



Tax tip

Speed up the authorization process!

Did you know...

That you can quickly register as a representative by using our electronic Represent a client service?

Whether you are an employee needing access to your employer's information, a firm providing tax services, or a representative acting on behalf of a business, Represent a client allows you to access this information online on their behalf. Once authorized, you can access business account information and services that are available on My Business Account. For example, you can access payroll information, view the filing status and notices of assessment for corporation tax returns, or file returns and see account balances for goods and services tax/harmonized sales tax.

To start, visit **www.cra.gc.ca/representatives** to get your Representative identification (RepID). Then, provide your RepID or Business Number (if you are a firm) to the business owner and ask them to authorize you to have access to their online account information and services. The business owner can then use **www.cra.gc.ca/mybusinessaccount** to authorize your access.

For more information on the services that you may be able to access on behalf of a business owner, go to **www.cra.gc.ca/mybusinessaccount**.



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