

Protected B (when completed)

Use this form either to consent to the release of confidential information about your account(s) with Tax and Revenue Administration (TRA) and/or cancel consent for an existing representative. Send the completed form by e-mail to tra.revenue@gov.ab.ca, fax to 780-427-0348 or mail to TAX AND REVENUE ADMINISTRATION, 9811 109 STREET NW, EDMONTON, AB T5K 2L5.

For corporate income tax accounts, complete the [Corporate Income Tax Consent form \(AT4930\)](#).

Forms that are incomplete will not be processed.

1. Purpose of Form

- Authorize a third party representative to receive taxpayer information and/or Cancel a third party representative from receiving taxpayer information

2. Client Taxpayer Identification

Provide the legal name and either the Alberta Corporate Account Number or Alberta Business Identification Number in order for access to be granted.

Legal Name:

Alberta Corporate Account Number:
(enter the 9 or 10 digit number)

Alberta Business Identification Number:
(not the Federal Business Number)

3. Authorize a Representative

Authorize access by telephone, e-mail, fax and mail.

If you are giving consent to an individual, enter their full name. If you are giving consent to a firm, enter the name of the firm. If you deal with a specific individual at a firm enter both the individual's name and the firm's name. If you do not identify an individual of a firm, then you are giving consent to deal with anyone from that firm.

Name of Individual or Firm _____

E-mail Address: Telephone:

4. Authorize online access TRACS to an individual

You can authorize your representative to access account information through our online services, Tax and Revenue Client Self-Service (TRACS). **TRACS access is provided to an individual only. At this time we are not able to grant access to a firm.** Once a user has access to TRACS they will have access to View Financial Transaction Details, and View Assessment information, and other functions depending on the program and privileges assigned in Part 5. Access cannot be restricted to specific time frames such as periods or years.

Name of Individual (cannot be the name of the firm):

E-mail Address: Telephone:

Do not use this form to enrol as an account owner in TRACS. See [How to access TRACS](#) for more information.

Legal Name :

Alberta Business Identification Number:

5. Details of New Authorization

Select the program, and the privilege(s) that the individual identified in Part 4 is authorized to access.

911 Levy

- View Assessment Status View Financial Transaction Details View Filing Reminders
 File a Return View Payment Reminders

AITE Retailer

- View Assessment Status View Financial Transaction Details Submit Documents
 View Reports View Payment Reminders

Fuel Tax

- View Assessment Status View Financial Transaction Details View Filing Reminders
 Submit Documents View Reports File a Notice of Objection
 View Payment Reminders File a Return/Claim

Health Cost Recovery

- View Assessment Status View Financial Transaction Details View Filing Reminders
 Submit Documents File a Report View Payment Reminders

Insurance Premiums Tax

- View Assessment Status View Financial Transaction Details View Filing Reminders
 Submit Documents File a Return View Payment Reminders

International Fuel Tax Agreement (IFTA)

- View Assessment Status View Financial Transaction Details View Filing Reminders
 Submit Documents Renew Registration File a Return
 Make a Credit Card Payment (during renewal period) View Payment Reminders

LPG Producers and Distributors

- View Assessment Status View Financial Transaction Details View Filing Reminders
 View Payment Reminders

LPG Retailer

- View Assessment Status View Financial Transaction Details Submit a Claim
 View Payment Reminders

Tobacco Tax

- View Assessment Status View Financial Transaction Details View Filing Reminders
 Submit Documents File a Return View Tax Memo
 Upload Tax Memo (for Tax Memo Suppliers only) View Payment Reminders

Tourism Levy

- View Assessment Status View Financial Transaction Details View Filing Reminders
 File a Return View Payment Reminders

Legal Name :

Alberta Business Identification Number:

6. Cancel Representative(s)

Complete part (a) to cancel all representatives previously authorized to deal with TRA regarding your account OR part (b) to cancel a specific individual and/or firm.

(a) Cancel ALL representatives

(b) Cancel a specific: Individual Name(s):

Firm Name:

7. Certification

This form must be signed and dated by an individual with proper authorization for the business, for example, an owner, a partner of a partnership, a corporate director, a trustee of an estate or an individual with delegated authority.

By signing and dating this form, you authorize Tax and Revenue Administration (TRA) to deal with the individual or firm listed in Part 3 and 4 of this form, and/or cancel an authorization listed in Part 6 for this form. We may contact you to confirm the information provided.

The individual signing this form is (must select one):

an owner a corporate director a partner of partnership a trustee of an estate

an individual with delegated authority

E-mail Address: Telephone:

Name: Fax Number:

Signature: Date: