

# New EFILE Registration

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## EFILE for electronic filers

### EFILE

The EFILE program is open for transmissions from February 20, 2017, until January 19, 2018, for the electronic filing of your clients' 2013, 2014, 2015, and 2016 personal income tax and benefit return.

### To participate in the Community Volunteer Income Tax Program (CVITP)

You must **first** register as a volunteer with the CVITP at [canada.ca/taxes-volunteer](http://canada.ca/taxes-volunteer). If you intend on transmitting returns by EFILE under the CVITP, you must also **apply** for an EFILE number.

#### Overview

EFILE is an automated service that allows approved tax preparation service providers and [discounters](#) to send individual income tax return information to the Canada Revenue Agency (CRA) directly from EFILE-certified tax preparation software.

Taxpayers may take their tax slips and supporting documents to a registered tax preparer and for a fee, the tax preparer will prepare their return and send it to us electronically using EFILE.

#### [Register for EFILE](#)

Any firm, organization, or individual who provides tax preparation services can apply, as long as they meet the definition and requirements of an applicant and pass the suitability screening criteria.

#### Your online EFILE account

Use your EFILE number and password to:

- Maintain your account
- Renew your account
- View transmission history

[EFILE Login](#)

#### Guides and help

[EFILE Helpdesk support](#)

[EFILE transmission service hours of operation](#)

[Electronic Filers Manual RC4018](#)



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## Apply for EFILE

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- [How can I apply?](#)
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To participate in the Community Volunteer Income Tax Program (CVITP), you must **first** register as a volunteer with the CVITP at [canada.ca/taxes-volunteer](http://canada.ca/taxes-volunteer). If you intend on transmitting returns by EFILE under the CVITP, you must also **apply** for an EFILE number.

### How can I apply?

Your first step in becoming an electronic filer is to complete the [EFILE Registration Online form](#). This is a one-time application, but in some situations you will have to submit [revised information](#). Successful applicants will also be required to [renew](#) their application on a yearly basis.

The online application is designed primarily for those operating a tax preparation business. However, individuals may also apply to become electronic filers. Individuals, who are not operating a business, should provide their full legal name in the "Name of proprietorship, partnership, or corporation" field and they should also select "Proprietorship" in the "Business Type" field, when completing the online application.

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## EFILE registration – identify business and return types

### Identification information

\* Business type (required)

- Proprietorship
- Corporation
- Partnership
- Branch Office
- Volunteer (by CRA invitation only)
- Charitable Organization
- Public Trustee

**△ Notice**

- You must register as a volunteer **before** registering for EFILE. Please go to the [Volunteer registration web page](#) first.
- You only need an EFILE number if you will be transmitting returns by EFILE under the CVITP.
- If you registered in EFILE last year, **do not** apply again. Please go to the Account Renewal page and [log in](#) with your EFILE Number and password.
- If you forgot your password contact your designated [EFILE Helpdesk](#).
- Please do not apply for a new EFILE registration each year.

\* Name of proprietorship, partnership, or corporation (official or registered name of the organization) (required)

Business name - if different from above

\* Contact name - responsible for electronic filing (required)

\* Phone (required)

Extension

Fax

\* E-mail address (required)

\* Language to communicate with you (required)

- English
- French

### Return types

\* Types of returns to transmit (required)

- T1 returns



## EFILE registration – address information

### Business address where you will conduct business

\* Business street (required)

\* Business city (required)

\* Business province (required)

 

\* Business postal code (required)

### Mailing address for correspondence throughout the year

Check if the mailing address is the same as the business address

\* Mailing street (required)

\* Mailing city (required)

\* Mailing province (required)

 

\* Mailing postal code (required)

## EFILE registration – applicant information

Refer to [suitability screening](#) for the definition of an applicant. Social Insurance Number (SIN) is not displayed below for security reasons.

### Applicant 1

\* Name-1 (required)

VOLUNTEER'S NAME

\* SIN-1 (required)

11111111

\* Title or office-1 (required)

Volunteer

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Cancel registration

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## EFILE registration – security methods

### Security methods to protect confidential information

Confidential information collected to electronically file returns must be protected using security methods such as:

- specialized security software
- removable hard drives stored under lock and key
- hard-disk encryption programs
- operating system with built-in security
- password protection
- keyboard locks

\* The following security methods will be used to protect confidential information collected to electronically file returns. (120 characters maximum) (required)

I CONSENT TO PROTECT THE TAXPAYER'S INFORMATION.

Previous

Cancel registration

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**You must tick all the boxes before submitting the registration.**

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## EFILE registration – certification

- This business and its employees will comply with CRA procedures and policies outlined on the CRA's Web site and will comply with all provisions of the Income Tax Act.
- I understand that:
- if the business is sold or its organizational structure is changed, a new application for electronic filing has to be filed; and;
  - false statements, omissions or non-compliance may result in immediate suspension of electronic filing.
- I understand that I must maintain the confidentiality of my EFILE password.
- I agree to:
- advise the CRA of any loss, suspected loss, or unauthorized disclosure of my password or of client information obtained through electronically filed returns.
  - provide the CRA with a complete description of any incident involving loss or disclosure of my password or of client information as soon as I become aware of any such incident.

\* Name (required)

YOUR NAME

\* Title or office (required)

VOLUNTEER

- I am the business official or principal owner authorized to complete and submit this form.
- I certify the information given is to the best of my knowledge correct and complete.

### Privacy Notice

- Personal information is collected under the authority of section 150 and 220 of the Income Tax Act and is used for registration, suitability screening, and the monitoring of electronic filers' activities, and the management of credentials used to provide authentication services for secure online program applications related to EFILE. Personal information will also be verified against sources within the CRA. Failure to provide this information may result in your EFILE account being denied or suspended.
- Personal information is described in personal information bank Individual Returns and Payment Processing, CRA PPU 211 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. Please be advised that you are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

Previous

Cancel registration

Submit registration

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## Sample only

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## EFILE registration – confirmation and password

Date/Time: 2017/09/22 8:53:31 AM

Your access will be restricted to account maintenance activities until suitability screening has been completed. **Processing of your application may take up to 30 days.** We will notify you when we have completed the suitability screening.

EFILE number:

Password:

Name:

Business Name:

Email address:

Mailing address:

- Contact the Sudbury EFILE Helpdesk at 1-800-361-6283, should you have any questions.
- Check out the [What's new](#) page on the CRA's EFILE website at [Canada.ca/efile](#) for important information, updates and links to resources available to you.
- Important messages are regularly communicated to inform you of any system changes, maintenance schedules, filing deadlines, suitability screening status, and significant issues from other areas within the agency.
- Check your email programs to ensure that spam filters, junk mailboxes, firewalls, etc. are not configured such that they prevent you from receiving the tax messages. This occurs when your computer identifies the incoming emails from EFILE-TED < [noreply@Canada.ca](mailto:noreply@Canada.ca) > as spam and dumps them into a junk folder.
- The Form TIS60, Community Volunteer Income Tax Program Taxpayer Authorization **must** be completed and signed by the taxpayer prior to transmission of the return and given to the taxpayer for their records.
- **Print this page and keep it with your records.** Your EFILE number and password are needed to use the electronic filing services and to renew your EFILE participation online next filing season. Remember, your password is confidential and must remain protected.

[View in printer-friendly format](#)

[Submit another registration request](#)

[I'm finished registering](#)

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