



Appointing a Representative for a Deceased Person

Use this form if you want to be the person who will manage Canada Revenue Agency (CRA) tax matters for a deceased person who has not named an executor. **All fields are mandatory** unless stated otherwise.

Send this completed form and a **copy of the deceased person's death certificate** to the deceased person's tax centre. For the list of tax centres, go to canada.ca/cra-offices.

Part 1 – Deceased person's information

You **must** provide the deceased person's first name, middle name (if applicable), last name, social insurance number, address at time of death, and date of birth.

Deceased person's first name

Deceased person's middle name (if applicable)

Deceased person's last name

Deceased person's
date of birth

Deceased person's
social insurance number

Deceased person's address at the time of death

Apartment number – street number, street name

City

Province or territory

Postal code

Part 2 – Representative's information

The representative is the person filing out this form and submitting all the requested documents. If there is more than one representative, attach additional RC552 forms.

Your first name

Your last name

Your social insurance number

Your relationship to the deceased person

Your RepID, GroupID or business number (optional)
(if registered for the CRA's Represent a Client service)

Representative's mailing address for correspondence related to the deceased person's account

Your apartment number – street number, street name

Your city

Your province or territory

Your postal code

Your telephone number

Part 3 – Documentation to provide

You must include a copy of the deceased person's death certificate when you send the form to the deceased person's tax centre.

Depending on your relationship to the deceased person and the information we have on file, we **may** contact you to send us additional documents.

Part 4 – Declaration

I certify that the information given on this form is correct and complete and no executor has been appointed for the deceased person.

_____		_____
Signature (representative)		Date (YYYYMMDD)
_____	_____	_____
First name (witness)	Last name (witness)	Telephone number (witness)
_____		_____
Signature (witness)		Date (YYYYMMDD)

To protect the deceased person's personal information, we will **not** accept or act on any information given on this form **unless** you **and** the witness **sign and date** this form.

If your request is approved, you have the ability to add additional representatives, such as an accountant or a lawyer, to handle the deceased person's tax affairs on your behalf. For more information on how to authorize a representative, go to canada.ca/taxes-representative-authorization.