



Authorizing or Cancelling a Representative

Why do you need to complete this form?

Taxpayer information is confidential. We need your consent if you want the Canada Revenue Agency (CRA) to deal with another person (such as your spouse or common-law partner, other family member, friend, or accountant) to act as your representative for income tax matters.

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

Giving consent for a representative (including online access) If you want to authorize your representative to deal with the CRA online as well as via the telephone, in person and in writing, complete **Parts 1, 2, 4 and 6**.

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Giving consent for a representative (other than online access) If you want to authorize your representative to deal with the CRA via the telephone, in person and in writing only, complete Parts **1, 3, 4** and **6**.

Complete either Part 2 **or** Part 3. If both parts are completed, we will only process Part 2.

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**.

You can also change information about an existing representative through the **My Account** online service or by completing a new Form T1013. For example, if your existing representative has traditional access only and you would like to give the CRA your consent to deal with them online, a new authorization form must be completed as they are not automatically given online access when they register the business (BN), themselves (RepID) or a group (GroupID) with the Represent a client service. **You do not have to complete a new form every year if there are no changes.**

Part 2 – Giving consent for a representative (including online access)

By giving consent to a representative in Part 2, you are authorizing your representative to deal with the CRA via our online services as well as via the telephone, in person and in writing.

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**.

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**.

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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.

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).

If you give consent for **online** access, you will receive a Letter of Intent informing you of the authorization for online access. If you agree with the authorization, a response is not required.

If you give consent for **online** access **and** you have a "care of" address on your account, a Letter of Intent will be generated and online access will not be granted until you or your **legal** representative calls the CRA to confirm online access for the representative's authorization.

Part 3 – Giving consent for a representative (other than online access)

You can authorize your representative to deal with us through our **telephone** services, in **person** and in **writing**. You have to provide the name of your representative if it is an individual, or the business name if your representative is a business.

Note

If your representative is a business and you do not identify an individual in that business as your representative, you are giving us consent 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 any other family member without your consent.

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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
- the contents of your income tax return.

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, **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, Tax Free Savings Account 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).

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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 to be updated as a legal representative on your account, but he or she has to provide a complete copy of the legal document that identifies him or her as acting in that capacity.

Part 4 – Consent Expiry date

Enter an expiry date for the consent given in Part 2 **or** Part 3 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 "**My Account**" 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.

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Part 6 – Signature

If you do not sign and date this form, we cannot be sure that you have given us consent 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 the completed form to your CRA tax centre at the address listed below. If you are not sure which tax 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

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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**.

If you use a teletypewriter (TTY) because you have difficulty hearing or speaking, you can call our toll-free, bilingual TTY enquiry service to get information. The telephone number is **1-800-665-0354**.



Authorizing or Cancelling a Representative

NOTE: In this form, the text inserted between square brackets represents the regular print information.

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 your completed form to your CRA tax centre. You can find the address of your tax centre on the attached information sheet. To **immediately cancel** a consent, call us at **1-800-959-8281**. 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 twelve [two] pages before you complete this form.

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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 current mailing address.

To **authorize** a representative, complete Part 1, Part 2 or Part 3, Part 4, and Part 6.

To **cancel** a representative, complete Part 1, Part 5, and Part 6.

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

Area code 	Work telephone number -
Area code 	Home telephone number -

Complete the one that applies:

Individual

Social insurance number

Trust

Trust account number T

T5

T5 filer identification number H A

To authorize your representative for online access, complete Part 2; otherwise, complete Part 3.

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Part 2 – Giving consent for a representative (including online access)

You must complete a separate Form T1013 for each representative.

- To grant an individual online access, enter his or her **RepID**.
- To grant a group online access, enter its **GroupID**.
- To grant a business online access, enter its **Business Number (BN)**.

Notes

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

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

RepID						

or

GroupID					
G					

or

Business Number								

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

Level of authorization (level 1 or 2):

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Part 3 – Giving consent for a representative (other than online access)

You must complete a separate Form T1013 for each representative.

- If you are giving consent for an individual, enter the individual's full name.
- If you are giving consent for a business, enter the name of the business.

You must write the name of the **individual** and/or **business** in the box below.

Name of individual

First name:	Last name:
Name of business	

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Area code 	Telephone: -	Ext:
Area code 	Fax: -	

Tick either:

- **Box A** on page 19 [below] to give consent for **all** tax years **and** specify the level of authorization; **or**
- **Box B** on page 19 [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):

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)

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Level of authorization

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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

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Part 4 – Consent expiry date

Enter an expiry date for the consent given in **Part 2** or **Part 3** 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.

Year			Month	Day

Part 5 – Cancelling one or more existing consents

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

- A.** Cancel **all** consents.
- B.** Cancel the consents given for the individual, group or business identified on page 21 [below]:

Name of individual

First name:	Last name:
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Name of business

RepID

or

GroupID
G

or

Business Number

continue on next page →

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, group, or business identified in **Part 2** or **Part 3** 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 six months of its signature date. If not, it will not be processed.

Print name

I am the legal representative for this taxpayer.

Taxpayer or legal representative signature

Year	Month	Day

Date of signature

BARCODE

"Privacy Act" Personal Information Bank number CRA PPU 005