

# Approving Bromwich+Smith with representative access.

Bankruptcy is a legal process under the [Bankruptcy and Insolvency Act](#), by which you may be discharged from most of your debts.

When you declare bankruptcy, a **trustee** takes control of your property and assets. One of the trustee's roles is to file income tax returns on your behalf for the year of bankruptcy, along with the year prior to your bankruptcy (if it has not already been done).

To make sure your tax returns are correct, the trustee uses a tool called **CRA's Represent a Client**. This is a secure online system that lets authorized representatives access your tax information.

If you file bankruptcy with **Bromwich+Smith**, you will first get an email saying they have asked for permission to access your CRA account. It's important to approve this request so their tax team can file your taxes properly.

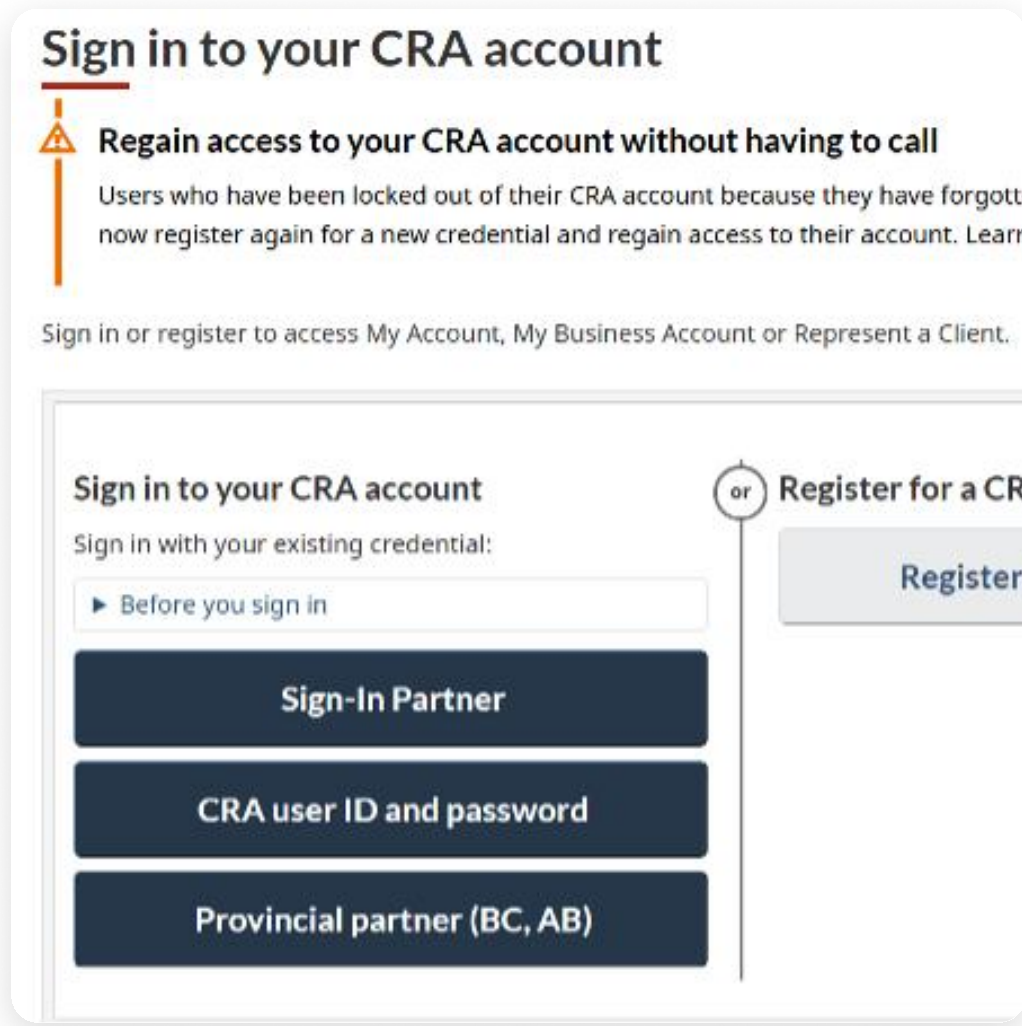
After that, you'll get another email from the **CRA**. This email will confirm that a representative (Bromwich+Smith) wants access to your account. You will need to log in to your CRA online account and approve the request.

