



Request for Destruction of Records

- For use by an individual, his or her authorized representative, or the authorized representative of a corporation, trust, partnership, or tax-exempt entity to request the destruction of records under the *Income Tax Act*.
- You have to keep your records (including your electronic records) according to the timeframes provided in the *Income Tax Act* and the *Income Tax Regulations*. With few exceptions, you are required to keep your records for a minimum of six years from the end of the last tax year they relate to. For more information, see Information Circular IC78-10R5, *Books and Records Retention/Destruction*.
- This request applies only to records that you have to keep under legislation administered by the Canada Revenue Agency (CRA). The CRA does not have authority to approve the destruction of records that you have to keep under other federal, provincial/territorial, or municipal laws.
- Mail a completed form to your tax services office. To find your tax services office, go to cra.gc.ca/tso.

Name of individual, corporation, business, trust, partnership, or tax-exempt entity	Social insurance number, business number, trust account number, partnership business number, or organization registration number
Address of individual, corporation, business, trust, partnership, or tax-exempt entity	

Reason for request _____

List of records or documents to be destroyed _____

Other information _____

1. What fiscal period or tax year do the records to be destroyed belong to? from

Year	Month	Day

 to

Year	Month	Day

2. Have you filed all your tax returns or other information returns related to these fiscal periods? Yes No

3. a) Is the legislative appeal period for each of these fiscal periods over? Yes No

b) Is there a notice of appeal or objection outstanding for any of the fiscal periods? Yes No

4. Types of documents

Non-microfilmed or non-imaged records

Microfilmed or imaged records (for example roll film, microfiche, microtype, micro card, aperture card, acetate jacket, digital format)

Electronic records (non-imaged)

5. Other information:

Certification _____

I certify that the information given on this form is correct and complete.

Name of individual or authorized representative
Position or office

Signature of individual or authorized representative
Date yyyy-mm-dd

Privacy statement _____

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Banks CRA PPU 005, CRA PPU 015, CRA PPU 047 and CRA PPU 224.