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, 4, and 6 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**.

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 will have to complete a new Form T1013 if you want to change information about an existing representative. 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 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 / 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**.

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**.

Please ensure that the name of the business given in Part 2 is the same name registered with the "Represent a client" service on the CRA Web site. If the business names differ, online access will not be granted.

What will your representative be allowed to do?
When you give consent for us 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 – Automatic Cancellation
When you **do not check** the box in Part 3, we **will automatically cancel** all existing authorized representatives we have on your file and replace them with the new representative. Alternatively, if you want to **give consent** to a new representative and **retain** all existing representatives we have on your file, you will have to **check** the box in Part 3.

Part 4 – Levels 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 in Part 4 of the form, 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, your 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.

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca** ou au **1-800-959-3376**.)

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 we are notified of your death.

Part 5 – 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 **"MyAccount"** service on the CRA Web site. You can also cancel an existing consent by completing Parts 1, 5, and 6 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 6 – 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 (e.g., person with your power of attorney, a guardian, or an executor or administrator of your estate) has signed and dated the form. This form must be received by the CRA within **6 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

We are committed to ensuring that we will process Form T1013 received during **peak** tax time, which is mid-March to mid-July, within 20 business days of receipt by the CRA. We will process every T1013 received during **non-peak** tax time, which is mid-July to mid-March, within 5 business days of receipt by the CRA.

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
PO 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** or call us at **1-800-959-8281**.

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Authorizing or Cancelling a Representative

Complete this form to give consent for us at the Canada Revenue Agency (CRA) 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 previous two pages before you start completing 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 part 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	Home telephone number
		– –	– –

Complete the one that applies:

Individual	Trust	T5
Social insurance number	Trust account number	T5 filer identification number
	T	H A

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 person's full name. To grant this individual online access, also enter their **RepID**.
- If you are giving consent for a business, enter the name of the business. To grant this business online access, also enter their **Business Number (BN)**.

Authorizing online access
The name of the business given below must be the same name that is registered with the CRA "Represent a client" service at **www.cra.gc.ca/representatives**. If the name of the individual or business differ, online access will not be granted.
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** or **business** in the box below and include the RepID **or** BN to grant them online access.

Name of individual:

Name of business:

Telephone: – – Ext:

Fax: – –

To grant online access

RepID

or

Business Number

Your representative must have registered the BN with the CRA "Represent a client" service.

Part 3 – Automatic Cancellation

Authorizing a new representative **will cancel all** existing authorized representatives on file **unless** you check this box. ☐

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca** ou au **1-800-959-3376**.)

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Part 4 – Levels of authorization

Check either:
- **Box A** below to give consent for **all** tax years **and** specify the level of authorization **or**
- **Box B** below to give consent for a **specific** tax year or years **and** specify the level of authorization for **each** tax year.

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

☐ **A.** All (past, present, and future) tax years **Level of authorization** (level 1 or 2): ☐

Box B below does not apply to you if you have given online access to a representative.

☐ **B.** 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										

Note
If this consent is for a **trust account** and the year-end is not December 31, enter the month and day of the year-end: Month Day

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 we are notified of your death.

Consent expiry date Year Month Day

Part 5 – Cancelling one or more existing consents

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

☐ **A.** Cancel **all** consents.

☐ **B.** Cancel the consents given for the individual or business identified below:

Name of individual: ______________________ RepID

Name of business: ______________________ Business Number

Note
If you want another representative to act on your behalf for income tax matters for the account specified in **Part 1**, complete **Part 2**, **and Part 4**. If not, go to **Part 6**.

Part 6 – Signature

You or your legal representative (e.g., person with your power of attorney, a guardian, or an executor or administrator of your estate) must sign and date this form. If you are signing and dating this form as the legal representative, send us a copy of the legal document that identifies you as the legal representative, if you have not already done so.

By signing and dating this form, you authorize us to **deal** with the individual or business identified in **Part 2** and/or to **cancel** the consents shown in **Part 5**.

We will not process this form unless it is **signed and dated** by you or your legal representative.

This form must be received by the CRA within 6 months of its signature date. If not, it will not be processed.

X ______________________ ______________________

Signature Print Name Year Month Day