



Information Return for Electronic Filing of an Individual's Income Tax and Benefit Return

- The information found on this form corresponds to the tax year indicated on the right.
- Before you fill out this form, read the information and instructions on page 2.
- The individual (or legal representative) identified in Part A must sign Part E. Part H is to be filled out by your electronic filer once the return has been submitted.
- Give the signed original of this form to your electronic filer and keep a copy for yourself.

Tax year: 2016

Part A – Identification and address as shown on your return (mandatory)

First name	Last name			Social insurance number			
Mailing address: Apt no – Street no Street name			PO Box	RR	City	Prov./Terr	Postal code

Part B – Declaration of amounts from your General Income Tax and Benefit Return (mandatory)

Enter the following amounts from your return, if applicable:

Total income (line 150)	Refund (line 484)
Taxable income (line 260)	or
Total federal non-refundable tax credits (line 350 of Schedule 1)	Balance owing (line 485)

Part C – Alternative address information (optional)

Fill out this part if you want us to mail your notice of assessment and your tax refund, or only your notice of assessment, to you at the address of the electronic filer named in Part G. Tick (✓) the appropriate box to tell us which information to mail to the electronic filer's address. This authorization is valid for the current tax year only. **Important: Read page 2 of this form for more details, especially if you have signed up for the online mail service.**

Notice of assessment and tax refund or Notice of assessment

Part D – Authorizing an electronic filer to represent you (optional)

By filling out and transmitting this part of the T183 form, I authorize the Canada Revenue Agency to deal with the electronic filer named in Part G as my representative for income tax matters on my tax return. This authorization is limited to the specific tax year and does not provide my representative with online access. This authorization will expire on _____

Year Month Day

If you do not show an expiry date, this authorization **will remain in effect** until you, the undersigned, cancel it. Read page 2 of this form for more details.

Signature (individual identified in Part A or legal representative) Name and title of legal representative _____
Year Month Day

Part E – Declaration and authorization (mandatory)

I declare that the information entered in Part A and G and the amounts shown above in Part B are correct and complete and fully disclose my income from all sources. I also declare that I have read the information on page 2 of this form, and that the electronic filer identified in Part G is filing my return. I allow this electronic filer to communicate with the Canada Revenue Agency to correct any errors or omissions.

Signature (individual identified in Part A or legal representative) Name and title of legal representative _____
Year Month Day

Sign up for online mail!

Get your CRA mail electronically delivered in My Account at cra.gc.ca/myaccount

Email address (optional) _____

I understand that by providing an email address, I am **registering** for online mail and I **accept the terms and conditions**. For more information, refer to the information and instructions on page 2 of this form.

Part F – Pre-authorized debit agreement (optional)

I hereby authorize the electronic filer to create this personal pre-authorized debit on my behalf. I authorize the CRA to automatically withdraw the funds from my bank account as per the agreement details listed below. I acknowledge that I have read and understood the information about pre-authorized debit on page 2 of this form.

Signature _____
Year Month Day

One time payment for your Individual income tax (T1), to be withdrawn on _____, for the amount of _____

Year Month Day

Branch No. _____
Financial Institution No. _____
Bank account number

Part G – Electronic filer identification (mandatory)

By signing Part E above, the individual named in Part A declares that the following person or firm is electronically filing his or her return. Part E **must be signed** before the return is electronically transmitted.

Name of person or firm: _____ Electronic filer number: _____

Part H – Document control number or confirmation number (mandatory)

Enter the document control number or confirmation number for the individual's electronic record: _____

Information and instructions

Part C – Alternative address information (optional)

If you tick the box to have your notice of assessment **and** tax refund mailed to you at your electronic filer's address, we will mail a cheque to that address even if you are using direct deposit. However, any later refunds will be deposited to your account.

If you tick the box to have **only** your notice of assessment mailed to you at your electronic filer's address and you are getting a tax refund and if you have not signed up for direct deposit, we will mail a refund cheque to you at your electronic filer's address.

If you are registered to receive online mail, the notice of assessment will not be mailed to the electronic filer, even if you have filled out Part C. Instead, you will receive an email notification to inform you that there is online mail available to view in My Account.

If you are registered to receive online mail, and you are getting a tax refund and you have not signed up for direct deposit, we will mail the notice and refund cheque to you at your electronic filer's address.

This authorization is valid for the current tax year only and will not affect all other correspondence, any CCTB, UCCB, GST/HST credit and related provincial payments, WITB advance payments, any other deemed overpayment of tax, and any other notice of assessment or notice of reassessment.

If your return is being discounted, you cannot use the alternative address option.

Part D – Authorizing an electronic filer to represent you (optional)

If you want to indicate that you are authorizing the electronic filer named in Part G to represent you for your income tax and benefit return, fill out Part D. Since this authorization is limited to a specific tax year and does not provide online access, you must also fill out and send in Form T1013, *Authorizing or Cancelling a Representative* in order for your electronic filer to have online access to your account. The electronic filer may charge a fee to represent you.

By filling out and signing Part D and by the electronic filer transmitting this information with your return, you authorize the Canada Revenue Agency (CRA) to provide information relating to your income tax return and your tax account to your representative. They may request changes to your return and to your account.

