



### Request for Destruction of Records

- For use by an individual, his or her authorized representative, or the authorized representative of a corporation, trust, partnership, or tax-exempt entity.
- Generally, you have to keep your records (including your electronic records) for a period of six years from the end of the last tax year to which they relate. For more information on this, as well as for the sections of the *Income Tax Act*, *Income Tax Regulations*, *Employment Insurance Act*, and *Canada Pension Plan* that apply, see Information Circular IC78-10R5, *Books and Records Retention/Destruction*.
- This request applies only to records that you have to keep under legislation administered by the Canada Revenue Agency (CRA). We do not have authority to approve the destruction of records that you have to keep under other federal, provincial/territorial, or municipal laws.
- Send your request for permission to destroy records to your tax services office. The address can be found at [www.cra.gc.ca/tso](http://www.cra.gc.ca/tso) and is listed in the Government section of your telephone book.

|  |  |
|--|--|
| Name of individual, corporation, trust, partnership, or tax-exempt entity    | Social insurance number, business number, trust account number, partnership business number, or organization registration number |
| Address of individual, corporation, trust, partnership, or tax-exempt entity |  |

**Reason for request**

---



---



---



---

**Records or documents to be destroyed**

---



---



---



---



---



---

**Other information**

1. Fiscal periods for which destruction of records is being requested from 

|      |       |     |
|------|-------|-----|
| Year | Month | Day |
|      |       |     |

 to 

|      |       |     |
|------|-------|-----|
| Year | Month | Day |
|      |       |     |

2. Have all the tax returns or other relevant information returns related to the fiscal periods been filed?  Yes  No

3. a) Has the appeal period provided by legislation for each of the fiscal periods elapsed?  Yes  No

b) Is there a notice of appeal or objection outstanding for any of the fiscal periods?  Yes  No

4. Types of documents

Non-microfilmed or non-imaged records

Microfilmed or imaged records (for example roll film, microfiche, microtypes, micro card, aperture cards, acetate jackets, digital formats)

Electronic Records (non-imaged)

5. Other relevant information:

---

**Certification**

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

\_\_\_\_\_  
Print first and last name of individual or authorized representative

\_\_\_\_\_  
Signature of individual or authorized representative

\_\_\_\_\_  
Year Month Day

\_\_\_\_\_  
Position or office

\_\_\_\_\_  
Telephone number

**Privacy statement**

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. 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](http://www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html), Personal Information Bank(s) CRA PPU 005, CRA PPU 015, CRA PPU 047 and CRA PPU 224.