

Business Consent form

Complete this form to consent to the release of confidential information about your program account(s) to the representative named below, or to cancel consent for an existing representative. **Send this completed form to your tax centre (see Instructions).** Make sure you complete this form correctly, since we cannot change the information that you provided. You can also give or cancel consent by providing the requested information online through My Business Account at www.cra.gc.ca/mybusinessaccount.

Note: Read all instructions before completing this form.

Part 1 – Business information

– Complete this part to identify your business (all fields have to be completed)

Business name: _____

BN: Telephone Number: _____

Part 2 – Authorize a representative

– Complete either part a) or b)

a) Authorize access by telephone, fax, mail or in person by appointment

If you are giving consent for an individual, enter that person's full name. If you are giving consent to a firm, enter the name and BN of the firm. If you want us to deal with a specific individual in that firm, enter **both** the individual's name and the firm's name and BN. If you do not identify an individual of the firm, then you are giving us consent to deal with anyone from that firm.

Note: If you are authorizing a representative (individual or firm) who is not registered with the Represent a client service, the phone number is required.

Name of Individual: _____

Name of Firm: Charles Jeffery Chartered Accountant

Telephone number: (867) 920-4722 BN:

OR

b) Authorize online access (includes access by telephone, fax, mail or by appointment)

You can authorize your representative to deal with us through our online service for representatives. **The name of the firm must be the same name that is registered with the Represent a client service at www.cra.gc.ca/representatives.** Our online service does not have a year-specific option, so your representative will have access to **all years**. Please enter the name and RepID of the individual or name and BN of the firm.

Name of Individual: _____

Name of Firm: _____

RepID: BN:

The Business Number must be registered with the Represent a client service to be an online representative.

Part 3 – Select the program accounts, years and authorization level

a) Program Accounts – Select the program accounts the above individual or firm is authorized to access (tick only box A or B).

A. This authorization applies to all program accounts and all years.
Online access is available for all years only.

Expiry date:

AND

Authorization Level (tick level 1 or 2)

Level 1 lets CRA disclose information only on your program account(s) or

Level 2 lets CRA disclose information **and** accept changes to your program account(s).

OR

B. This authorization applies only to program accounts and periods listed in Part 3b). If you ticked this option, you must complete 3b).

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b) Details of program accounts and fiscal periods – Complete this area only if you ticked box B in Part 3a) on page 1.

If you ticked box B in part 3a), you have to provide at least one program identifier (see Instructions on page 1). You can then tick the "All program accounts" box for that program identifier **or** enter a reference number. Provide the authorization level (tick **either** box 1 to disclose information **or** box 2 to disclose information **and** accept changes to your program account).

You can also tick the "All years" box to allow unlimited tax year access **or** enter a specific fiscal period (specific period authorization **is not available** for online access). You can also enter an expiry date to automatically cancel authorization. If more authorizations **or** more than four program identifiers are needed, complete another Form RC59.

Program identifier	All program accounts	Reference number	Authorization level		All years	or	Specific fiscal period	Expiry date
			1	2			(not available for online access)	
<input type="text"/>	<input type="checkbox"/> or <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	or	Year-end <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> or <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	or	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> or <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	or	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> or <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	or	<input type="text"/>	<input type="text"/>

Part 4 – Cancel one or more authorizations

– Complete this part **only** to cancel authorization(s)

- A.** Cancel **all** authorizations.
- B.** Cancel authorization for the individual or firm identified below.
- C.** Cancel authorization for specific program account(s)

Name of Individual: _____

Name of Firm: _____

Part 5 – Certification

This form has to be signed by an authorized person of the business such as an owner, a partner of a partnership, a director of a corporation, an officer of a non-profit organization or a trustee of an estate.

By signing and dating this form, you authorize the CRA to deal with the individual or firm listed in Part 2 of this form or cancel the authorizations listed in Part 4.

First name: _____

Last name: _____

Sign here ► _____

Date

We will not process this form unless it is **signed** and **dated** by an authorized person of the business.