Here's how to do it:

## Step 1

Log into your CRA Account.

Log into CRA



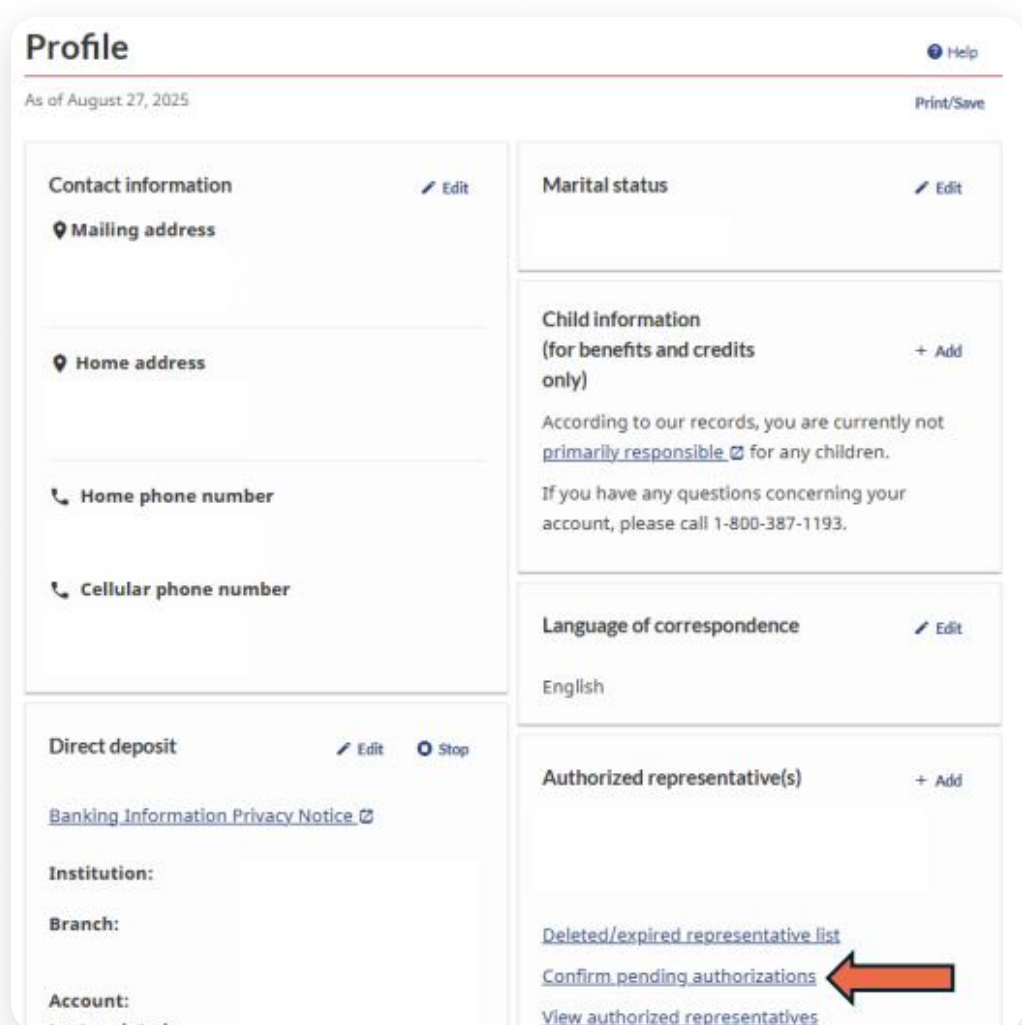
## Step 2

From the **My Account Navigation** menu on the left, click on **Profile**.



