BUSINESS CONSENT FORM

Complete this form to consent to the release of confidential information about your Business Number (BN) account(s) to the representative named below, or to cancel consent for an existing representative. **Send this completed form to your tax centre**. 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 on the last page before completing this form.

Part 1 - Business Information - Complete this part to identify your business (all fields have to be completed)

Business Name: ______________________ **Business Number:** ☐☐☐☐☐☐☐☐☐

Telephone Number: – – ______________________

Part 2 - Authorize a representative

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

Name of Individual: ______________________ Name of Firm: ______________________

Telephone Number: – – ______________________ **BN:** ☐☐☐☐☐☐☐☐☐

Authorize online access

You can authorize your representative to deal with us through our online services for representatives. You have to provide the RepID of the individual or the Business Number of the firm indicated above. The name of the firm provided above must be the same name that is registered with the Represent a Client service at **www.cra.gc.ca/representatives**. If the firm names differ then online access will not be granted. Our online services do not have a year specific option, so your representative will have access to all years.

RepID: ☐☐☐☐☐☐☐ (for above individual)

OR

BN: ☐☐☐☐☐☐☐☐☐

The BN must be registered with the Represent a Client service to be an online representative.

Part 3 - Which Accounts and Which Years?

i) Accounts - Select which accounts the above individual or firm is authorized to access (check only box A or B).

A. ☐ This authorization applies to all BN accounts and all years. **Note: online access is available for box A only.**

Expiry date: Y Y Y Y M M D D

Authorization level: check one box

☐ Disclose information only

OR

☐ Disclose information **and** make changes to your BN account(s)

OR

B. ☐ This authorization applies only to the BN accounts and periods listed in Part 3ii.

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca** ou au **1-800-959-3376**)

Canada

BUSINESS CONSENT FORM (RC59 continued)

ii) Details of accounts and fiscal periods - Complete this area if you checked box "B" in Part 3 i) on the first page.

If you checked box B in part 3i, you have to provide at least one program identifier (see Instructions on the last page). You can then check the "all accounts" box for that program identifier or enter a specific account number. Provide the authorization level ("1" to disclose information or "2" to disclose information and make changes). You can also check 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 additional authorizations or more than four program identifiers are needed complete another RC59.

Program identifier	All accounts		Specific account	Authorization level	All years	or	Specific fiscal period (not available for online access) Year End	Expiry date
☐☐	☐	or	☐☐☐☐	☐	☐	or	Y Y Y Y M M D D	Y Y Y Y M M D D
☐☐	☐	or	☐☐☐☐	☐	☐	or	Y Y Y Y M M D D	Y Y Y Y M M D D
☐☐	☐	or	☐☐☐☐	☐	☐	or	Y Y Y Y M M D D	Y Y Y Y M M D D
☐☐	☐	or	☐☐☐☐	☐	☐	or	Y Y Y Y M M D D	Y Y Y Y M M D D

Part 4 - Cancel one or more existing authorizations - Complete this section **only** to cancel existing authorization(s)

☐ **A.** Cancel all authorizations.

☐ **B.** Cancel authorization for the individual or firm identified below.

Name of Individual: ______________________ Name of Firm: ______________________

Part 5 - Certification

This form must be signed by an authorized person of the business such as a proprietor of a proprietorship, 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 and/or cancel the authorizations listed in Part 4.

First name: ______________________ Last name: ______________________

Title: ______________________

Sign here ▶ ______________________ Date Y Y Y Y M M D D

WE WILL NOT PROCESS THIS FORM UNLESS IT IS SIGNED AND DATED BY AN AUTHORIZED PERSON OF THE BUSINESS.

Instructions

Why complete this form?
If you want us at the Canada Revenue Agency (CRA) to deal with another individual or firm (such as an accountant, a lawyer or an employee) as your representative for business account related information, we need your consent. You can give this consent by completing this form or online at **www.cra.gc.ca/mybusinessaccount**.

