



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

Protected B  
when completed

- The information found on this form corresponds to the tax year indicated on the right.
- Before you complete this form, read the information and instructions on the back.
- **Parts A, B, E, F, and G of this form must be completed.** Parts C and D are optional.
- The individual (or legal representative) identified in Part A must sign Part E.
- Part G is to be completed by your electronic filer once the return has been submitted.

Tax Year : \_\_\_\_\_

## Part A – Identification and address as shown on your return (mandatory)

First name		Last name		Social insurance number	
Mailing address: Apt No – Street No Street name					
PO Box	RR	City		Prov./Terr.	Postal code

## Part B – Declaration of amounts from your General Income Tax and Benefits Return (mandatory)

Enter the following amounts from your return, if applicable:

Total income (line 150) . . . . .	_____	
Taxable income (line 260) . . . . .	_____	Refund (line 484) . . . . . _____
Total federal non-refundable tax credits (line 350 of Schedule 1) . . . . .	_____	or <b>Balance owing (line 485)</b> . . . . . _____

## Part C – Alternative address information (optional)

Complete this part if you want us to mail your notice of assessment and your tax refund, or only your notice of assessment, to you at the address of the electronic filer named in Part F. Tick (✓) the appropriate box to tell us which information to mail to the electronic filer's address. Read the back of this form for more details.

☐ notice of assessment and tax refund or ☐ notice of assessment

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

☐ I authorize the Canada Revenue Agency to deal with the electronic filer named in Part F as my representative for income tax matters on my tax return. This authorization will expire on \_\_\_\_\_ (YYYY/MM/DD). Read the back of this form for more details.

If you do not show an expiry date, this authorization **will remain in effect** until you, the undersigned, cancel it.

Signature (individual identified in Part A or legal representative)	Name and title of legal representative	Date
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## Part E – Declaration and authorization (mandatory)

I declare that the information entered in Part A and the amounts shown in Part B above are correct and complete, and fully discloses my income from all sources. I also declare that I have read the information on the back of this form, and that the electronic filer identified in Part F is filing my return. I allow this electronic filer to communicate with the Canada Revenue Agency to correct any errors or omissions.

Signature (individual identified in Part A or legal representative)	Name and title of legal representative	Date
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## Part F – Electronic filer identification (mandatory)

By signing Part E above, the individual in Part A declares that the following person or firm is electronically filing his or her return. Part E **must be signed** before the return is electronically transmitted.

Name of person or firm: \_\_\_\_\_

Electronic filer number: \_\_\_\_\_

## Part G – Document control number or confirmation number (mandatory)

Enter the document control number or confirmation number for the individual's electronic record:

Privacy Act, personal information bank number CRA PPU 005 and CRA PPU 175

## Information and Instructions

### Part C – Alternative address information (optional)

If you tick the box to have your notice of assessment **and** any tax refund resulting from that assessment mailed to you at the address of your electronic filer, we will mail a cheque to the electronic filer's 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 the address of your electronic filer and you are claiming a tax refund on your return, you have to use or must already be using direct deposit. If you are not using direct deposit, we will mail a refund cheque, if applicable, to you at your electronic filer's address.

This authorization is valid for the 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 authorize the electronic filer named in Part F to represent you for your income tax and benefit return, complete Part D. The electronic filer may charge a fee to represent you.

By completing and signing Part D (and by the electronic filer transmitting this authorization), you authorize the CRA to provide information relating to your income tax return and your tax account to your representative, and he or she may request changes to your return and to your account. If this authorization is not transmitted to the CRA, send us a completed Form T1013, *Authorizing or Cancelling a Representative*, to authorize the electronic filer. For more information, see "Levels of authorization", on Form T1013. Form T1013 is available at [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms).

You can also give or cancel authorization online at [www.cra.gc.ca/myaccount](http://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 complete 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 it is not you) to the tax centre. If this was not done, you cannot use Part D as the authorization 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 complete 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.

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 discloses 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 Canada Revenue Agency to share information from your income tax return with the Minister of Agriculture and Agri-Food, and you authorize that minister to share the information with provincial ministers of agriculture and administrators of other federal/provincial farm programs. You further authorize the Minister of Agriculture and Agri-Food to share any other information that you provide as your application is processed. For more information on confidentiality, refer to Form T1273 on the CRA Web site at [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms).