



BANKRUPTCY IDENTIFICATION FORM

- To be completed by a Trustee on behalf of an individual who is in bankruptcy or proposal status.
- Complete this form upon receipt of your taxpayer's estate number from the Office of the Superintendent of Bankruptcy (OSB).
- Failure to complete all fields in each section will result in the form being returned to sender, which will result in a delayed processing time.

Section A – Version of DC905 (Original or Amended)

Original <input type="checkbox"/>	OR	Amended <input type="checkbox"/>	Date Amended	Note: Only box 18. "Send GSTC/HSTC cheques c/o Trustee?" on this form can be amended. For all other amendments please forward the information to the OSB.
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Section B - Debtor / taxpayer personal information

1. Surname	2. Given name	3. Social Insurance Number	4. Telephone (daytime)
5. Language of correspondence <input type="checkbox"/> English <input type="checkbox"/> French	6. Marital status	7. Taxpayer address (number, street, Apt. No., P.O. Box, or R.R. No.) (Do NOT enter Trustee's address)	
8. City	9. Province /Territory	10. Postal code	

Note: Enter the **taxpayer's address** above. All refunds intended for the Trustee will be sent to the address the Trustee provided to OSB Trustee Licensing Services. This information is necessary to update the taxpayer's record. We do not use it to determine where we send income tax refunds or notices.

Section C - Bankruptcy or proposal information

*Date of assignment/proposal - Indicate the date of proceeding/assignment and whether it is a bankruptcy or proposal.

Estate number - Indicate the estate number provided by the OSB. Forms without this number will **not be processed and will be returned to sender.

11. Date of assignment/proposal*	12. Bankruptcy <input type="checkbox"/>	OR	Proposal <input type="checkbox"/>	13. Estate number**	14. Firm number
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Section D - Trustee information

Do not enter the Trustee's address on this form. We obtain the Trustee's address information from OSB Trustee Licensing Services, Industry Canada.

15. Name	16. Telephone number (daytime)	17. Trustee Individual number
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Section E – GSTC/HSTC cheque designation

All goods and services/harmonized sales tax credit (GSTC/HSTC) cheques will be sent c/o the Trustee until the CRA obtains a date of discharge for the taxpayer from the OSB or if instructed by the Trustee to do otherwise.

- If you do NOT want to receive these amounts, check (✓) the "**NO**" box
- If, at a later date, you would like to resume receiving these amounts, send us a revised version of this form with a check (✓) in the "**YES**" box.
- If this is an amended copy please check (✓) the "**Amended**" box in Section A (above) and provide the date of amendment.

18. Send GSTC/HSTC cheques c/o Trustee?

YES <input type="checkbox"/>	OR	NO <input type="checkbox"/>
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Important Note: If an *Authorization & Direction Letter* is required, please send it to your CRA tax centre with the **post-bankruptcy Return**. **DO NOT** submit *Authorization & Direction Letters* with the DC905.

Submit the **completed** DC905 by Mail or by Fax to:

MAIL	FAX
CRA Insolvency Team PO Box 20,000 Station A 1050 Notre Dame Ave. Sudbury, Ontario P3A 5C1	705-671-0394 No cover sheet required. This fax line is only accessed by the Insolvency team.

IMPORTANT NOTE: This location only processes DC905's. **DO NOT** include other forms or tax returns.
*****ALL OTHER FORMS WILL BE RETURNED TO SENDER OR DESTROYED*****

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 <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/access-information-privacy-canada-revenue-agency/info-source-sources-federal-government-employee-information.html>. Personal Information Bank CRA PPU 005.