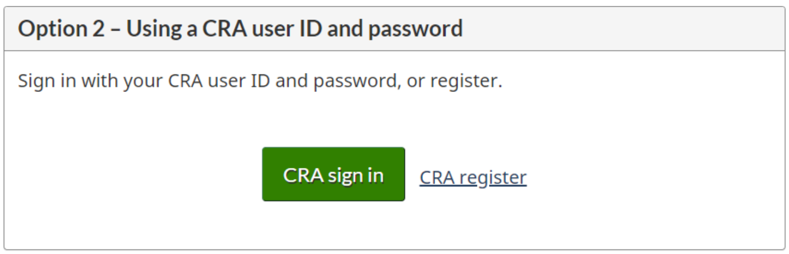
# Canada Revenue Agency
# Trust Authorization Guide

HWPartners

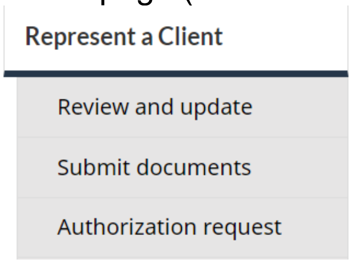
1. First, you will need to have a CRA MyAccount to begin the process. Instructions on how to obtain a CRA MyAccount (if you do not currently have one), can be found here: https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services/register-cra-sign-in-services.html

2. You must sign into CRA Represent a Client here: https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client.html

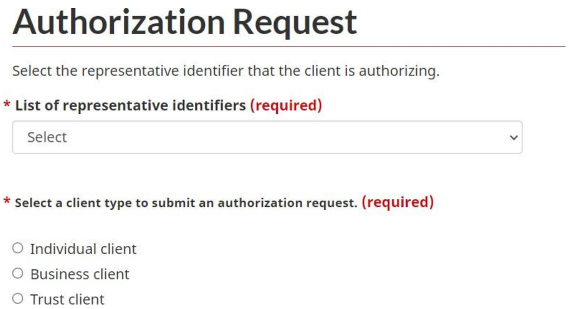
3. If you do not have a CRA RepID, you will have to create a RepID, which can be done by clicking on CRA register under Option 2 when going to the above link (see screenshot below).



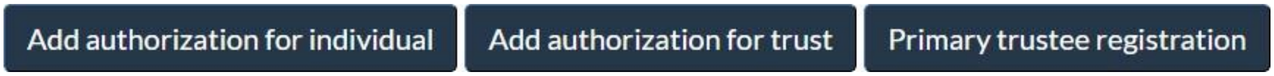

4. Once you receive the RepID you then have to go back and login into CRA Represent a Client. Once logged in you would select “Authorization request” on the left hand side of the page (See screenshot below)




5. You then want to select your RepID from the dropdown menu and choose trust client at the bottom (see screenshot below) and then click submit



6. On the next page you will then have to select “primary trustee registration” at the bottom of the page (see screenshot below). There will be some information about the trust you have to provide to validate you are the trustee of the trust. Please let us know if you need any information from us in relation to this. We are not certain of the information they will request, however it will likely be information from the most recent tax return filed for the trust.




7. Once you are confirmed as the primary trustee, you should then receive online access to the MyTrust Account.

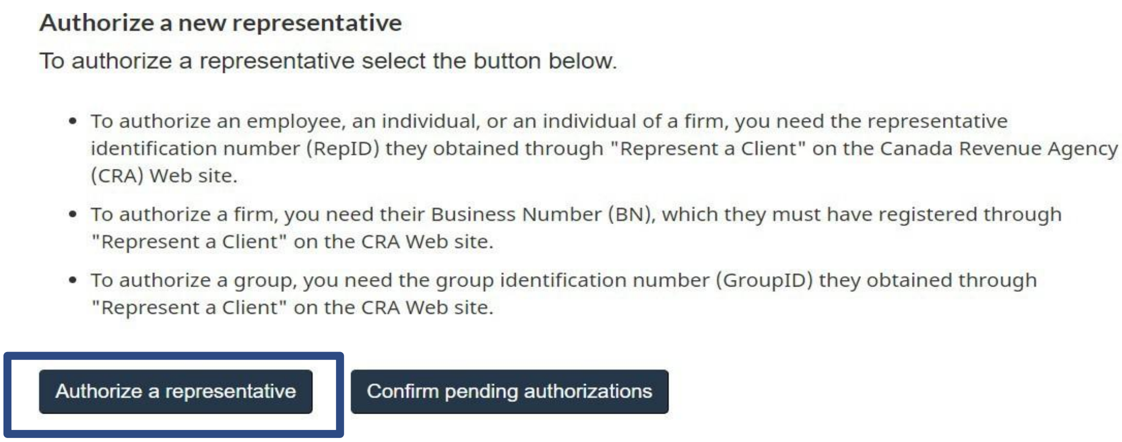
8. Now you can log into CRA Represent a Client here: [https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client.html](https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client.html)

9. Enter your Trust Number and select Access T3


10. Once logged in, go to your Profile at the top right

11. Scroll down until you find the Authorized Representatives section and select Manage authorized representative.


12. Select Authorize a new representative




13. Enter Hendry Warren's (o/a HW Partners) business number (shown in the screenshot below) and hit next

14. Confirm you see HW Partners LLP in firm name and fill out the authorization questions

   a. Update and view (Level 2)
   b. Do not enter an expiry
   c. Select all accounts
   d. Hit Next


15. Review the information and tick the confirm authorization box and hit submit. You are done. Hendry Warren (o/a HW Partners) will now be authorized on your account.