



104 - 5668 192nd Phone: 1-800-317-0627
Surrey, BC V3S 2V7 Fax: 1-800-317-0627
Email: info@tns.ca

ADDING TRUE NORTH DISABILITY SERVICES AS AN AUTHORIZED REPRESENTATIVE

As of **July 15, 2025**, the Canada Revenue Agency (CRA) no longer permits the use of **EFILE** to transmit authorization forms. This change means that anytime you need to add a new accountant or representative to assist with your tax matters, you must do so directly through:

- Your CRA **My Account**, or
- By signing a CRA **Sign Form** that we prepare for you.

To generate this CRA Sign Form (through the **Represent a Client** system), the CRA requires specific information that matches exactly what they have on file.

Please complete the details below:

Legal First Name: _____

(Example: If the CRA has "Jonathan" on file, do not enter "Jon." The name must match exactly. If the CRA has a middle initial or full middle name on file, please include that as well.)

Legal Last Name: _____

SIN (Social Insurance Number): _____

Line 15000 – Total Income from Your Tax Return

This information is required for us to generate your CRA Sign Page. If any of the information provided does not match exactly what the CRA has on file, their system will not allow us to proceed with creating the form.



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Line 15000 must come from a return that CRA has fully processed — and one filed **at least 6 months ago**. If your most recent return is too recent, it may not yet be available in their system for matching. In that case, we would rely on the prior year that has been filed.

Line 15000 from 2024 return: _____

Line 15000 from 2023 return: _____

Next Steps:

We will use the information you've provided to generate a Sign Page through the CRA's *Represent a Client* system, which will then be sent to you for signature. Please note that this form must be signed and submitted to the CRA within 30 days of its creation; otherwise, it will no longer be valid.

Thank you,
True North Disability Services
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