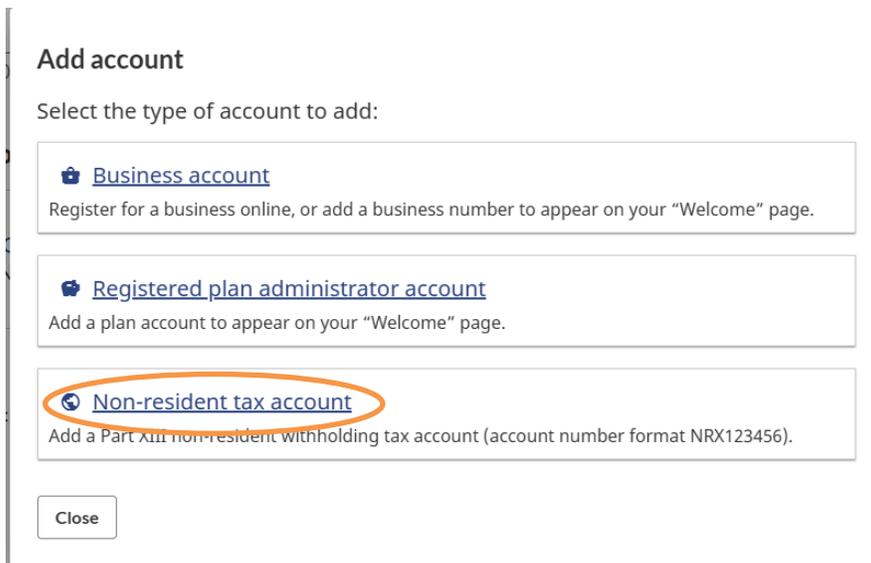


Canada Revenue Agency Personal Authorization Guide (Non-Resident Accounts)

1. Go to the [Canada Revenue Agency \(CRA\) account site](#).
2. You need to have access to your CRA My Account before beginning. If you have not yet registered for My Account, select the CRA Account option under the sign in and you will have to complete that before coming back to these instructions.
3. Link NR account with Personal account
 - a. Sign into CRA account
 - b. Select **+ Add Account**
 - c. Select **Non-resident tax account**



Add account

Select the type of account to add:

-  [Business account](#)
Register for a business online, or add a business number to appear on your "Welcome" page.
-  [Registered plan administrator account](#)
Add a plan account to appear on your "Welcome" page.
-  [Non-resident tax account](#)
Add a Part XIII non-resident withholding tax account (account number format NRX123456).

Close

- d. Add Non-resident account (3 Alpha characters + 6 digits)
4. Go back to your name at the top left-hand side and select the drop down menu, select **view all accounts**. This will bring you to a screen with any accounts linked to your CRA account.
 5. Select the **non-resident account**
 6. Go to "Profile" or "Authorized Representatives"
 7. Find Authorized Representatives section and select **manage authorized representatives**
 8. Select **Authorize a Representative**

Canada Revenue Agency Personal Authorization Guide (Non-Resident Accounts)



9. Enter HW Partner's Business Number and hit next

a. BN: 862584489

* RepID, GroupID or BN

10. Confirm you see HW Partners in firm name.

a. The level of authorization should be level 2 with no expiry date

2 Enter representative authorization

Fields marked with an asterisk (*) are required.

* Authorization level

Level 1 - Allow the CRA to disclose information to your representative about your account

Level 2 - Allow the CRA to disclose information to your representative and make changes to your account

* Online access

Yes

No

Expiry date (Optional)
If no expiry date is selected, the authorization will be valid indefinitely

YYYY - MM - DD

11. Review the information and tick the **confirm authorization** box and hit submit. HW Partners would now be authorized on your account.