Agence du revenu

Information Return for Electronic Filing of an Individual's Income Tax and Benefit Return

Protected B when completed

Tax year:

- The information found on this form corresponds to the tax year indicated on the right.
- Before you fill out this form, read the information and instructions on the back.
- The individual (or legal representative) identified in Part A must sign Part E.
- Part **G** is to be filled out by your electronic filer once the return has been submitted.
- Give the signed original of this form to your electronic filer and keep a copy for yourself.

Part A	 Identification a 	nd address	s as shown	on your	return ((mand	latory)
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First name			Last name				Social insurance number						
Mailing address: Apt No –	Street number and	name											
Mailing address. Apt No	otreet number and	name											
PO Box	RR	City						Pro	ov./Terr.		Postal	code	
Part B – Declaration	of amounts fro	m your Ge	neral Inc	ome Tax	and Ben	efit Retur	n (mand	latory)					
Enter the following amoun	ts from your return,	if applicable:											
Total income (line 150)						Refund	l (line 484))					
Taxable income (line 260)						_ or							
Total federal non-refundable tax credits (line 350 of Sch			hedule 1) Balance owing				e owing (li	g (line 485)					
Part C – Alternative a	ddress inform	ation (optic	nal)										
Fill out this part if you wan electronic filer named in P for the current tax year on notice of assessmen	art F. Tick (✓) the ly. Important: Rea d	appropriate be	ox to tell us	which infor or more de	nation to ma	ail to the elec	tronic filer	's addre	ss. Th	nis auth	norizat	tion is	
Part D – Authorizing	an electronic f	iler to repr	esent you	ı (option	al)								
in Part F as my represer If you do not show a for more details. Signature (individual identifie	tative with online a	ccess. This au authorization w	thorization will remain in	vill expire o	n	ndersigned,			_				_
Part E – Declaration a	and authorizati	ion (manda	tory)										
I declare that the informati from all sources. I also de I allow this electronic filer	clare that I have rea	ad the informat	ion on the b	ack of this	form, and tha	at the electro	onic filer id						
Signature (individual identifie	d in Part A or legal rep	presentative)	Na	ame and title	of legal repres	sentative				Date			
@CRA	Sign Get your C	up RA mail 6							tead	ofo	on p	ape	er.
Email address (optional)												
I understand that by provi the information and instru	ding an email addre		stering for o	nline mail a	ınd I accept	the terms a	ind condit	tions. Fo	or mor	re info	rmatio	n, refe	er to
Part F – Electronic fil	er identificatio	n (mandato	ry)										
By signing Part E above, t signed before the return i			clares that th	e following	person or fi	rm is electro	nically filin	g his or	her re	turn. F	Part E	must	be
Name of person or firm:				Electronic	filer number	r:							
Part G – Document c	ontrol number	or confirm	ation nur	nber (ma	andatory)								
Enter the document contro	ol number or confirm	nation number	for the indiv	ridual's elec	tronic record	d:							

Information and instructions

Part C - Alternative address information (optional)

If you tick the box to have your notice of assessment **and** tax refund mailed to you at your electronic filer's address, we will mail a cheque to that address even if you are using direct deposit. However, any later refunds will be deposited to your account.

If you tick the box to have **only** your notice of assessment mailed to you at your electronic filer's address and you are getting a tax refund and if you have not signed up for direct deposit, we will mail a refund cheque to you at your electronic filer's address.

If you are registered to receive online mail, the notice of assessment will not be mailed to the electronic filer, even if you have filled out Part C. Instead, you will receive an email notification to inform you that there is online mail available to view in My Account.

If you are registered to receive online mail, and you are getting a tax refund and you have not signed up for direct deposit, we will mail the notice and refund cheque to you at your electronic filer's address.

This authorization is valid for the current tax year only and will not affect all other correspondence, any CCTB, UCCB, GST/HST credit and related provincial payments, WITB advance payments, any other deemed overpayment of tax, and any other notice of assessment or notice of reassessment.

If your return is being discounted, you cannot use the alternative address option.

Part D – Authorizing an electronic filer to represent you (optional)

If you want to indicate that you are authorizing the electronic filer named in Part F to represent you for your income tax and benefit return, fill out Part D. Since this authorization is limited to a specific tax year and does not provide online access, you must also fill out and send in Form T1013, *Authorizing or Cancelling a Representative* in order for your electronic filer to have online access to your account. The electronic filer may charge a fee to represent you.

