Saskatchewan

Saskatchewan Electronic Tax Service
Saskatchewan Finance
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E-3

Change of E-file Information

This form must be completed if you wish to change any information previously sent to Saskatchewan Finance regarding your e-file application form.

A separate Change of E-file Information form must be completed for each account requiring changes.

Please provide the tax account you wish to change e-file information for:

Account #: _____ Business Name: _____

I wish to make the following change(s) to my current E-file application: (ONLY complete the information to be changed)

1. User ID access preference:

   ☐ I want to use a separate User ID and Password for the tax account above.

   ☐ I want to use my existing SETS User ID and Password to access the tax account above.

   * The tax account number associated with this User ID and Password is _____

2. Authorize a 3rd party, or change the 3rd party authorized to access my tax account to e-file returns on my behalf:

   3rd Party ID Number: _____ (You must contact them to obtan this number)

   3rd Party Business Name: _____

3. Account access: ☐ File Returns **Only** ☐ File and Pay Returns (please complete question 4)

4. Banking information (**Attach a VOID cheque** for the appropriate bank account) Please indicate who is authorized to make payments from this account: ☐ Your Business Only ☐ 3rd Party Only ☐ Both

OFFICE USE ONLY ☐☐☐☐ ☐☐☐☐☐

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5. E-mail Notification Subscription Service:

   ☐ I want to be notified by e-mail that my tax return should be filed (this service replaces the paper forms normally received by mail for each return period.) Provide e-mail address: _____

   ☐ I wish to unsubscribe to this service.

6. Authenticity question and answer: (You will be asked to answer this question if you need help accessing your e-file account.)

   Question: _____ Answer: _____
   Maximum 30 characters Maximum 30 characters

7. Contact person responsible for maintaining your e-file User ID and Password:

   Name of Person: _____ Business Phone Number: ( ) _____

   Mailing Address _____
   Street Address

   _____
   City Province Postal Code

APPLICANT DECLARATION: To be completed by the individual authorized to enter into this agreement.

I hereby make application to access and use the Saskatchewan Electronic Tax Service. If using this service to make payments, I authorize Saskatchewan Finance to prepare debits, by paper or electronic means, for amounts due to Saskatchewan Finance that are authorized by me and only on the bank account for which a void cheque has been provided for this purpose. I warrant and guarantee that I am a recognized signing officer empowered to enter into this agreement.

_____ _____
Print name of owner or authorized official Position Held

_____ _____
Signature Date