



ASKING FOR A CLEARANCE CERTIFICATE

FOR DEPARTMENTAL USE ONLY

- Use this form if you are the responsible representative for an estate, business, or property, and you are asking for a clearance certificate. A responsible representative is an executor, administrator, liquidator, trustee, or like person other than a trustee in bankruptcy.
- If you need more information, see Information Circular 82-6R, *Clearance Certificate*.
- Do not send us this form until:
 - You have filed and we have assessed the required return(s).
 - All income taxes (including provincial or territorial taxes we administer), Canada Pension Plan contributions, Employment Insurance premiums, and any related interest and penalties have been received or secured.
- Please provide us with the documents we ask for below, as this will help us to issue the certificate without delay.
- Send this form to the assistant director, Client Services Division at your tax services office.

Identification area

Name of deceased, corporation, or trust, whichever applies	
Address	Date of death or date of wind-up, whichever applies
Social insurance number, Business Number, corporation account number, or Trust number, whichever applies	
Responsible representative's name (If there is more than one, please attach the details on a separate sheet)	
Responsible representative's address	
Responsible representative's capacity (e.g., executor, administrator, liquidator, trustee)	Telephone number ()

Returns filed

Type of return(s) you filed (tick the boxes that apply):	Period Covered	Date of Notice of Assessment
<input type="checkbox"/> T1 Final return		
<input type="checkbox"/> T1 Return for rights or things		
<input type="checkbox"/> T1 Return for partner or proprietor		
<input type="checkbox"/> T1 Return for income from a testamentary trust		
<input type="checkbox"/> T2 Corporation return		
<input type="checkbox"/> T3 Trust return		
<input type="checkbox"/> Other (please specify):		

Required documents

- Depending on the situation for which you are asking for a certificate, attach the following documents if you have not already sent them to us:
- a copy of the will, including any codicils, renunciations, or disclaimers, and all probate documents (if the taxpayer died intestate, also attach details of the proposed distribution of assets, including the name, address, and social insurance number or account number of each beneficiary and relationship to the deceased);
 - a copy of the trust document;
 - a statement showing the properties and distribution plan (for each property, provide a description, the adjusted cost base, and the fair market value at date of death or distribution);
 - evidence that you are the responsible representative; and
 - a letter of authorization that you signed if you want us to communicate with someone else.

Certification and undertaking

I am asking for a clearance certificate from the Minister of National Revenue. The certificate will state that all taxes (including provincial or territorial taxes administered by this department), Canada Pension Plan contributions, Employment Insurance premiums, any related interest and penalties for which the deceased, corporation, or trust named above is liable, for the taxation year in which the distribution is made and any preceding year, have been paid or that the Minister has accepted security for the amounts. I will complete the distribution of all of the property as soon as possible after I receive the clearance certificate.

Date	Capacity (e.g., executor, administrator, liquidator, trustee)	Signature
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