Business Consent form

Instructions

Why complete this form?
If you want us at the Canada Revenue Agency (CRA) to deal with an individual (such as an accountant, a lawyer, or an employee) or with a firm as your representative for business account related information, we need your consent. You can give this consent by going online at www.cra.gc.ca/mybusinessaccount or by completing this form.

Can you use this form for your individual tax and benefits accounts?
No, for individual tax and benefit accounts, you have to complete Form T1013, Authorizing or Cancelling a Representative.

Part 1 – Business information
Enter your business name and Business Number (BN) as well as your telephone number as registered with the CRA.

Part 2 – Authorize a representative
a) Authorize access by telephone, fax, mail, or by appointment
Complete this part if you want the CRA to deal with your representative by telephone, fax, mail or appointment. You can enter either the name of the individual or the name of the firm and the firm's BN. If you enter the name of a firm, then all employees of that firm are authorized to deal with the CRA on your behalf. If you enter both a name of an individual and a firm (and its BN), then only that individual of the firm is authorized. If you are authorizing a representative (individual or firm) who is not registered with the Represent a client service, the phone number is required.

b) Authorize online access
You can authorize your representative to deal with the CRA at www.cra.gc.ca/mybusinessaccount or by completing this form. You have to enter the RepID if your representative is an individual or enter the BN if the representative is a firm. Our online service does not have a year-specific option, so your representative will have access to all tax years/periods. When you authorize online access, the access by telephone, fax, mail, or by appointment will also be granted.

RepID: The RepID is a seven-character alphanumeric code that identifies your representative. Your representative can register for a RepID online at www.cra.gc.ca/representatives.

BN: Enter the BN of the tax or payroll services business you want to authorize. To get online access, the tax or payroll service has to be registered as a representative through our "Represent a client" online service which is available at www.cra.gc.ca/representatives.

Note
Make sure that the name of the firm provided in Part 2 is the name registered with the CRA.

Part 3 – Select the program accounts, years and authorization level
You can authorize access to all your program accounts or to specific program accounts.

a) Program Accounts
Tick box A to allow access to all of your program accounts. You should also identify the authorization level by ticking the appropriate box. If you do not provide an authorization level, then we will assume that you have chosen to "Disclose information only on your program account(s)." See "Authorization level" for more information. You can expire authorization by entering an expiry date.

Tick box B to limit authorization to specific program accounts. If you tick box B you have to complete Part 3b) of this form.

Where do you send your completed form?

Surrey Tax Centre
9755 King George Highway
Surrey BC V3T 5E1
Summerside Tax Centre
275 Pope Road
Summerside PE C1N 6A2

Winnipeg Tax Centre
66 Stapon Road
Winnipeg MB R3C 3M2
Shawinigan-Sud Tax Centre
Post Office Box 3000, Station Bureau-chef
Shawinigan QC G9N 7S6

Sudbury Tax Centre
1050 Notre Dame Avenue
Sudbury ON P3A 5C1
St. John's Tax Centre
290 Empire Avenue
St. John's NL A1B 3Z1

Jonquière Tax Centre
2251 René-Lévesque Boulevard
Jonquière QC G7S 5J1

Do you need more information?
If you need more information, visit our Web site at www.cra.gc.ca or call us at 1-800-959-5525.
Business Consent form

Complete this form to consent to the release of confidential information about your program account(s) to the representative named below, or to cancel consent for an existing representative. **Send this completed form to your tax centre (see instructions).** Make sure you complete this form correctly, since we cannot change the information that you provided. You can also give or cancel consent by providing the requested information online through My Business Account at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

**Note: Read all the instructions on the first page before completing this form.**

- **Part 1 – Business information** – Complete this part to identify your business (all fields have to be completed)

  Business name: _______________________________  BN: __________________________
  
  Telephone Number: __________________________

- **Part 2 – Authorize a representative** – Complete either part a) or b)

  **a) Authorize access by telephone, fax, mail or in person by appointment**

  If you are giving consent for an individual, enter that person's full name. If you are giving consent to a firm, enter the name and BN of the firm. If you want us to deal with a specific individual in that firm, enter both the individual's name and the firm's name and BN. If you do not identify an individual of the firm, then you are giving us consent to deal with anyone from that firm.

  **Note:** If you are authorizing a representative (individual or firm) who is not registered with the **Represent a client service**, the phone number is required.

  Name of Individual: _______________________________  Name of Firm: _______________________________
  
  Telephone number: __________________________  BN: __________________________

  **OR**

  **b) Authorize online access (includes access by telephone, fax, mail or by appointment)**

  You can authorize your representative to deal with us through our online service for representatives. **The name of the firm must be the same name that is registered with the Represent a client service at [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives).** Our online service does not have a year-specific option, so your representative will have access to **all years**. Please enter the name and ReplID of the individual or name and BN of the firm.

  Name of Individual: _______________________________  Name of Firm: _______________________________
  
  ReplID: __________________________  BN: __________________________

  The Business Number must be registered with the Represent a client service to be an online representative.

- **Part 3 – Select the program accounts, years and authorization level**

  **a) Program Accounts** – Select the program accounts the above individual or firm is authorized to access (tick only box A or B).

  A. [ ] This authorization applies to all program accounts and all years.  
  Online access is available for all years only.
  Expiry date: __________ Y __________

     **AND**

     **Authorization Level (tick level 1 or 2)**

     [ ] Level 1 lets CRA disclose information only on your program account(s)  
     [ ] Level 2 lets CRA disclose information **and** accept changes to your program account(s).

  **OR**

  B. [ ] This authorization applies only to program accounts and periods listed in Part 3b). If you ticked this option, you must complete 3b).
b) Details of program accounts and fiscal periods – Complete this area only if you ticked box B in Part 3a) on page 1.

If you ticked box B in part 3a), you have to provide at least one program identifier (see Instructions on page 1). You can then tick the "All program accounts" box for that program identifier or enter a reference number. Provide the authorization level (tick either box 1 to disclose information or box 2 to disclose information and accept changes to your program account).

You can also tick the "All years" box to allow unlimited tax year access or enter a specific fiscal period (specific period authorization is not available for online access). You can also enter an expiry date to automatically cancel authorization. If more authorizations or more than four program identifiers are needed, complete another Form RC59.

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<th>Program identifier</th>
<th>All program accounts</th>
<th>Reference number</th>
<th>Authorization level</th>
<th>All years or Specific fiscal period (not available for online access)</th>
<th>Expiry date</th>
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Part 4 – Cancel one or more authorizations – Complete this part only to cancel authorization(s)

- A. Cancel all authorizations.
- B. Cancel authorization for the individual or firm identified below.
- C. Cancel authorization for specific program account(s) _____________________

Name of Individual: ___________________________ Name of Firm: ___________________________

Part 5 – Certification

This form has to be signed by an authorized person of the business such as an owner, a partner of a partnership, a director of a corporation, an officer of a non-profit organization or a trustee of an estate.

By signing and dating this form, you authorize the CRA to deal with the individual or firm listed in Part 2 of this form or cancel the authorizations listed in Part 4.

First name: ___________________________ Last name: ___________________________

Sign here ➤ ___________________________ Date Y Y M M

We will not process this form unless it is signed and dated by an authorized person of the business.