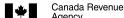
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Request for Destruction of Records

- Use this form to request the destruction of records that you must otherwise keep under section 230 of the Income Tax Act. This form may be used by an individual or an authorized representative on behalf of an individual, a corporation, a trust, a partnership, or a tax-exempt entity.
- You must keep your records (including electronic records) according to the time frames in the Act and the Income Tax Regulations. With few exceptions, you are required to keep your records for a minimum of six years from the end of the last tax year to which they relate. For more information, see Information Circular IC78-10R5, Books and Records Retention/Destruction.
- This request applies only to records that you have to keep under the Income Tax Act. To request the destruction of records under other acts administered by the Canada Revenue Agency (CRA), you have to apply in writing to your tax services office. The CRA does not have the authority to approve the destruction of records that you have to keep under federal, provincial, territorial, or municipal laws, that it does not administer. For a full list of acts administered by the CRA, go to canada.ca/en/revenue-agency/programs/about-canada-revenue-agency-cra/acts-regulations/list-acts.
- You must mail the completed form to your tax services office. To find your tax services office, go to canada.ca/cra-offices.

— Part 1 – Identification —		
Identification number (such as social insurance number, business number, trus	at account number, organization registration number	er)
Name of individual, corporation, business, trust, partnership, or tax-exempt enti-	ity	
Address	City	Prov./Terr. Postal code
— Part 2 – Reason for request —		
—— Part 3 – List of records or documents to be destroyed –		
2.5. 5. 1000. 40 0. 4004 10. 10 40 4001.0,04		
Part 4 – Other information ————————————————————————————————————	Data (VVVVMMDD)	Data (VVVVMMDD)
The records you want to destroy are for the fiscal period:	Date (YYYYMMDD) From t	Date (YYYYMMDD)
2. Have you filed all your tax returns or other information returns related to the	ese fiscal periods?	· · · · · Yes No
3. a) Is the legislative appeal period for each of these fiscal periods over?		
b) Is there a notice of appeal or objection outstanding for any of the fiscal p	periods?	···· Yes No
Types of documents (tick all that apply)		
Paper based records (for example: paper ledgers, receipts, and invoice	es)	
Imaged or microfilmed records (for example: digital or scanned images	s, photographs, and microfiche)	
Digital records (non-imaged files)		
5. Additional relevant information		
Part 5 - Certification		
This form must be signed and dated by the individual or an authorized represe First name	entative. Last name	
That halle	Last name	
Title	Telephone number	
I certify that the information given on this form is correct and complete.		
Signature		Date (YYYYMMDD)
>		

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 005, CRA PPU 015, CRA PPU 047, and CRA PPU 224 on Info Source at canada.ca/cra-info-source.

