



JC Professional Corporation

"Authorized to practice public accounting by the Chartered Professional Accountants of Ontario"

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Providing your consent for JC Professional to be your authorized representative with the CRA

To better help you manage your tax accounts with the Canada Revenue Agency (CRA), please authorize **JC Professional Corporation** as an authorized representative. Previously, taxpayers were able to sign a business consent form and we would be able to take the signed form and complete the set up with the CRA.

Due to increased concerns with identify theft, the CRA has tightened their authorization process requiring further authentication to confirm representatives. The quickest way to grant us authorization is to identify JC Professional Corporation as your authorized representative through your '[My Business Account](#)'.

What steps do you need to take? Please follow the points outlined below

My Business Account

- Confirm that you have 'My Business Account' set up; if not, you'll have to [register](#) for this first.
- Ensure email notifications have been enabled.
- You'll need to add your business number to your account. You'll only be allowed to do this if your name and social insurance number matches the information the CRA has.

Authorize JC Professional Corporation as my representative

To authorize JC Professional Corporation as your representative, log in to your '[My Business Account](#)' and complete the following steps:

- Click on '**Profile**'.

The screenshot shows the CRA My Business Account dashboard. At the top, there are logos for the Government of Canada and the CRA. A navigation bar contains icons for Mail, Submit documents, Profile (highlighted with a red box), and Sign out. Below this, a 'Navigation' sidebar lists Overview, Corporation Income Tax, and Information Returns. The main content area shows 'Overview' with a date of December 2, 2022, and a 'Business Number (BN)' field with an 'Access BN' button.



- Scroll to 'Authorized representatives' and click on 'Manage authorized representatives'.



Government of Canada
Gouvernement du Canada

[Français](#) [Print/Save](#)

Canada Revenue Agency

[Sign out](#)

[My Business Account](#)

Business profile for [REDACTED]

As of December 2, 2022

[Help with this page](#)

Addresses

Corporate income tax - RC0001

Mailing address

[REDACTED]

Information returns - RZ0001

Mailing address

[REDACTED]

[Manage addresses](#)

Owner phone number

[REDACTED]

[Manage owner phone number](#)

Notification preferences

Add or remove email address(es) to receive notifications when eligible correspondence is available to view in My Business Account or important changes are made on your account.

[Manage notification preferences](#)

Direct deposit

[Banking information privacy notice](#)

Corporate income tax - RC0001

Not set up

Information returns - RZ0001

Not set up

[Manage direct deposit](#)

Authorized representatives

As of December 2, 2022 you have no authorized representatives.

[Manage authorized representatives](#)

Business number(s) in your profile

- Next, click on 'Authorize a representative'.

Government of Canada / Gouvernement du Canada

Canada Revenue Agency

Authorized representatives

Business number

Business name

Authorize a new representative

To authorize a representative select the button below.

- To authorize an employee, an individual, or an individual of a firm, you need the representative identification number (RepID) they obtained through "Represent a Client" on the Canada Revenue Agency (CRA) Web site.
- To authorize a firm, you need their Business Number (BN), which they must have registered through "Represent a Client" on the CRA Web site.
- To authorize a group, you need the group identification number (GroupID) they obtained through "Represent a Client" on the CRA Web site.

Authorize a representative

Confirm pending authorizations

No representatives are currently authorized to deal with the Canada Revenue Agency (CRA) on behalf of the business.

- Enter JCP's business number (132492943) in the space provided and click 'Next' to save.

Government of Canada / Gouvernement du Canada

Canada Revenue Agency

Authorize representative

Business number

Business name

You can authorize a representative to deal with the Canada Revenue Agency by internet, by telephone, in person, or in writing.

This representative will have access to all tax years since this online service does not give you the option to specify a year.

