



## Tax tip

### Authorize representatives quickly and easily!

#### ***Did you know...***

That you can use My Business Account to authorize your employees, family, or other representatives to have access to your online account information? For example, you may want to authorize:

- your office manager to access payroll information;
- your spouse to access your GST/HST information; or
- your tax accountant to access your corporation tax information.

If you are a user of My Business Account, all you need is the representative identification of an individual (or a specific individual at a firm) or the Business Number of a firm (which will include anyone in that firm), to authorize one or more representatives. The authorization will also allow representatives to deal with the Canada Revenue Agency by telephone, in person, or in writing. You can manage the authorized access to your account information by setting expiration dates, authorizing access only to certain accounts, and adding or deleting authorizations instantly. And you can do all this through My Business Account's **Authorize or manage representatives!** If you are not a My Business Account user, you can register at [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).

Try it and see the difference it makes!

For more information about My Business Account, go to [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount).



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