



Canada Revenue Agency Authorization

Adding An Authorized CRA Representative

To add Olafson & Jones as an authorized representative for your personal account with the Canada Revenue Agency, please complete one of the following options:

Option 1

STEP 1: Log into your CRA My Account. If you do not yet have a My CRA Account, you can register by following the steps on CRA's website

* Please note, before starting the process to create a My CRA Account, you will need access to the following information:

- Social Insurance Number (SIN)
- Date of Birth
- Your most recently filed and assessed tax return (within the last 2 years)
- Valid form of ID (e.g., driver's license, passport)

STEP 2: On the left hand side navigation menu, select profile

STEP 3: Select "View Authorized Representatives" to view all current representatives

STEP 4: Select "Authorize New Representative

STEP 5: Select "Start", then enter our business number — 82939 9955

STEP 6: Select "Authorization level 2"

STEP 7: Once confirmed, you should then see Olafson & Jones listed as an authorized representative on your account

Continued...



Canada Revenue Agency Authorization

Adding An Authorized CRA Representative

To add Olafson & Jones as an authorized representative for your personal account with the Canada Revenue Agency, please complete one of the following options:

Option 2

STEP 1: Email admin@olafsonjones.ca with the subject "Authorization Request" and provide the following information:

1. Full name (as on file with CRA)
2. Social Insurance Number (SIN)
3. Date of Birth
4. Your most recent notice of assessment (that is at least 6 months old)

STEP 2: Once we have this information, we will generate an authorization form that we will return to you for signature

STEP 3: Please sign & return a copy of the signed form to our office

STEP 4: We will file the form with CRA to add Olafson & Jones as authorized representatives

Should you have any questions about this process, please contact our office at (204) 338-5972 or admin@olafsonjones.ca and we would be pleased to assist.

Sincerely,

A handwritten signature in black ink that reads "Olafson & Jones." The signature is written in a cursive, flowing style.

Olafson & Jones

Chartered Professional Accountants Inc.