



P & D ACCOUNTING SERVICES LTD
SINCE 1998

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Calgary, Alberta
T2L 0C2
403.284.1495

www.pdaccounting.com

CORPORATION INFORMATION:

Name: _____

BN: _____

Date of Incorporation: _____

AB Corporate Number: _____

Email Address: _____

Corporate Year End: _____

Address: _____

Phone Number: _____

SHAREHOLDER INFORMATION:

Name: _____

Address: _____

SIN: _____

Phone: _____

Email Address: _____

Percentage of Shares: _____

Name: _____

Address: _____

SIN: _____

Phone: _____

Email Address: _____

Percentage of Shares: _____

What is your preferred method of communication (check one):	Email	Phone	
How would you like to receive your completed return(s) (check one):	PDF	Paper	Both
Do you require bookkeeping services from P&D Accounting Services Ltd?	Yes	No	
Do you have access to your CRA My Business Account?	Yes	No	
Have you added P&D Accounting Services as a Level 2 Representative?	Yes	No	

To add us as a representative:

1. Log into your CRA Business Account
2. On the top right, click the drop down arrow under your Business Name
3. Click on Profile
3. On the right side, scroll down to Authorized Representative(s)
4. Click on Manage Authorized Representatives
 - a. Authorize a Representative
 - b. Enter 870245248 - P&D Accounting Services should show up
 - c. Allow us Level 2 Authorization and Online access to all accounts
 - d. Confirm and Submit
 - e. Let us know, we do not receive a notification of new authorizations

