



# 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**.
- If you recently moved, you can update your address and contact information online using My Account, by telephone at **1-800-959-8281**, or in writing.
- Complete a **separate Form T1013** for each account (Part 1) and representative (Part 2).
- Do **not** complete a new form every year if there are no changes.
- See the attached information sheet if you need help completing this form.

## Part 1 – Taxpayer information

Complete the line that applies.

### SIN, TTN or ITN

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

### Trust account number

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)

Complete **either** the RepID **or** the GroupID **or** the Business number of your representative.

#### RepID

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

#### GroupID

Group name: \_\_\_\_\_

#### Business number (BN)

Business name: \_\_\_\_\_

Level of authorization (level 1 or 2):

#### Notes

A representative of a trust account will have access to **all** tax years with **no** online access.

If you have a "**care of**" address on your account, we will send you a letter asking you to call the CRA to authorize the online access.

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

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 - disclose, or level 2 - disclose/request changes) 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:

**RepID**

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First name: \_\_\_\_\_ Last name: \_\_\_\_\_

**GroupID**

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Group name: \_\_\_\_\_

**Business number (BN)**

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Business name: \_\_\_\_\_

Go to **My Account** at [canada.ca/my-cra-account](https://canada.ca/my-cra-account) to view all representatives with access to your information.

**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, legal guardian, trustee or custodian)

**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** legal representative must sign below.

\_\_\_\_\_  
Name of taxpayer, legal representative(s) or corporate officer(s)

\_\_\_\_\_  
Name of corporation and title of corporate officer(s)

**X**

\_\_\_\_\_  
Signature of taxpayer, legal representative(s), or corporate officer(s),  
parent (if taxpayer is under the age of 16),  
witness (when signed with a mark)

Year			Month			Day		

\_\_\_\_\_  
Date of signature

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.

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 administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in your request not being accepted. Under the *Privacy Act*, individuals have the right to file a complaint with the Privacy Commissioner of Canada (OPC) regarding the CRA's handling of their personal information and the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at [canada.ca/cra-info-source](https://canada.ca/cra-info-source), Personal Information Banks CRA PPU 005, CRA PPU 015, CRA PPU 063, CRA PPU 140, CRA PPU 178 and CRA PPU 218.

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BARCODE