Can you use this form for your individual accounts?
No, For individual accounts, you have to complete form T1013, *Authorizing or Cancelling a Representative.*

Part 1 – Business Information
Provide your business name and Business Number (BN) as well as your phone number as registered with the CRA.

Part 2 – Authorize a representative
Complete this part if you want the CRA to deal with your representative. You can provide either the name of the individual or the name of the firm and the firm's BN. If you provide the name of a firm, then all employees of that firm are authorized to deal with the CRA on your behalf. If you provide both the name of the individual and the name of a firm, then only that individual is authorized.

Authorize online access
You can authorize your representative to deal with CRA at **www.cra.gc.ca/representatives**. You have to provide the **RepID** if your representative is an individual or the **BN** if it is a firm. Our online service does not have a year specific option, so your representative will have access to **all tax years/periods**.

RepID: A RepID is a seven-character alphanumeric code that identifies your representative. Your representative can register for a RepID online at **www.cra.gc.ca/representatives**.

BN: Enter the BN of the tax or payroll services business you want to authorize. To get online access, the tax or payroll services has to be registered as a representative through our Represent a Client online service which is available at **www.cra.gc.ca/representatives**.
Note: Ensure the name of the firm provided in Part 2 is the same name registered with the CRA. If the firm names differ, we will not be able to process this form.

Part 3 – Which Accounts and Which Years?
You can authorize access to **all** of your BN accounts or to **specific** accounts.

i) Accounts
Check box 'A' to allow access to all of your accounts. You should also identify the authorization level by checking the appropriate box. If you do not provide an authorization level then we will assume that you have chosen to "Disclose information and make changes". See "Authorization Level" for more information. You can expire authorization by entering an expiry date. Check box 'B' to limit authorization to specific accounts. If you check box 'B' you have to complete Part 3ii) of this form.

ii) Details of accounts and fiscal periods
Complete this part if you checked box 'B' in Part 3i) of this form.

Program Identifier: Enter the program identifier from the following list:
RC Corporate income tax
RT Goods and Services Tax
RP Payroll deductions
RM Import/export (no online access available)
RE Excise Tax
RN Insurance Premium Tax
RD Excise Duty
RG Air Travellers Security Charge
SL Softwood Lumber Products Export Charge

All accounts or specific account: You can allow access to all accounts by checking the "All accounts" box for that program or you can limit the access

Authorization Level: Enter the level of authorization you want to give to your representative. Enter "1" to disclose information only, or enter "2" to disclose information **and** make changes to your BN account(s). If you do not make an entry then we will assume that you have chosen "Disclose and make changes".

Fiscal period: If you are not authorizing access to all years then enter a fiscal period end date (not available for online access).

All years: Check this box if you want to authorize access for all years.
Note: online access is available **only** for all years.

Expiry date: If you want the authorization to automatically expire then provide us with a date. Otherwise, the authorization will continue until you advise us.

Part 4 – Cancel one or more existing authorizations
Your consent will stay in effect until you cancel it or until it reaches the expiry date you provided. You can cancel consent by completing this form. Check box 'A' to cancel all previous authorizations or check box 'B' to cancel authorization for an individual or firm.

If you check box 'B', provide the name of the individual. If it is a firm provide its name.

Part 5 – Certification
This part must be completed in full or we cannot process your request. Only an authorized person of the business can sign this form. This includes the owner, partner of a partnership, a director of a corporation, an officer of a non-profit organization or a trustee of an estate.

Where do you send your completed form?

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

Winnipeg Tax Centre
P.O. Box 14000, Station Main
Winnipeg MB R3C 3M2

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

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

Summerside Tax Centre
275 Pope Road, Suite 105
Summerside PE C1N 6E8

Jonquière Tax Centre
P.O. Box 1900, Station LCD
Jonquière QC G7S 5J1

Shawinigan-Sud Tax Centre
P.O. Box 3000, Station Main
Shawinigan-Sud QC G9N 7S6

Do you need more information?
If you need more information, visit our Web site at **www.cra.gc.ca** or call us at **1-800-959-5525**.