



## 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](http://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)

1 2 5 0 7 4 9 2 2

Business name: Sandra Schofield, CPA

Level of authorization (level 1 or 2):  Telephone: 905-831-5335

#### 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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

