



# Authorizing or Cancelling a Representative

**Important:** If you recently moved, update your address and contact information with the Canada Revenue Agency (CRA) online if you are registered for **My Account** at [cra.gc.ca/myaccount](http://cra.gc.ca/myaccount), by telephone at **1-800-959-8281**, or in writing.

By registering for My Account, you can view, add, modify, or cancel your authorized representatives. To **immediately cancel** a representative, call us at **1-800-959-8281**.

Complete a **separate Form T1013** for each account (Part 1) and representative (Part 2).

Do **not** complete a new form every year if there are no changes.

See the attached information sheet if you need help completing this form.

## Part 1 – Taxpayer information

Complete the line that applies.

SIN, ~~RPN~~, ~~ITN~~

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Trust account number

Trust name: \_\_\_\_\_

T5 filer identification number

Filer name: \_\_\_\_\_

## Part 2 – Representative information and authorization

Complete section A or B, as applicable.

### A. Authorize online access for all tax years (including access by telephone, in person, and in writing)

RepID

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

GroupID

Group name: \_\_\_\_\_

Business number (BN)

Business name: Howard Gardiner Associates Chartered Accountants

Representative mailing address: 17229 - 103 Ave NW Edmonton, Alberta T5S 1J4

Enter the level of authorization (level 1 or 2):

#### Notes

A representative of a trust account will have access to **all** tax years with **no** online access.

If you have a "care of" address on your account, we will send you a letter asking you to call the CRA to authorize the online access.

### B. Authorize access by telephone, in person, and in writing (no online access)

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Business name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Tick the appropriate box and indicate the level of authorization:

All tax years (past, present, and future) Level of authorization (level 1 or 2)

or

Specific tax year(s) with the level of authorization (level 1 - disclose, or level 2 - disclose/request changes) indicated for **each** tax year.

Tax year(s)										
Level of authorization										

