may disclose information to your representative such as:

- information given on your tax return;
- adjustments to your tax return;
- information about your registered retirement savings plan, Home Buyers' Plan, 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 account. Such changes include adjustments to income, deductions, non-refundable tax credits, and accounting transfers. Your representative will be able to submit a request for taxpayer relief, file a notice of objection, or an appeal on your behalf.

However, the representative **will not be allowed** to change your address, your marital status, or your direct deposit information. We will not give your representative your eight-character access code.

#### Who can change your marital status, address, or direct deposit information?

Only **you** or **your legal representative** can ask us to change your marital status, address, or direct deposit information. Also, only **you** or **your legal representative** will be allowed to authorize, view, and cancel other representatives you have on your file.

A **legal representative** can be someone with your power of attorney, a guardian, or an executor or administrator of your estate. That person does not need to complete this form, but he or she has to provide a complete copy of the legal document that identifies him or her as acting in that capacity.

**Expiry date**

Enter an expiry date if you want the consent to end at a particular time. Your consent will stay in effect until you cancel it, **it reaches the expiry date you choose**, or when we are notified of your death.

**Part 4 – Cancelling one or more existing consents**

Make note of each consent you give, so you can cancel them when they are no longer needed. You can immediately cancel an existing consent by calling us at **1-800-959-8281** or by using the **"My Account"** service on the CRA Web site. You can also cancel an existing consent by completing **Parts 1, 4, and 5** of this form. Your consent will stay in effect until you cancel it, it reaches the expiry date you choose, or we are notified of your death.

**Part 5 – Signature**

If you do not sign and date this form, we cannot be sure that you have given consent for us to deal with the representative identified on the form. **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 the form. This form must be received by the CRA within **six months** of its **signature** date. If not, it will not be processed.

**Can you use this form for your business accounts?**

No. For Business Number accounts, you have to complete Form RC59, *Business Consent Form*.

**Service standards for processing Form T1013 for individual accounts**

Our goal is to process T1013 forms received **during the peak tax time** (mid-March to mid-July) within 20 business days of receipt by the CRA and within 5 business days of receipt by the CRA **during non-peak tax time** (mid-July to mid-March).

**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 centre is yours, 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  
P.O. Box 14000, STN Main  
Winnipeg MB R3C 3M2

Jonquière Tax Centre  
PO Box 1900 Jonquière Cité PDF  
Jonquière QC G7S 5J1

Surrey Tax Centre  
9755 King George Hwy  
Surrey BC V3T 5E1

Shawinigan-Sud Tax Centre  
PO Box 3000 STN Bureau-chef  
Shawinigan-Sud QC G9N 7S6

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

**Do you need more information?**

If you need more information, visit our Web site at [www.cra.gc.ca](http://www.cra.gc.ca), or call us at **1-800-959-8281**.