

Important – Please read the following:

This form is for making a request to the Canada Revenue Agency (CRA) only. If you are seeking information from another federal institution, please visit infosource.gc.ca for instructions on how to proceed.

Items we need to process your request:

- A completed, signed, and dated form to make a formal request, and
- Supporting documents for identity verification, authorization, and cross consent if applicable.
- An application fee of \$5 is only needed for requests made under the Access to Information Act. Please make your cheque or money order payable to the Receiver General for Canada.

Identity verification, authorization and cross consent:

The CRA takes the security of all personal and taxpayer information very seriously. Identity verification, proof of authorization or cross consent is needed for the CRA to release certain information to you.

- **For personal information (individuals and sole proprietors):** you must include a copy of valid government-issued photo identification (for example, a valid driver's license, valid passport).
- **Authorization to represent the requester (representative):** if you are submitting this request on behalf of someone else, you must include written authorization dated within the last 30 days, or other proof that you have legal authority to receive the information (for example, power of attorney, legal guardian).
- **Deceased individuals:** you must provide proof that you are entitled to receive the information (for example, a copy of the will or a document that shows you are the court appointed administrator of an estate) and a copy of your valid government-issued photo identification.
- **Partnerships:** you must include valid government-issued photo identification from at least one authorized partner.
- **Corporations:** you must include a current (within the last 30 days) corporate summary profile from the provincial/federal corporate registry, which confirms that the individual making the request is authorized to receive the information about the corporation. As well, the request must be signed by an appointed officer/director which appears on the corporate registry.
- **Cross consent:** you may obtain written cross consent from any individual or entity that you believe may appear in your file. This cross consent would allow the release of the other taxpayers' or corporate information to you if it is held in your file, so you receive more complete records. It must be signed by the person giving consent and dated within the last 30 days.

How to fill out this request form:

Section 1 Indicate under which Act you are making your request.

The Access to Information Act gives Canadian citizens, permanent residents of Canada, and persons or corporations present in Canada the right to access information the CRA holds.

The Privacy Act gives Canadian citizens, permanent residents of Canada, and persons present in Canada the right to access their own personal information the CRA holds.

Section 2 Provide your name and contact information. All correspondence will go to the address given.

Section 3 Provide details about the information requested to help the CRA retrieve the appropriate records.

If you want to get information on more than one subject or individual, complete a separate request for each one.

Section 4 Specify how you want to receive the information requested.

Send the completed request to:

Canada Revenue Agency
Access to Information and Privacy Coordinator
555 MacKenzie Avenue, 5th Floor
Ottawa ON K1A 0L5
Fax: 613-941-9395

For more information, call **613-960-5393** or **1-866-333-5402** or TTY (Teletypewriter) **1-800-665-0354**.

We collect personal information under the authority of the Access to Information Act and the Privacy Act, and use it to process and respond to requests. We may also use the information during consultations with other government institutions, during investigations by the Office of the Information Commissioner of Canada and the Office of the Privacy Commissioner of Canada, and during court reviews. We may use aggregate information to report to Parliament on the administration of the acts. Failure to provide complete information may delay the response to your request. Information is described in personal information bank Access to Information and Privacy, PSU 901 in the Canada Revenue Agency (CRA) chapter of the Info Source publication at infosource.gc.ca. Personal information is protected under the Privacy Act and individuals have a right of protection, access to and correction or notation of their personal information. Further details regarding requests for personal information at the CRA can be found at canada.ca/cra-access-information-privacy.