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Canada Revenue Agency — Agence du revenu du Canada

Authorizing or Cancelling a Representative

Complete this form to cancel any existing authorizations on file or 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, or accountant) as your representative for income tax matters. 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 start completing this form.

Note
We will accept a change of address from only **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 – Client 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	Home telephone number
		- -	- -

Complete the one that applies:

Individual	Trust	T5
Social insurance number	Trust account number	T5 filer identification number
	T	HA

Part 2 – Cancelling one or more existing consent(s)

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

☐ **A.** Cancel **all** consents.

☐ **B.** Cancel the consent(s) given for the individual and/or firm identified below:

Name of individual ______________________ **Name of firm** ______________________

RepID ______________ **or** **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 3**.
If not, go to **Part 4**.

Part 3 – Giving consent for a representative

If you are giving consent for an individual, enter the person's full name, or if you are giving consent for a firm, enter the name of the firm. If you want us to deal with a specific individual in that firm, enter the person's full name. If you do not identify an individual at the firm, you are giving your consent for us to deal with **anyone** from that firm.

Name of individual ______________________ **Name of firm** TW Hawes, Inc. Certified General Accountar

Daytime telephone number: 604-469-3733 Extension ________ Fax number: 604-469-3760

Authorizing online access
You can authorize your representative to deal with us through our online services for representatives called "Represent a client". You have to provide the **RepID** if your representative is an individual or the **Business Number (BN)** if your representative is a business. The name of the firm given above must be the same name that is registered with the CRA Represent a client service at **www.cra.gc.ca/representatives**. If the firm names 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**.

RepID B26H577 **or** **Business Number** 864182423

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

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Part 3 – Giving consent for a representative (continued)

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

Check **box A** below to give consent for all tax years **and** specify the level of authorization **or**
Check **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** (specify either level 1 or 2): 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: ____________

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.

Consent expiry date ____________

Part 4 – 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 **cancel** the consent(s) indicated in **Part 2** and/or **deal** with the individual and/or firm identified in **Part 3**.

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

X ____________ ____________ 2007/08/12

Signature **Print Name** Year Month Day

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

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 or accountant) as your representative for income tax matters, we need your consent. You can give this consent by completing Parts 1, 3, and 4 of this form.

Part 2 – Cancelling one or more existing consent(s)
Your consent will stay in effect until you cancel it, it reaches the expiry date you choose, or we are notified of your death. Make note of each consent you give, so you can cancel them when they are no longer needed. You can cancel a consent either by calling us at **1-800-959-8281** or by completing Parts 1, 2, and 4 of this form. All consents are automatically cancelled when we are notified of your death.

Part 3 – 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 firm, you can give consent for us to deal with a specific individual in that firm. If you want to replace that individual with another individual in the same firm, you will have to complete a new form to update your consent. **This form does not have to be completed every year if there are no changes.**.

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

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.

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 in all income tax matters, depending on the level of authorization you specify, for the tax year or years you specify. Income tax matters include issues related to information on your tax return. For example, we will be allowed to disclose your confidential tax information to your representative and perhaps make changes to your tax return as requested by your representative.

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.

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 or your Canada Revenue Agency security 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.

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 copy of the legal document that names him or her as acting in that capacity.

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

Note
If you have created a userid and password to access your tax information online using the **My Account** for Individuals service, **do not share** them with anyone, including your representative.

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.**

A **Business Number (BN)** is a nine-digit number that identifies the business or firm that you choose to represent you. The **BN** must be registered with the CRA to be an online representative. Your representative can register their BN at **www.cra.gc.ca**. Please ensure that the name of the firm given in Part 3 is the same name registered with the CRA. If the firm names differ, online access will not be granted.

Level of authorization
The level of authorization you specify tells us what you agree to let your representative do. In some cases, you may want us to disclose your 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 access of your representative.

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

Level 1 – Disclose
We may **disclose** the following to your representative:
- 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
- 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 he or she may **ask for changes** to your account. Such changes include:
- adjustments to income, deductions, and non-refundable tax credits; and
- accounting transfers.

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
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 (power of attorney, executor, legal guardian) has signed and dated the form.

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
T1013 forms for individual accounts received during peak tax time, which is mid-March to mid-July, will be processed within 20 business days after we receive them. T1013 forms received during non-peak tax time, which is mid-July to mid-March, will be processed within 5 business days after we receive them. We meet these service standards at least 90% of the time.

Note
You can immediately cancel a consent by contacting us by telephone at **1-800-959-8281.**

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

Summerside Tax Centre
103-275 Pope Road
Summerside PE C1N 6A2

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

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

Sudbury Tax Services Office
PO Box 20000, STN A
Sudbury ON P3A 5C1

Winnipeg Tax Centre
P.O. Box 14000, STN Main
Winnipeg MB R3C 3M2

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

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**.