

Section 3 – Certification

I certify that the information given on this form and in all documents attached is correct and complete.

Signature _____ Date _____

Section 4 – Authorizing a representative

If you are representing an individual (including a trust account), you can ask the individual to authorize you online at www.cra.gc.ca/myaccount, or attach Form T1013, *Authorizing or Cancelling a Representative*.

If you are representing a business, you can submit an authorization request online at www.cra.gc.ca/representatives, ask the business owner to authorize you online at www.cra.gc.ca/mybusinessaccount, or attach Form RC59, *Business Consent*.

For non-residents

You cannot use Form T1013 or Form RC59 to authorize or cancel a representative for a non-resident account. Also, representatives cannot use the Represent a Client service for non-resident accounts.

To authorize a representative for your non-resident account or to make changes to representative information, you have to sign a letter of authorization and send it to us.

Your letter of authorization must include your name, your non-resident account number, the name of your representative (with his or her address and telephone number), and a statement from you or an authorized officer to let us release your information.

| | | | | |
|--|---------|------------------|-----------------|-----------|
| Name of representative | | Title | | |
| Contact address (Apt No – Street No Street name, PO Box, RR) | | | | City |
| Province/Territory/State | Country | | Postal/ZIP code | |
| Signature of representative | | Telephone number | Year | Month Day |

Personal information is collected under the *Excise Tax Act* to administer tax, rebates, and elections. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Bank CRA PPU 047.

Filing Instructions**Where do I send this form?**

To avoid delays in the processing of your complaint, send this completed form, together with supporting documentation and any authorization forms, separately from other tax forms. Fax your form and documents to **1-866-388-7371** from Canada or the United States or **1-819-536-0701** from outside Canada and the United States, or mail them to:

**CRA – Service Complaints
National Intake Centre
Appeals Division
4695 12th Avenue
Shawinigan-Sud QC G9P 5H9
CANADA**

Supporting documentation

Include all relevant documentation that you feel may be helpful in reviewing your complaint or feedback.

For more information

If you need more information, see Booklet RC4420, *Information on CRA – Service Complaints*, or go to www.cra.gc.ca/complaints.