



Request for Destruction of Records

- Use this form to request the destruction of records that you must otherwise keep under the *Income Tax Act*. It may be used by individuals or authorized representatives on behalf of an individual, a corporation, a trust, a partnership, or a tax-exempt entity.
- You must keep your records (including electronic records) according to the timeframes in the 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 the authority to approve the destruction of records that you have to keep under other federal, provincial, territorial, or municipal laws.
- You **must** mail the completed form to your tax services office. To find your tax services office, go to cra.gc.ca/tso.

Part 1 – Identification

Identification number (such as, social insurance number, business number, trust account number, organization registration number)			
Name of individual, corporation, business, trust, partnership, or tax-exempt entity			
Address	City	Prov./Terr.	Postal code

Part 2 – Reason for request

Part 3 – List of records or documents to be destroyed

Part 4 – Other information

1. The records you want to destroy are for the fiscal period:	From	Date (YYYYMMDD)	to	Date (YYYYMMDD)
2. Have you filed all your tax returns or other information returns related to these fiscal periods?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
3. a) Is the legislative appeal period for each of these fiscal periods over?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
b) Is there a notice of appeal or objection outstanding for any of the fiscal periods?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Types of documents (tick all that apply)				
<input type="checkbox"/> Paper based records (for example: paper ledgers, receipts, and invoices)				
<input type="checkbox"/> Imaged or microfilmed records (for example: digital or scanned images, photographs, and microfiche)				
<input type="checkbox"/> Digital records (non-imaged files)				
5. Additional relevant information				

Part 5 – Certification

This form must be signed and dated by the individual or an authorized representative.	
First name	Last name
Title	Telephone number
I certify that the information given on this form is correct and complete.	
Signature	Date (YYYYMMDD)
▶	

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.