Canada Revenue Agency / Agence du revenu du Canada

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Cancel Authorization for a Representative

Representatives

Cancel your authorization to a client's information **faster** online using "Represent a Client."
Go to **canada.ca/cra-login-services** and log in.

Individuals and Business owners

If you are a Canadian individual or business, **you can view, add, or modify an authorized representative online** using our online services at **canada.ca/cra-login-services**.

Use this form to cancel authorization for an existing representative or delegated authority. For more information, see **page 3**.

Part 1 – Identification

Complete all lines that apply.

I am cancelling my representative's access to my accounts filled in below.

SIN, TTN, or ITN | First name | Last name

Trust account number T | Trust name

Non-resident account number NR | Non-resident account name

Business number | Business name

Choose **only 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**	

Part 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:

Individual's first name | Last name

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

Firm name

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

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Part 3 – Certification

You must have signing authority for the individual, trust, or business in order to sign this form. Forms that cannot be processed will be returned to the individual or business. We may contact you to confirm the information you have given.

Choose the appropriate option (for an **individual** or **trust**):

I am the:
- ☐ taxpayer
- ☐ administrator, executor, liquidator, power of attorney, trustee, or legal guardian or parent of a taxpayer under the age of 16

Choose the appropriate option (for a **business**):

I am the:
- ☐ owner
- ☐ corporate director, corporate officer, individual with delegated authority, officer of a non-profit organization, partner of a partnership, or trustee of a trust

This form will not be processed if your name does not match the one in our records. To avoid processing delays, verify **before** signing this form that we have complete and valid information on file for you.

First name	Last name	Telephone number

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

Signature: ______________________ Date (YYYYMMDD): ____________

Once completed, **send this form to your tax centre** within **six months** of the date it was signed or it will not be processed. For more information, see page 3.

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, see the online services:

- My Business Account at **canada.ca/my-cra-business-account**
- Represent a Client at **canada.ca/taxes-representatives**

Business number program accounts

A program account number has three parts:

- a nine-digit **business number** (BN) 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
- RC corporation income tax
- RD excise duty
- RE excise tax
- RG air travellers security charge
- RM import/export (no online access available)
- RN excise tax on insurance premiums
- RP payroll deductions
- RR registered charities
- RT goods and services tax/harmonized sales tax (GST/HST)
- 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
- SL softwood lumber products export charge

Where to send your form

Send your completed form to your CRA tax centre at the address listed below.

If you are completing this form in **French** 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), 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**.