By filling out and signing Part D and by the electronic filer transmitting this information with your return, you authorize the CRA to provide information relating to your income tax return and your tax account to your representative. They may request changes to your return and to your account.

If this authorization is not transmitted to the CRA, send us a filled out Form T1013, *Authorizing or Cancelling a Representative*, to authorize the electronic filer with their RepID, GroupID, or BN (business number). For more information, see "Levels of authorization" on Form T1013. Form T1013 is available at **www.cra.gc.ca/forms**.

You can also give, update, or cancel an authorization online at www.cra.gc.ca/myaccount.

We may select your return for review **before** or **after** we assess it. If so, and provided your electronic filer offers this additional service, we will contact him or her for any supporting documents we may need **only** if you fill out Part D. Otherwise, we will contact you.

If you are the legal representative for a deceased person, you **first** have to submit a copy of the **death certificate** and **will** designating you as the executor (and Form T1013 signed by the executor if you are not the executor) to the tax centre. If the death certificate, will, and Form T1013, if applicable, were not sent in, the authorization in Part D will not be accepted. Keep these documents for a period of six years after the date the return was filed.

Part E – Declaration and authorization (mandatory)

If your return is being sent by EFILE, you have to fill out Parts A, B, and E. By signing Part E, you acknowledge that under the *Income Tax Act* you have to:

- keep all records used to prepare your return for a period of six years, and provide this information to us on request; and
- give the signed original of this form to the electronic filer named in Part F, and keep a copy for yourself.

By signing Part E, you declare that the electronic filer named in Part F is electronically filing your return on your behalf. If there are any errors or omissions on your return, you authorize us to:

- disclose these errors or omissions to the electronic filer; and
- if necessary, give the electronic filer your personal taxpayer information.

By signing Part E, you declare that the electronic filer named in Part F is authorized to provide your email address to the CRA for the purpose of you receiving your CRA correspondence electronically.

You also authorize the electronic filer to make changes and retransmit your return so we can accept it for electronic filing. The filer can do this as long as your refund or balance owing shown in Part B is not changed by more than \$300.

By signing Part E, you acknowledge that we are responsible for ensuring the confidentiality of your electronically filed tax information **only** after we have accepted it.

In the case of a **trustee** or **legal representative** signing Part E, you declare that the information entered in Part A and the amounts showing in Part B are correct and complete, and fully disclose the income from all sources of the taxpayer you represent. If you are the executor or legal representative for a **deceased person**, you must give a copy of the death certificate to the electronic filer.

If you are a **farmer**, and with your return you apply to participate in the AgriStability and AgriInvest programs, by signing Part E, you authorize the CRA to share information from your income tax return with the minister of Agriculture and Agri-Food Canada. You also authorize that minister to share the information with provincial ministers of agriculture and administrators of other federal and provincial farm programs. You further authorize the minister of Agriculture and Agri-Food Canada to share any other information that you provide as your application is processed. For more information on confidentiality, refer to Form T1273 at www.cra.gc.ca/forms.

Email address (optional)

After reading and agreeing to the terms and conditions below, enter the email address you want to use to be notified that your mail is available online. You can also register directly online at www.cra.gc.ca/myaccount.

Terms and conditions – By providing an email address, you are registering for online mail and authorizing the CRA to send you email notifications when there is mail for you to view on My Account. Any notices and correspondence delivered online on My Account will be presumed to have been sent on the date of the email notification. You understand and agree that your notice of assessment and notice of reassessment, and any future correspondence eligible for online delivery will no longer be printed and mailed.

Once we have processed your return, we will send you a registration email notification to the email address you have provided, confirming your registration for online mail. We usually process paper returns in four to six weeks and returns filed electronically in as little as eight business days.

To view your correspondence you must be registered for the CRA's My Account service. To register, go to **www.cra.gc.ca/myaccount**. You will also find information on how to register, manage, and view online mail, and much more.

Personal information is collected under the authority of subsection 220(1) of the Income Tax Act and is used for the purpose of sending notices electronically. Information is described in personal information banks CRA PPU 175 Taxfiler Representative Identification System (TRIS) Data Bank 175 and CRA PPU 005 Individual Returns and Payment Processing in the CRA chapter of Info Source. Personal information is protected under the Privacy Act. Individuals have a right to access, correct, or notate their personal information and to have their personal information protected. More details about requests for personal information at the CRA and the CRA's Info Source chapter can be found at www.cra.gc.ca/atip.