

Process for authorizing Crowe Soberman LLP to be your representative with Canada Revenue Agency (CRA)

Navigate to https://tinyurl.com/2et3fsfn to sign into your My Business Account.



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Note: If you have not yet set up your My Business Account, navigate to our guide called 'How to Register for My Business Account' (If you do NOT have My Account with CRA).



4 Select "Auth	orize a representative".
Authorize	a new representative
To author	ze a representative select the button below.
• To au identi (CRA)	thorize an employee, an individual, or an individual of a firm, you need the representative fication number (RepID) they obtained through "Represent a Client" on the Canada Revenue Agency Web site.
• To au "Repr	thorize a firm, you need their Business Number (BN), which they must have registered through esent a Client" on the CRA Web site.
• To au "Repr	thorize a group, you need the group identification number (GroupID) they obtained through esent a Client" on the CRA Web site.
Authorize	a representative Confirm pending authorizations
5 Enter Crowe "Next".	Soberman's Business Number (BN), which is 104902077, and click
You o	an authorize a representative to deal with the Canada Revenue Agency by in
by te	lephone, in person, or in writing.
This	epresentative will have access to all tax years since this online service does r
you t	he option to specify a year.

Previous	Next

In this next step you will choose the level of authorization that you want Crowe Soberman to have.

At Crowe Soberman, our typical request is to choose level 2 authorization (update and view) and leave the expiry date blank. Authorization can be cancelled manually at any time.

The last step before finalizing authorization is to choose which program accounts you want us to be able to update and view. You can authorize access for just one account or all.

At Crowe Soberman, our request is to authorize all accounts so we can access the applicable information.

Click "Next".

6

		104902077		
Firm name	2	CROWE SOBERMAN LLP		
* Level of auth	norization for	this representative (required) O		
O View only (level 1)			
Update and	d view (level 2))		
Expiry date (If no expiry o	late is selected	d, the authorization will be valid indefinitely.)		
* Accounts this	epresentative	will be authorized to access (select one or more) (require	ired)	
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7 Review and confirm the information you've entered and click "Submit".

Firm name CROWE SOBERMAN LLP Authorization information Fax year(s) Expiry date 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. Previous Submit	Firm name CROWE SOBERMAN LLP Authorization information Fax year(s) Expiry date 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. Previous Submit	Firm BN	104902077		
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8 Once your submission is confirmed, please notify your contact at Crowe Soberman.

Firm name CROWE SOBERMAN LLP You have successfully authorized this representative to deal with the Canada Revent 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 explanate	Firm BN	104902077		
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