



Cancel Business Consent or Delegated Authority

Representatives

Cancel your access faster online using "Represent a Client." Go to canada.ca/cra-login-services and log in. On the "Welcome" page, select "Review and update", then your "RepID", "Group ID", or "Business number." Open the "Manage clients" tab, then select "Authorization request" and follow the instructions.

Business owners

Cancel your representative's access faster online using "My Business Account." Go to canada.ca/cra-login-services and log in. On the "Welcome" page, select "Manage", then "Representatives" and follow the instructions.

Use this form to cancel consent for an existing representative or delegated authority.

Do not use this form if both of the following apply:

- you are a selected listed financial institution (SLFI) for goods and services tax/harmonized sales tax (GST/HST) purposes, or Quebec sales tax (QST) purposes, or both
- you have a GST/HST (RT) program account that includes QST information

Instead, use Form RC7259X, Cancel Business Consent or Delegated Authority for Certain Selected Listed Financial Institutions. For more information, including the definition of an SLFI for GST/HST and QST purposes, go to canada.ca/gst-hst-financial-institutions.

Part 1 – Business information

Enter the business name and the business number (BN) as registered with the Canada Revenue Agency (CRA).

Business name: _____ Business number: | | | | | | | | | |

Part 2 – Cancel one or more authorizations

Tick only one option to cancel authorization of a representative or delegated authority or both. If you tick B or D, fill in the RepID, GroupID, or BN.

- ☐ **A.** Cancel **all** authorizations for **all** program accounts.
- ☐ **B.** Cancel **all** authorizations, only for the individual, representative, delegated authority, group, or firm identified below.
- ☐ **C.** Cancel **all** authorizations, only for the following program account:
Program identifier: | | | | | Reference number: | | | | |
- ☐ **D.** Cancel authorization for the individual, representative, delegated authority, group, or firm identified below for the following program account:
Program identifier: | | | | | Reference number: | | | | |

RepID: | | | | | | | | | | Name of individual: _____
or
GroupID: | **G** | | | | | | | | | | Name of group: _____
or
BN: | | | | | | | | | | Name of firm: _____

Part 3 – Certification

You **must sign and date** this form. The CRA **must** receive this form **within six months** of the date it was signed or it will not be processed. This form **must only** be signed by an individual with **proper authority** for the business (see the choices below). An **authorized representative can only** sign this form if they are cancelling **their own authority**. If the name of the individual signing this form does not **exactly match** CRA records, this form **will not** be processed. Forms that cannot be processed, for any reason, will be returned to the business. To avoid processing delays and **before** you sign this form, you **must** make sure that the CRA has complete and valid information on file for your business. We may contact you to confirm the information you have given.

The individual signing this form is (tick one box only):

- ☐ an owner ☐ a partner of a partnership ☐ a corporate director ☐ a corporate officer
☐ an officer of a non-profit organization ☐ a trustee of a trust ☐ an individual with delegated authority

First name: _____ Last name: _____
Title: _____ Telephone number: _____

I certify that the information given on this form is correct and complete.

Signature: ► _____ Date (YYYYMMDD): | | | | | | | | | |

Once completed, **send this form to your tax centre**. For more information, go to canada.ca/tax-centres.

Our goal is to process RC59X forms within 15 business days from when we get them.

Personal information is collected under the Income Tax Act, Excise Tax Act, and other legislation to administer tax, benefits, rebates, elections and related programs. It may also be used for any purpose related to the enforcement of these Acts such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 on Info Source at canada.ca/cra-info-source.