



QUESTION & ANSWER

Q: Canada Revenue Agency (CRA) would like me to submit the T3010 for my conference online instead of by mail. I need to become a representative. How do I do that?

A: Returns (e.g., T3010) can be filed electronically with NETFILE. NETFILE is an online filing service that allows representatives to file their returns directly with CRA. There is a two-step process to become a representative. The first is to obtain a Representative ID (repID) from CRA; the second is to submit this information to National, and National will then confirm with CRA that you are authorized.

Please refer to form 9.7.2 in the National Operations Manual:

https://www.ssvp.ca/sites/default/files/9.7.2_access_to_the_cra_netfile_for_a_conference_or_council_representative_2020-11_form_p.pdf