If this authorization is not transmitted to the CRA, send us a filled out Form T1013, *Authorizing or Cancelling a Representative*, to authorize the electronic filer with their RepID, GroupID, or BN (business number). For more information, see "Levels of authorization" on Form T1013. Form T1013 is available at www.cra.gc.ca/forms.

You can also give, update, or cancel an authorization online at www.cra.gc.ca/myaccount.

We may select your return for review **before** or **after** we assess it. If so, and provided your electronic filer offers this additional service, we will contact him or her for any supporting documents we may need **only** if you fill out Part D. Otherwise, we will contact you.

If you are the legal representative for a deceased person, you **first** have to submit a copy of the **death certificate** and **will** designating you as the executor (and Form T1013 signed by the executor if you are not the executor) to the tax centre. If the death certificate, will, and Form T1013, if applicable, were not sent in, the authorization in Part D will not be accepted. Keep these documents for a period of six years after the date the return was filed.

Part E – Declaration and authorization (mandatory)

If your return is being sent by EFILE, you have to fill out Parts A, B, and E. By signing Part E, you acknowledge that under the *Income Tax Act* you have to:

- keep all records used to prepare your return for a period of six years, and provide this information to us on request; and
- give the signed original of this form to the electronic filer named in Part G, and keep a copy for yourself.

By signing Part E, you declare that the electronic filer named in Part G is electronically filing your return on your behalf. If there are any errors or omissions on your return, you authorize us to:

- disclose these errors or omissions to the electronic filer; and
- if necessary, give the electronic filer your personal taxpayer information.

By signing Part E, you declare that the electronic filer named in Part G is authorized to provide your email address to the CRA for the purpose of you receiving your CRA correspondence electronically. You also authorize the electronic filer to make changes and retransmit your return so we can accept it for electronic filing. The filer can do this as long as your refund or balance owing shown in Part B is not changed by more than \$300.

By signing Part E, you acknowledge that we are responsible for ensuring the confidentiality of your electronically filed tax information **only** after we have accepted it.

In the case of a **trustee** or **legal representative** signing Part E, you declare that the information entered in Part A and the amounts showing in Part B are correct and complete, and fully disclose the income from all sources of the taxpayer you represent. If you are the executor or legal representative for a **deceased person**, you must give a copy of the death certificate to the electronic filer.

If you are a **farmer**, and with your return you apply to participate in the AgriStability and AgriInvest programs, by signing Part E, you authorize the CRA to share information from your income tax return with the minister of Agriculture and Agri-Food Canada. You also authorize that minister to share the information with provincial ministers of agriculture and administrators of other federal and provincial farm programs. You further authorize the minister of Agriculture and Agri-Food Canada to share any other information that you provide as your application is processed. For more information on confidentiality, refer to Form T1273, *Statement A - Harmonized AgriStability and AgriInvest Programs Information and Statement of Farming Activities for Individuals* at www.cra.gc.ca/forms.

Email address (optional)

After reading and agreeing to the terms and conditions below, enter the email address you want to use to be notified that your mail is available online. You can also register directly online at www.cra.gc.ca/myaccount.

Terms and conditions – By providing an email address, you are registering for online mail and authorizing the CRA to send you email notifications when there is mail for you to view on My Account. Any notices and correspondence delivered online on My Account will be presumed to have been sent on the date of the email notification. You understand and agree that your notice of assessment and notice of reassessment, and any future correspondence eligible for online delivery **will no longer be printed and mailed**.

Once we have processed your return, we will send you a registration email notification to the email address you have provided, confirming your registration for online mail. We usually process paper returns in four to six weeks and returns filed electronically in as little as eight business days.

To view your correspondence you must be registered for the CRA's My Account service. To register, go to www.cra.gc.ca/myaccount. You will also find information on how to register, manage, and view online mail, and much more.

Personal information is collected under the authority of subsection 220(1) of the *Income Tax Act* and is used for the purpose of sending notices electronically. Information is described in personal information banks CRA PPU 175 *Taxfiler Representative Identification System (TRIS) Data Bank 175* and CRA PPU 005 *Individual Returns and Payment Processing* in the CRA chapter of *Info Source*. Personal information is protected under the *Privacy Act*. Individuals have a right to access, correct, or note their personal information and to have their personal information protected. More details about requests for personal information at the CRA and the CRA's *Info Source* chapter can be found at www.cra.gc.ca/atip.

Part F – Pre-authorized debit agreement (optional)

Pre-authorized debit (PAD) is an online payment option. Through this option, you agree to authorize the CRA to withdraw a pre-determined amount from your bank account to pay tax on a specific date.

To cancel or modify your PAD

If you would like to cancel or make changes to your PAD agreement, go to the CRA website at www.cra.gc.ca, select Login/Register, and select My Account. Any changes made will require 5 business days to take effect. You can also submit your request to the CRA by fax at **613-954-9777**, or mail it to the following address:

Canada Revenue Agency
Post Office Box 9659, Station T
Ottawa ON K1G 6L7

Please note that changes submitted to the CRA by fax or mail may take up to 30 days to take effect. If you do not inform the CRA of such changes on time, you may be subject to a fee if the financial institution is unable to process a debit according to your agreement.

Recourse rights

You have the right to receive a reimbursement for any payment that is not authorized within the terms of this PAD agreement. For more information on your rights to cancel your PAD agreement or on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

Account authorization

You guarantee that you have full authority for completing a pre-authorized debit from the noted bank account.