JC Professional Corporation

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

DeRose Barristers & Solicitors
314-1280 Finch Ave. W.
Toronto, ON
M3J3K6

Tel: 416-663-5032
Fax: 416-663-2284
jerry@jcprofessional.com
www.jcprofessional.com

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'.**

CPA CHARTERED PROFESSIONAL ACCOUNTANTS

CGA

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

- Next, click on **'Authorize a representative'**.

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

- 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:

    o Access detailed financial records and calculations with the CRA (such as interest and penalty, payment history, assessment notices, and more).

    o 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.

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

- 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.

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

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

- Click on **'+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.

- 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.

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