



## Why do you need to complete this form?

Tax information is confidential. If you want the Canada Customs and Revenue Agency (CCRA) to deal with another person (such as your spouse or common-law partner or accountant) as your representative for income tax matters, the CCRA needs your authorization. You can do this by completing Parts 1, 2, and 4 of this form.

Your authorization will stay in effect until you cancel it. It is important that you remember each authorization given to the CCRA so that you can cancel the authorization when it is no longer needed. You can cancel an existing authorization by either calling the CCRA or by completing Parts 1, 3, and 4 of this form. All authorizations are automatically cancelled upon notification of death.

You will have to complete a new Form T1013 if you want to change any information about an existing representative. For example, if your representative is a firm, you may authorize the CCRA to deal with a specific individual in that firm. In a future year, should you want to replace that individual with another individual in the same firm, you will have to complete a new form to update your authorization.

You can have more than one representative authorized at the same time. However, you have to complete a separate Form T1013 for each representative.

**Note:** If your representative is a firm and you do not identify a specific individual in the firm as your representative, you are giving the CCRA authority to deal with anyone from that firm.

## Does your spouse, common-law partner, or other family member need your authorization?

Yes. The CCRA cannot deal with your spouse, common-law partner, son, daughter, or other family member without your authorization.

## What will your representative be allowed to do?

When you authorize the CCRA to deal with a representative, you are allowing that person to act on your behalf in almost all income tax matters for the tax year or years you specify. (Income tax matters include issues relating to the Canada Child Tax Benefit, as well as the goods and services tax/harmonized sales tax credit.) For example, the representative will be allowed to discuss your confidential tax information with the CCRA and ask the CCRA to make changes to your tax return. **However, the representative will not be allowed to change your address or your direct deposit information or be provided with your access code.**

## Who can change your address or direct deposit information?

Generally, only you can ask the CCRA to change your address or direct deposit information. Your legal guardian, someone with your power of attorney, or your executor can also ask the CCRA to change your address or direct deposit information. That person does not need to complete this form but he or she has to provide a copy of the document that names him or her as acting in that capacity.

## What happens if you do not sign this form?

If you do not sign this form, the CCRA cannot be sure that you have given the CCRA the authority to deal with the representative identified on the form. **To protect the confidentiality of your tax information, the CCRA will not accept or act on any information given on this form unless you have signed the form.**

## Can you use this form for your business accounts?

No. For Business Number (BN) accounts, you will have to complete Form RC59, *Business Consent Form*.

## Do you need more information?

If you need more information, call the CCRA at 1-800-959-8281.

## Where do you send your completed form?

Send your completed form to your tax centre at the address listed below. If you are not sure which one is your tax centre, look on your most recent *Notice of Assessment* or *Notice of Reassessment*. You may also find it on other CCRA notices.

St. John's Tax Centre  
PO Box 12071 Stn A  
St. John's NL A1B 3Z1

Sudbury Tax  
Services Office  
PO Box 20000 Stn A  
Sudbury ON P3A 5C1

Summerside Tax Centre  
275 Pope Rd Suite 102  
Summerside PE C1N 5Z7

Winnipeg Tax Centre  
PO Box 14000 Stn Main  
Winnipeg MB R3C 3M2

Jonquière Tax Centre  
PO Box 1900 Stn LCD  
Jonquière QC G7S 5J1

Surrey Tax Centre  
9755 King George Hwy  
Surrey BC V3T 5E1

Shawinigan-Sud Tax Centre  
PO Box 3000 Stn Main  
Shawinigan-Sud QC G9N 7S6

International Tax  
Services Office  
2204 Walkley Road  
Ottawa ON K1A 1A8