Murphy & Chung | PROFESSIONAL CORPORATION

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Chartered Professional Accountants, Licensed Public Accountants

Re: Personal and Corporate Tax Clients, Authorization of Representatives

Welcome to our firm!

To complete the onboarding process, please follow the steps below to add Murphy & Chung to your Personal or Corporate CRA Profile(s) as an authorized representative. The process is the same regardless of profile type.

1. Log into your CRA Account
2. There are two options to reach the section we are looking for
    a. In the top right of your screen, along the dark blue bar, click on your name, or that of your organization. Select "Profile" from the drop-down menu
    Or
    b. In the left-hand navigation bar, select "Profile"
3. On the right-hand side of the columns that appear, there is a box labelled "authorized representatives". Click "Add"
4. Follow the prompts, entering the following as required
    Firm ID# "830311668"
    Level of Authorization: Level 2
    For corporate clients: All Accounts

Please let us know when the process is complete so we can assist you fully with your tax filing needs.

If you do not yet have a CRA online account set up for your business, please follow these instructions from the Canada Revenue Agency to complete the process before adding our firm as a representative. For a more in-depth guide, please visit our website, www.murphychung.ca/resources to access the other available CRA Account Help Guides we have produced.

We look forward to working with you!