



Authorizing or Cancelling a Representative (SAMPLE)

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 TARO	Last name TANAKA	Work telephone number _ _	Home telephone number _ _
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Complete the one that applies:

Individual	Trust	T5
Social insurance number 9 0 8 5 2 3 1 2 3	Trust account number T	T5 filer identification number 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: QIC ENTERPRISES	
Telephone: 604 - 685 - 1224	Ext: _____
Fax: _ -	

To grant online access	
RepID C W 6 L L 3 F	
or	
Business Number 1 3 4 4 8 8 6 9 1	
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.

