# **Cancel Authorization for a Representative**

## Representatives

Cancel your authorization to a client's information faster online using "Represent a Client."

Go to canada.ca/cra-login-services and log in.

## Individuals and business owners

If you are a Canadian individual or business, you can view, add, or modify an authorized representative online using our online services at canada.ca/cra-login-services.

Use this form to cancel authorization for an existing representative or delegated authority. For more information, see page 3

	ation of accounts —		delegated authority. For more information, see page 3.	
Complete all lines that ap representative.	ply. Use this section to ide	ntify your account	ts (as a client or taxpayer), <b>not</b> to identify the	
I am cancelling my representative's access to all of my accounts identified below.				
SIN, TTN, or ITN	First name on the tax or b	penefit account	Last name on the tax or benefit account	
Trust account number	Trust name			
Non-resident account number $\mathbf{N}_{\parallel}\mathbf{R}_{\parallel}$	Non-resident account name			
Business number	Business name			
If you provided a business number, choose <b>one</b> of the following <b>business options</b> :				
Option 1 – Remove access to all my business number program accounts.				
Option 2 – Remove access to specific business number program accounts.				
For a <b>list of supported program identifiers</b> , see page 3.				
Program identifier (two letters)	All reference numbers	A specif	ic reference number (four digits)	
		or		
		or		
Step 2 – Representative information————————————————————————————————————				
Choose <b>one</b> of the following options and fill in the required information:				
Option 1 – I am cancelling authorization for a specific individual:				
Individual's first name		Last ı	name	
Option 2 – I am cancelling authorization for a firm:				
Firm name				
Option 3 – I am can	celling authorization for all	representatives.		



Protected B when completed

— Step 3 – Certification ————————————————————————————————————				
You must have signing authority for the individual, trust, or business in order to sign this form. Forms that cannot be processed will be returned to the individual or business. We may contact you to confirm the information you have given.				
Choose the appropriate option (for an individual, trust, business, or no	on-resident account):			
I am the: taxpayer				
administrator, executor, liquidator, power of attorney, trustee, or legal guardian or parent of a taxpayer under the age of 16				
Choose the appropriate option (for a <b>business</b> ):				
I am the: owner				
corporate director, corporate officer, individual with delegated authority, officer of a non-profit organization, partner of a partnership, or trustee of a trust				
This form will not be processed if your name does not match the one in our records. To avoid processing delays, verify that we have complete and valid information on file for you before signing this form.				
First name Last name	Telephone number			
I certify that the information given on this form is correct and complete.				
Signature:	Date (YYYYMMDD):			
Once completed, <b>send this form to your tax centre</b> within <b>six months</b> For more information, see page 3.	of the date it was signed or it will not be processed.			

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act, the Excise Tax Act, the Tax Administration 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 and provincial 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 the right to access their personal information, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 005, CRA PPU 047, CRA PPU 063, CRA PPU 094, CRA PPU 140, CRA PPU 178, CRA PPU 218, and CRA PPU 223 on Info Source at canada.ca/cra-info-source.

#### When to use this form

**Use this form to** cancel authorization for an existing representative or delegated authority.

Do not use this form if both of the following apply:

- You are a selected listed financial institution (SLFI) for goods and services tax/harmonized sales tax (GST/HST) purposes, or Quebec sales tax (QST) purposes, or both
- You have a GST/HST (RT) program account that includes QST information

Instead, use form RC7259X, Cancel Business Consent or Delegated Authority for Certain Selected Listed Financial Institutions. For more information, including the definition of an SLFI for GST/HST and QST purposes, go to canada.ca/gst-hst-financial-institutions.

# **Delegated authority**

To cancel authorization for an existing delegated authority, see the online services:

- My Business Account at canada.ca/my-cra-business-account
- Represent a Client at canada.ca/taxes-representatives

# **Business number program accounts**

A program account number has three parts:

- a nine-digit business number (BN) to identify the business
- a two-letter program identifier to identify the program type
- a four-digit reference number to identify each account a business has within a program type

## List of supported program identifiers

You can use **only** the following program identifiers on this form:

- CT fuel charge
- RC corporation income tax
- RD excise duty
- RE excise tax
- RG air travellers security charge
- RM import/export (no online access available)
- RN excise tax on insurance premiums
- RP payroll deductions
- RR registered charities
- RT goods and services tax/harmonized sales tax (GST/HST)
- RZ information returns: T5, T5007, T5008, T5013, T5018, TFSA, Shelter Allowance for Elderly Renters (SAFER), T2202 – Tuition and Enrolment Certificate, RRSP contribution receipts, RRSP and RRIF nonqualified investments, Pooled Registered Pension Plan (PRPP), Part XVIII – International Exchange of Information on Financial Accounts, Part XIX – International Exchange of Information on Financial Accounts
- SL softwood lumber products export charge

### Where to send your form

Send your completed form to your CRA tax centre at the address listed below.

If you are completing this form in **French** or if you live in the province of **Quebec**, send the form to:

#### Jonquière Tax Centre

2251 René-Lévesque Boulevard Jonquière QC G7S 5J2

If you live in the province of **Ontario** or **outside Canada** (non-resident), send the form to:

#### **Sudbury Tax Centre**

Post Office Box 20000, Station A Sudbury ON P3A 5C1

If you live anywhere else in Canada, send the form to:

### **Winnipeg Tax Centre**

Post Office Box 14000, Station Main Winnipeg MB R3C 3M2

For more information, go to canada.ca/tax-centres.