



Revenue Services Division
5100 Yonge Street
Toronto ON M2N 5V7

**City of Toronto Municipal Land Transfer Tax
Authorizing or Cancelling a Representative/
Change of Address for Service**

PART 1 – City of Toronto Municipal Land Transfer Tax Reference No. (This is the reference number provided to you by or on behalf of the City of Toronto in connection with a particular Municipal Land Transfer Tax matter. This form cannot be processed unless you provide this reference number.)	Municipal Land Transfer Tax Reference No.:
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PART 2 – Client Information				The City of Toronto will change its record of your address for service in connection with the Municipal Land Transfer Tax matter referred to above where the address for service shown opposite is different from the address for service you previously provided to the City of Toronto in connection with the same matter.
Name		Daytime Telephone Number ()		
Address for Service Street number and name / P.O. Box, R.R.			Apt./Suite/Unit No.	
City	Province/Territory	Postal Code	Fax Number (if available) ()	

PART 3 – Authorizing a Representative (to be completed <u>only</u> if you wish to authorize a representative)			
Name		Daytime Telephone Number ()	Fax Number (if available) ()
Address for service Street number and name / P.O. Box, R.R.			Apt./Suite/Unit No.
City	Province/Territory	Postal Code	Fax Number (if available) ()
Name of authorized individual (if applicable)			
If your representative is not an individual, and if you want a specific person to represent you, state his/her name. If you do not identify a specific individual, you are authorizing the City of Toronto to deal with anyone from the authorized representatives.			

Type of Authorization

Authorize your representative to deal on your behalf in **every way** for all purposes in connection with the Municipal Land Transfer Tax matter referred to above.

OR

Authorize your representative to deal on your behalf **only for the purposes specified below** in connection with the Municipal Land Transfer Tax matter referred to above.

PART 4 – Cancelling a Representative (choose one of the following)	
<input type="checkbox"/> Cancel all existing authorizations in connection with the Municipal Land Transfer Tax matter referred to above.	
OR	
<input type="checkbox"/> Cancel all existing authorizations given to the representative shown below.	
Name of representative	Name of individual (if applicable)

PART 5 – Signature		
By signing this form you authorize the City of Toronto to change your address for service, to deal with the representative identified in Part 3 according to the details provided and/or cancel the existing authorization(s) indicated in Part 4.		
Client Name:	Signature:	Date:

Personal information contained on this form is collected under the authority of sections 267, 270, 271, 366, 370, and 376 of the *City of Toronto Act, 2006*, and will be used for the proper administration and enforcement of the City of Toronto Municipal Land Transfer Tax, including but not limited to: (a) the collection and maintenance of a record related to the administration of the tax which is available to the general public, and (b) the determination of tax owed including determinations of eligibility for a rebate or refund of the City of Toronto Municipal Land Transfer Tax. Questions should be directed to Manager, Property Taxation and Assessment, City of Toronto, 5100 Yonge Street, Toronto ON M2N 5V7, (416) 338-4829.

Information

Municipal Land Transfer Tax means the tax imposed by City of Toronto Municipal Land Transfer Tax By-law (By-law No. 1423-2007), as amended.

When do you need to complete this form?

If you want the City of Toronto to change your address for service for a Municipal Land Transfer Tax matter, the City needs your authorization. You can do this by completing Parts 1, 2 and 5 of this form.

Tax information is confidential. If you want the City of Toronto to deal with another entity or individual (such as your spouse, accountant or solicitor) as your representative for Municipal Land Transfer Tax matters, the City of Toronto needs your authorization. You can do this by completing Parts 1, 2, 3, and 5 of this form.

Your authorization will remain in effect until you cancel it. It is important that you remember each authorization given to the City of Toronto for a Municipal Land Transfer Tax matter so that you can cancel the authorization when it is no longer needed. You can cancel an existing authorization by completing Parts 1, 2, 4, and 5 of this form. All authorizations are automatically cancelled upon notification of death.

You will have to complete a new form if you want to change any information about an existing representative. For example, if your representative is a firm, you may authorize the City of Toronto to deal with a specific individual from that firm. In the future, should you want to replace that individual with another individual from the same firm, you will have to complete a new form to update your authorization.

You can have more than one representative authorized at the same time. However, you have to complete a separate form for each representative.

Note: *If your representative is a firm and you do not identify a specific individual in the firm as your representative, you are giving the City of Toronto authority to deal with anyone from that firm.*

Does your spouse, common-law partner, or other family member need your authorization?

Yes. The City of Toronto cannot deal with your spouse, common-law partner, son, daughter, or other family member without your authorization.

What will your representative be allowed to do?

When you authorize the City of Toronto to deal with a representative, you are allowing that individual or entity to act on your behalf in connection with the Municipal Land Transfer Tax matter specified. For example, the representative will be allowed to discuss your confidential

Municipal Land Transfer Tax information with representatives of the City of Toronto and the City of Toronto may communicate with your representative. Should you wish to authorize your representative to represent you only for specific purposes, you will need to specify which purposes in Part 3.

What happens if you do not sign this form?

To protect the confidentiality of your Municipal Land Transfer Tax information, the City of Toronto will not accept or act on any information given on this form unless you have signed the form.

Do you need more information or assistance?

If you need more information or further assistance in completing this form, contact the City of Toronto at:

City of Toronto
Revenue Services Division
North York Civic Centre
5100 Yonge Street, Lower Level
Toronto ON M2N 5V7
Call Centre (416) 338 4829
Facsimile (416) 696-3605

Where do you send your completed form?

Mail or deliver your completed form to:

Manager, Property and Tax Assessment
City of Toronto
5100 Yonge Street
Toronto ON M2N 5V7