Canada Revenue Agency | Agence du revenu du Canada

Clear Data

Protected B when completed

Cancel Authorization for a Representative

Representatives

If you have **online access** to your client's information, you may go to **canada.ca/cra-sign-in-services** and sign in to Represent a Client to cancel your authorization.

Individuals, trustees, and businesses

As an individual, trustee, or business, you can **view, add, or modify an authorized representative online** using the online services at **canada.ca/cra-sign-in-services**.

Use this form to cancel authorization for an existing representative to communicate on your behalf with the Canada Revenue Agency (CRA). For more information, see **When to use this form** on page 3.

Step 1 – Account information

Use this section to identify all of the tax accounts to which you want to cancel your representative's access. Provide **both** the account number and name for each account.

SIN, TTN, or ITN

First name

Last name

Trust account number

T

Trust name

Non-resident account number

NR

Non-resident account name

If you identified a non-resident account number and have an associated CRA identifier, please provide it here:

Other CRA identifier*

Type of CRA identifier (SIN, TTN, ITN, trust account number, or business number)

* Note that providing your other CRA identifier will not cancel authorization for that account.

Business number

Business name

If you provided a business number, choose **one** of the following **business options**:

☐ **Option 1** – Remove access to **all** my business number program accounts

☐ **Option 2** – Remove access to **specific** business number program accounts

For a **list of supported program identifiers**, see page 3.

Program identifier (two letters)	**All reference numbers**		**A specific reference number** (four digits)
	☐	**or**	
	☐	**or**	

Step 2 – Representative information

Choose **one** of the following options and fill in the required information:

☐ **Option 1** – I am cancelling authorization for a specific individual

First name

Last name

☐ **Option 2** – I am cancelling authorization for a firm

Firm name

☐ **Option 3** – I am cancelling authorization for all representatives

Canada

Clear Data

Protected B when completed

Step 3 – Certification

You must have signing authority for the accounts identified in **Step 1**. The CRA may contact you for more information.

Choose the appropriate option:

I am the:

- ☐ taxpayer
- ☐ parent or legal guardian of a taxpayer under the age of 16
- ☐ legal representative (such as the executor, power of attorney, or trustee)
- ☐ owner (such as the sole proprietor, or a partner of a partnership)
- ☐ officer of a non-profit organization
- ☐ corporate director or corporate officer
- ☐ individual with delegated authority for the business account

The CRA will not process this form if your name does not match the one in the CRA's records. To avoid processing delays, verify that the CRA has complete and valid information on file for you **before** signing this form.

First name _____ Last name _____ Telephone number _____

I certify that the information given on this form is correct and complete.

Signature: _____ Date (YYYYMMDD): _____

Once filled out, **send this form to your tax centre** within **six months** of the date you signed it or the CRA will not process it. For more information, see page 3.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in 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. Refer to Personal Information Bank CRA PPU 005, CRA PPU 015, CRA PPU 047, CRA PPU 063, CRA PPU 094, CRA PPU 140, CRA PPU 165, CRA PPU 178, CRA PPU 218, CRA PPU 223, CRA PPU 224, CRA PPU 231, CRA PPU 232, CRA PPU 233, CRA PPU 234 and CRA PPU 235 on Info Source at **canada.ca/cra-info-source**.

Clear Data

When to use this form

Use this form to cancel authorization for an existing representative or delegated authority.

Do not use this form **if both** of the following apply:

- You are a selected listed financial institution (SLFI) for goods and services tax/harmonized sales tax (GST/HST) purposes, or Quebec sales tax (QST) purposes, or both
- You have a GST/HST (RT) program account that includes QST information

Instead, use Form RC7259X, Cancel Business Consent or Delegated Authority for Certain Selected Listed Financial Institutions. For more information, including the definition of an SLFI for GST/HST **and** QST purposes, go to **canada.ca/gst-hst-financial-institutions**.

Delegated authority

To cancel authorization for an existing delegated authority, you can also use the following online services:

- My Business Account at **canada.ca/cra-sign-in-services**
- Represent a Client at **canada.ca/cra-sign-in-services**

Business number program accounts

A program account number has three parts:

- a nine-digit **business number** to identify the business
- a two-letter **program identifier** to identify the program type
- a four-digit **reference number** to identify each account a business has within a program type

List of supported program identifiers

You can use **only** the following program identifiers on this form:

- CT Fuel charge
- DT Digital services tax
- LT Luxury Tax
- RC Corporation income tax
- RD Excise duty
- RE Excise tax
- RG Air travellers security charge
- RN Excise tax on insurance premiums
- RP Payroll deductions, Canada Emergency Wage Subsidy, Canada Recovery Hiring Program, Tourism and Hospitality Recovery Program – Wage, Hardest-Hit Business Recovery Program – Wage
- RR Registered charities
- RT Goods and services tax/harmonized sales tax (GST/HST)
- RU Underused Housing Tax
- RZ Information returns: T5, T5007, T5008, T5013, T5018, TFSA, Shelter Allowance for Elderly Renters (SAFER), T2202 – Tuition and Enrolment Certificate, RRSP contribution receipts, RRSP and RRIF non-qualified investments, Pooled Registered Pension Plan (PRPP), Part XVIII – International Exchange of Information on Financial Accounts, Part XIX – International Exchange of Information on Financial Accounts, Part XX – Reporting Rules for Digital Platform Operators
- ZA Canada Emergency Rent Subsidy, Tourism and Hospitality Recovery Program – Rent, Hardest-Hit Business Recovery Program – Rent

Where to send your form

Fill out the form and send it to the applicable CRA tax centre listed below.

If you are completing this form in **French**, except for non-resident account requests, or if you live in the province of **Quebec**, send the form to: **Jonquière Tax Centre** 2251 René-Lévesque Boulevard Jonquière QC G7S 5J2
If you live in the province of **Ontario** or **outside Canada** (non-resident), and for **all non-resident account requests**, send the form to: **Sudbury Tax Centre** Post Office Box 20000, Station A Sudbury ON P3A 5C1
If you live **anywhere else in Canada**, send the form to: **Winnipeg Tax Centre** Post Office Box 14000, Station Main Winnipeg MB R3C 3M2

For more information, go to **canada.ca/tax-centres**.