



Access to Information and Personal Information Request Form

Protected B when completed

Please see the instructions and privacy notice on the back before you complete this form.
If you need more space, add a separate page.

Section 1: This request is made under the:

Access to Information Act **or** Privacy Act

For official use only

Section 2: Identification of the requester:

The requester is: a Canadian citizen, a permanent resident, or a person present in Canada **or** a corporation present in Canada

Requester's name: (please print):	Address:
Phone numbers (including area code): Business: Residence:	
Requester's signature (mandatory):	Date (YYYY-MM-DD):

Are you requesting information on your own behalf? Yes No

If no, please follow the important instructions in the "Authorization or consent" section on the back of this form.

Section 3a: The information relates to:

	Name:	Information needed:
<input type="checkbox"/> an individual		Social insurance number (for tax records only):
<input type="checkbox"/> a corporation		Business number: BN -
<input type="checkbox"/> a trust		Account number: T -
<input type="checkbox"/> a CRA employee		Personal record identifier (for personnel records only):
<input type="checkbox"/> Other		Other identifying information, if applicable

Section 3b: Type of records requested: Information needed:

<input type="checkbox"/> Tax return(s)	Tax year(s):	
<input type="checkbox"/> Audit records (specify): _____ <input type="checkbox"/> Assessment or reassessment records (specify): _____ <input type="checkbox"/> Objection records (specify): _____ <input type="checkbox"/> Appeals records (specify): _____ <input type="checkbox"/> Collection records (specify): _____	Timeframe:	
<input type="checkbox"/> Canada Pension Plan / Employment Insurance ruling(s):		Ruling number(s): CE
		Period(s) covered:
<input type="checkbox"/> Other (specify the type of records being requested, including timeframe, if applicable):		

Section 4: Method of receipt of documentation (select one):

- a PDF copy on CD/DVD (no fees)
 a paper copy (fees may apply; see Section 4 on the back of this form)
 examine the records at a Canada Revenue Agency office

Important – Please read the following:

This form is for making a request to the Canada Revenue Agency (CRA) only. If you are seeking information from another federal institution, please visit www.infosource.gc.ca for instructions on how to proceed.

Items we need to process your request:

- A completed, signed, and dated formal request. In some cases, you should give us authorization or consent (see the next section "Authorization or consent").
- An application fee of \$5 only for requests made under the *Access to Information Act*. Please make your cheque or money order payable to the Receiver General for Canada.

Authorization or consent:

Consent or proof of authorization is needed for the CRA to release certain information to you:

- **Consent:** if you are requesting information about another person, you should include written consent. It must be signed and dated within the last 30 days and authorize the CRA to disclose the individual's information to you. If you **do not** give the CRA consent or another form of authorization (for example, proof that you are the legal guardian of a minor), it is unlikely that we will be able to release the information to you.
- **Deceased individuals:** you must provide proof of death and proof that you are entitled to receive the information (for example, a copy of the will or a document that shows you are a court appointed administrator of an estate).
- **Businesses/partnerships:** with the exception of sole proprietors seeking information about their own business, consent must be given from all partners.
- **Corporations:** the CRA requires confirmation that you are authorized to receive information about the corporation. For this reason, your request must include a current (within the last 30 days) summary printout from the provincial/federal corporate registry. As well, the request (or consent) must be signed by an appointed officer.

How to fill out this request form:

Section 1 Indicate under which Act you are making your request.

The *Access to Information Act* gives Canadian citizens, permanent residents of Canada, and persons or corporations present in Canada the right to access information the CRA holds.

The *Privacy Act* gives Canadian citizens, permanent residents of Canada, and persons present in Canada the right to access their own personal information the CRA holds.

Section 2 Provide your name and contact information. All correspondence will go to the address given.

Section 3 Provide details about the information requested to help the CRA retrieve the appropriate records.
If you want to get information on more than one subject or individual, complete a separate request for each one.

Section 4 Specify how you want to receive the information requested.

Under the *Access to Information Act*, we charge a reproduction fee of \$0.20 per page for information reproduced on paper. The CRA charges this fee if there are more than 125 pages.

Send the completed request to:

Canada Revenue Agency
Access to Information and Privacy Coordinator
45 Rideau Street, 5th Floor
Ottawa ON K1A 0L5
Fax: 613-941-9395

For more information, call **613-960-5393** or **1-886-333-5402** or TTY (Teletypewriter) **1-800-665-0354**.

We collect personal information under the authority of the *Access to Information Act* and the *Privacy Act*, and use it to process and respond to requests. We may also use the information during consultations with other government institutions, during investigations by the Office of the Information Commissioner of Canada and the Office of the Privacy Commissioner of Canada, and during court reviews. We may use aggregate information to report to Parliament on the administration of the acts. Failure to provide complete information may delay the response to your request. Information is described in personal information bank Access to Information and Privacy, PSU 901 in the Canada Revenue Agency (CRA) chapter of the *Info Source* publication at www.infosource.gc.ca. Personal information is protected under the *Privacy Act* and individuals have a right of protection, access to and correction or notation of their personal information. Further details regarding requests for personal information at the CRA can be found at www.cra-arc.gc.ca/atip.