* RepID, GroupID, or BN (required)

132492943

Previous

Next

Screen ID: B-KL-AAR-01

Date modified: 2021-06-29

- Review to ensure you are authorizing the correct representative. The next screen should show the ‘Firm name’ **JC Professional Corporation** and the ‘Firm BN’ **132492943**.
- Select the level of authorization you are granting JCP. We **recommend ‘Update and view (level 2)’** to allow JCP to:
 - Access detailed financial records and calculations with the CRA (such as interest and penalty, payment history, assessment notices, and more).
 - Discuss detailed transactions with CRA on your behalf (such as tracing payments misapplied by CRA, verifying detailed historical tax balances, requesting amendments, and more).
- Select accounts authorized for access as ‘**All accounts**’.
- Click ‘**Next**’ to save changes.

My Business Account

Authorize representative – Enter information

Authorized representatives

Authorize a representative

View transactions

Authorize representative – Enter information

Business number

Business name

Firm BN 132492943

Firm name JC Professional Corporation

*** Level of authorization for this representative (required)**

View only (level 1)

Update and view (level 2)

Expiry date
(If no expiry date is selected, the authorization will be valid indefinitely.)

*** Accounts this representative will be authorized to access (select one or more) (required)**

Select	Accounts
<input checked="" type="checkbox"/>	All accounts
<input type="checkbox"/>	All RC Corporation Income Tax accounts
<input type="checkbox"/>	RC0001
<input type="checkbox"/>	All RZ Information Returns accounts
<input type="checkbox"/>	RZ0001

Previous
Next

Review that you are authorizing JCP

Click level of access you are granting

Click accounts to authorize JCP access to

Click 'Next'

- Review selections, and if no changes are required, check off your **'Confirmation'**. Then **'Submit'** to save and apply your authorization of **JC Professional Corporation**.

My Business Account

Review authorized representative

Authorized representatives

Authorize a representative

View transactions

Review authorized representative

Business number [blurred]

Business name [blurred]

Firm BN 132492943

Firm name JC Professional Corporation

Authorization information

Program account(s)	Level of authorization	Tax year(s)	Expiry date
All accounts	Update and view (level 2)	All years	Does not expire

*** Confirmation (required)**

I confirm that the Canada Revenue Agency (CRA) can deal directly with this representative on my behalf.

- Review the confirmation page for accuracy. JCP should now be able to access your tax information and discuss tax matters with the CRA on your behalf.

My Business Account

Authorize representative – confirmation

Authorized representatives

Authorize a representative

View transactions

Authorize representative – confirmation

Business number [blurred]

Business name [blurred]

Firm BN 132492943

Firm name JC Professional Corporation

You have successfully authorized this representative to deal with the Canada Revenue Agency for this business.

Authorization information

Program account(s)	Level of authorization	Tax year(s)	Expiry date
All accounts	Update and view (level 2)	All years	Does not expire

[Authorized representatives](#)

- Now when you go back to the 'Profile' page, you should see a list of all authorized representatives.

Authorized representatives

Business number [Redacted]
Business name [Redacted]

Authorize a new representative
To authorize a representative select the button below.

- To authorize an employee, an individual, or an individual of a firm, you need the representative identification number (RepID) they obtained through "Represent a Client" on the Canada Revenue Agency (CRA) Web site.
- To authorize a firm, you need their Business Number (BN), which they must have registered through "Represent a Client" on the CRA Web site.
- To authorize a group, you need the group identification number (GroupID) they obtained through "Represent a Client" on the CRA Web site.

[Authorize a representative](#) [Confirm pending authorizations](#)

Authorized representatives ⓘ
(To view, add, or cancel authorization for a representative, select the representative.)

Representative	Access
JC Professional Corporation	Online / Offline

List of authorized representatives

Enable notifications

To enable email notifications from the CRA, log into your '[My Business Account](#)' and complete the following steps:

- Click on '**Profile**'.