## Step 3

In the **Profile** screen, scroll down to the **Authorized Representative(s)** section and click **Confirm pending authorizations**.



## Step 4

In the **Pending representative authorizations** screen, click the **BROMWICH & SMITH INC.** link.

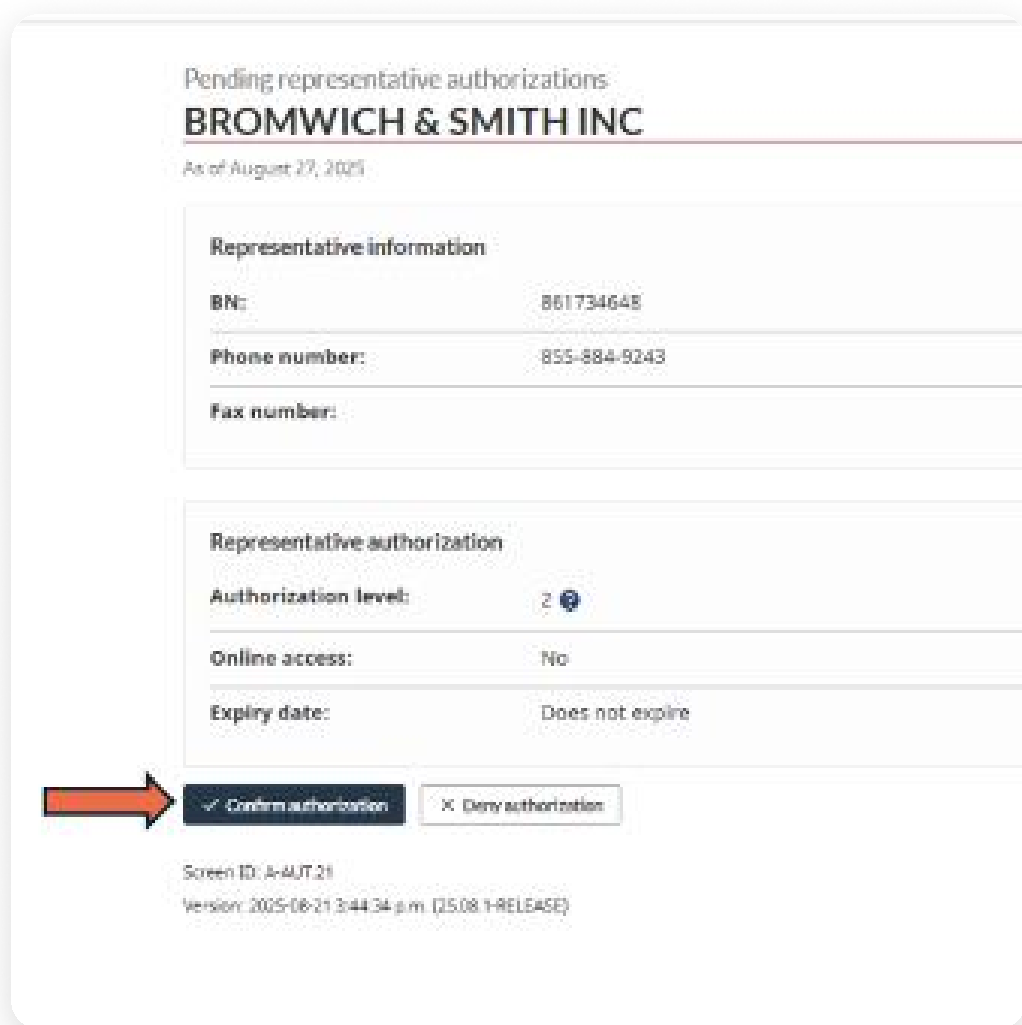
What do the requests mean?

