

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 or territory (or country, if outside Canada)				Postal or zip code
Signature of representative		Telephone number		Year Month Day

Privacy Act, personal information bank number CRA PPU 174

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 12^e Avenue
Shawinigan-Sud QC G9N 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.