Government of Canada / Gouvernement du Canada [Français](#) [Print/Save](#)

Canada Revenue Agency
My Business Account

BN: [Redacted] [Mail](#) [Submit documents](#) [Profile](#) [Sign out](#)

Navigation

- Overview
- Corporation Income Tax
- Information Returns

Overview
As of December 2, 2022 [Help with this page](#)

Business Number (BN): [Redacted] [Access BN](#)

- Scroll to 'Notification preferences' and click on 'Manage notification preferences'.



Government of Canada / Gouvernement du Canada

[Français](#) [Print/Save](#)

Canada Revenue Agency

[Sign out](#)

[My Business Account](#)

Business profile for [REDACTED]

As of December 2, 2022

[Help with this page](#)

Addresses

Corporate income tax - RC0001

Mailing address



Information returns - RZ0001

Mailing address



[Manage addresses](#)

Direct deposit

[Banking information privacy notice](#)

Corporate income tax - RC0001

Not set up

Information returns - RZ0001

Not set up

[Manage direct deposit](#)

Owner phone number



[Manage owner phone number](#)

Notification preferences

Add or remove email address(es) to receive notifications when eligible correspondence is available to view in My Business Account or important changes are made on your account.

[Manage notification preferences](#)

Authorized representatives

As of December 2, 2022 you have no authorized representatives.

[Manage authorized representatives](#)

Business number(s) in your profile

- Click on **'+Add email address'**.

Notification preferences

Business number [redacted]
Business name [redacted]

There are no email addresses on file for this business.

When an email address is added: ⓘ

- we will stop sending paper mail and send an email when there is mail available to view in My Business Account;
- we will send an email when important changes are made on this account.

You can add up to three email addresses per program account.

For more information see [notifications from the CRA](#)

+Add email address

- Enter **'New email address'** and **select all 'Program account'** to issue notifications for (we recommend selecting all program accounts). Click **'Next'** to save changes.

Add email address - enter information

Business number [redacted]
Business name [redacted]

[Email notifications - privacy notice](#)

* New email address (required) ⓘ

Enter email address here

List of accounts

* Select accounts to which the email address should be applied. (required)

Select all		
<input checked="" type="checkbox"/>	Program account	Email addresses on file
Corporation Income Tax (RC) account(s)		
<input checked="" type="checkbox"/>	[redacted] RC0001	None
Information Returns (RZ) account(s)		
<input checked="" type="checkbox"/>	[redacted] RZ0001	None

Previous **Next** Click Next

- Review the information and selections as well as the **'terms of use'**. Should you agree to the terms of use, check off that you have **'read and accept the terms of use'**. Then **'Submit'** the email address to enable notifications.

My Business Account

Review email address

Business number [redacted]
Business name [redacted]

The email address will be added to the account(s).

Email address [redacted]

Account(s) RC0001 - Corporation Income Tax
RZ0001 - Information Returns

▶ Review terms of use

* Confirmation (required)
 I have read and agree to the above terms of use.

Previous **Submit** Click 'Submit'

Callouts:
- Review terms of use (points to 'Review terms of use' link)
- Check off the confirmation of terms (points to confirmation checkbox)
- Click 'Submit' (points to 'Submit' button)

My Business Account

Add email address - enter information

Business number [redacted]
Business name [redacted]

Email notifications - privacy notice

* New email address (required) [redacted]

List of accounts

* Select accounts to which the email address should be applied. (required)

Select all	
<input checked="" type="checkbox"/>	Program account Email addresses on file
Corporation Income Tax (RC) account(s)	
<input checked="" type="checkbox"/>	[redacted] RC0001 None
Information Returns (RZ) account(s)	
<input checked="" type="checkbox"/>	[redacted] RZ0001 None

Previous **Next**

Screen ID: B-BN-AEA-01

Callouts:
- Enter email address here (points to email input field)
- Click to select all CRA program accounts (points to 'Program account' checkbox)
- Click 'Next' (points to 'Next' button)

- Review the confirmation page for accuracy. Your 'My Business Account' is now set up to provide notifications.