1. **Authorization does not expire** until your discharge from bankruptcy.
2. **Online access** will switch to **Yes** once the authorization is complete. This will allow Bromwich+Smith to easily access your t-slips and Notices of Assessment (NOA's).
3. **Authorization level 2** allows us to view the required tax information and file a return on your behalf.



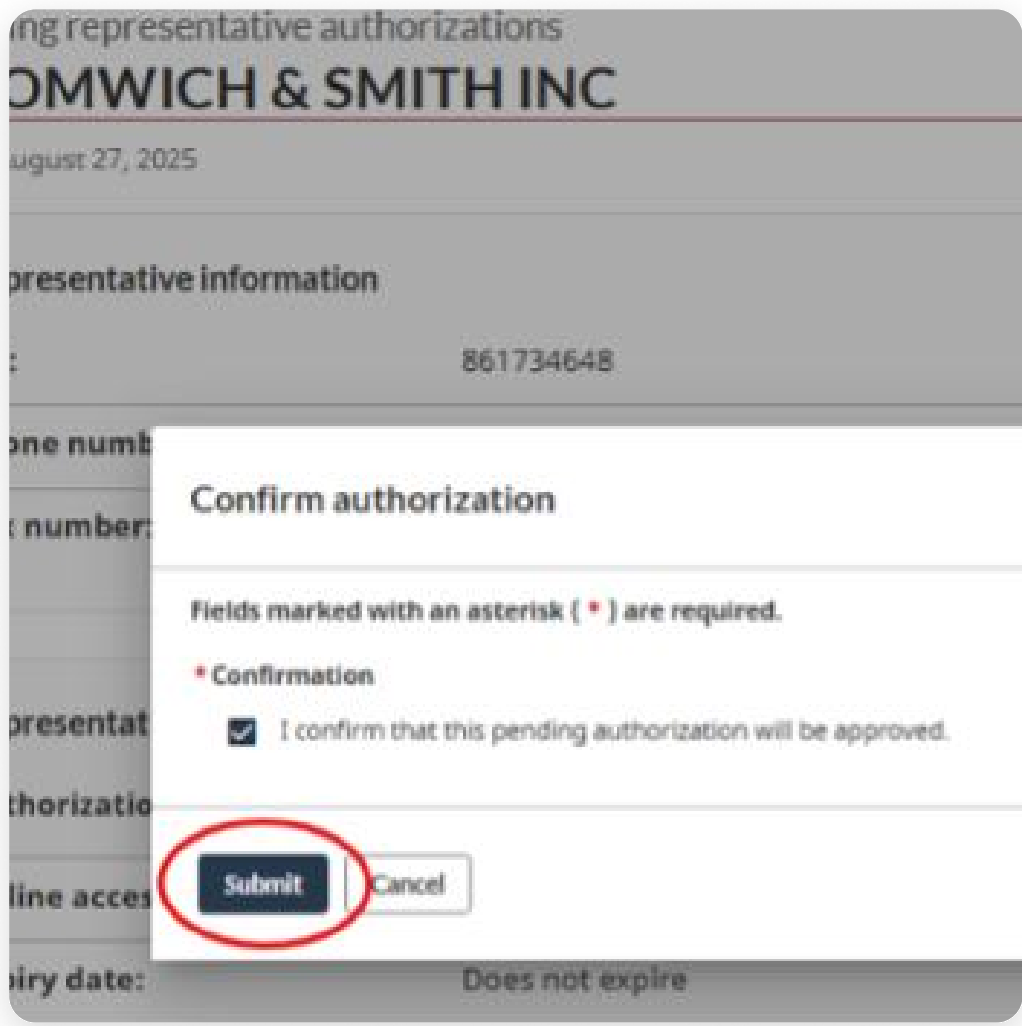
## Step 5

From the **BROMWICH & SMITH INC.** screen, click the blue **Confirm Authorization** button.



## Step 6

Select the **Confirmation** box, then click **Submit**.



## Step 7

Complete!

