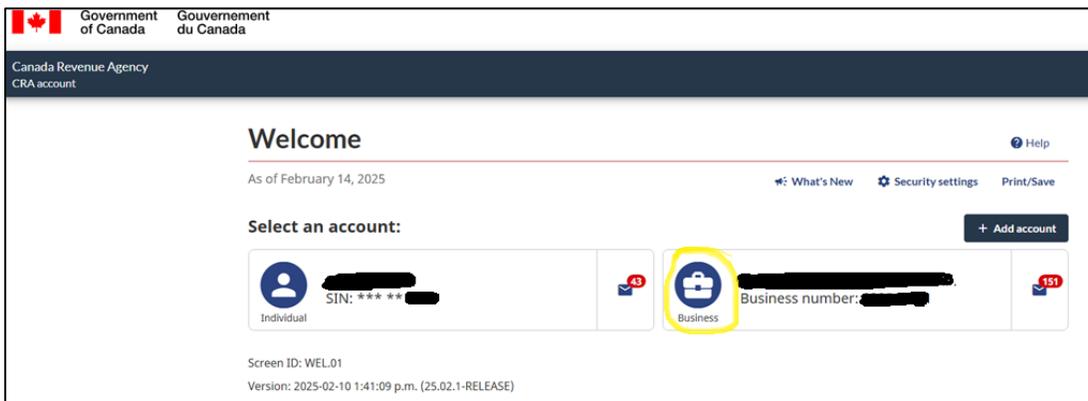


**FROM:** Taylor Leibow LLP  
**SUBJECT:** Instructions for Authorizing a Representative for Businesses  
**DATE:** September 9, 2025

**Adding an authorized representative**

1. You must now authorize Taylor Leibow as a Representative through the CRA Online portal for your business.  
Go to CRA's login page: <https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html>
2. Click on your **Business** account to access the corporate profile:



3. Under your Business account Overview, click your **Profile** on the left-hand side panel:





## MEMORANDUM

4. On the right side near the bottom, there should be an area called "Authorized representatives". Click "+ Add":

Authorized representative(s) **+ Add**

As of **January 24, 2025** you have no authorized representatives.

[Deleted/expired representative list](#)

[Confirm pending authorizations](#)

[View authorized representatives](#)

5. Follow the prompts. Hit "**Start**":

## Authorize a representative Help

- 1** Before you begin  
This authorization allows your representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, in person or in writing.  
Your representative will have access to all tax years as our online service does not yet have a year-specific option.  
**Start**
- 1** Enter representative information
- 2** Select authorization details
- 3** Review and confirm



## MEMORANDUM

6. Enter in Taylor Leibow's Group ID: **GC4TN2** and hit "Search". Make sure Taylor Leibow LLP shows up as the identified representative. Hit "Next":

### Authorize a representative Help

✓ Before you begin

1 Enter representative information

Fields marked with an asterisk ( \* ) are required.

To authorize a representative to deal with the CRA on your behalf enter:

- **Representative identifier (RepID):** It is a 7-character alphanumeric code
- **Group identifier (GroupID):** It is a 6-character alphanumeric code, beginning with a G
- **Business number (BN) of a business:** It is a 9-digit identification number, if you enter a BN, you are authorizing CRA to deal with anyone from that business.

\* RepID, GroupID or BN

The following representative has been identified:

**Representative information**

Name:	Taylor Leibow LLP
Group ID:	GC4TN2
Phone number:	905-523-0000
Fax number:	905-523-4681

2 Select authorization details

3 Review and confirm

7. Select "All accounts for this business number" and hit "Next":

3 Select program account(s)

Fields marked with an asterisk ( \* ) are required.

\* Accounts for authorization ?

All accounts for this business number

Specific account(s) for this business number



8. Select "Level 2" authorization, select "Yes" for online access, and check the box "Does not expire". Hit "Next" once all selections are complete:

## Authorize a representative Help

- Before you begin
- Enter representative information
- 2** Select authorization details

Fields marked with an asterisk ( \* ) are required.

**\* Authorization level**

Level 1 - Allow your representative access to information only.

Level 2 - Allow your representative access to information and to make certain account changes.

Level 3 - Delegate authority, and allow access to information and to make certain account changes

> Level 1

> Level 2

**\* Online access**

Online access allows a representative to deal with the Canada Revenue Agency by internet, by telephone, by fax, in person or in writing.

Yes

No

**\* Expiry date**

YYYY - MM - DD

Does not expire

Back **Next**

- 3** Review and confirm



## MEMORANDUM

9. Review the information entered and ensure it agrees to the following screenshot. If it agrees, **check** the confirmation box and hit "**Submit**":

### Authorize a representative Help

- Before you begin
- Enter representative information
- Select authorization details
- 3** Review and confirm

Fields marked with an asterisk ( \* ) are required.

The following representative will be authorized:

#### Representative information

Name:	Taylor Leibow LLP
Group ID:	GC4TN2
Phone number:	905-523-0000
Fax number:	905-523-4681

#### Representative authorization Edit

Online access:	Yes
Authorization level:	2
Expiry date:	Does not expire

**\* Confirmation**

I confirm that the CRA may deal directly with the above named representative for the specified level of authorization. I acknowledge that these activities may occur without the CRA advising me.

[Back](#) [Submit](#)

10. Print/Save a copy of the **Authorize a representative – Confirmation** for your records.

You have now successfully added Taylor Leibow LLP as a representative to your Business account!