



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, trust account number, organization registration number)			
Name of individual, corporation, business, trust, partnership, or tax-exempt entity			
Address	City	Prov./Terr.	Postal code

Part 2 – Reason for request

Part 3 – List of records or documents to be destroyed

Part 4 – Other information

	Date (YYYYMMDD)	Date (YYYYMMDD)
1. The records you want to destroy are for the fiscal period:	From	to
2. Have you filed all your tax returns or other information returns related to these fiscal periods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. a) Is the legislative appeal period for each of these fiscal periods over?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Is there a notice of appeal or objection outstanding for any of the fiscal periods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Types of documents (tick all that apply)		
<input type="checkbox"/> Paper based records (for example: paper ledgers, receipts, and invoices)		
<input type="checkbox"/> Imaged or microfilmed records (for example: digital or scanned images, photographs, and microfiche)		
<input type="checkbox"/> 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 representative.											
First name	Last name										
Title	Telephone number										
I certify that the information given on this form is correct and complete.											
Signature	Date (YYYYMMDD)										
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td></tr> </table>										

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 and 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, and to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. See 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.