



KD PROFESSIONAL SERVICES CORP.
Change of Address Client Resource

KD loves to support their clients the best they can in all areas of their dealings with the Canada Revenue Agency & Provincial Government. Unfortunately, there are some areas we aren't privileged to assist you with. Please use this helpful resource to ensure that all areas pertaining to an address change are completed to avoid any lost communications from the Government.

Personal, Sole Proprietor and/or Trust Accounts

*CRA Number	1-800-959-8281
*GST for Sole Proprietor Number	1-800-959-5525

To save you stress and time please ensure you have access to the following information as the Government Agent will ask you to confirm your account.

Personal and/or Sole Proprietor	<ul style="list-style-type: none"> • Current Notice of Assessment • Last Years Tax Return
GST for Sole Proprietor	<ul style="list-style-type: none"> • GST Number • Last Filed GST

Corporate Accounts (Federal & Provincial)

If KD is authorized we can make changes on your behalf for all **Federal updates.*

**If not authorized, please ensure to contact them with your changes*

Federal & GST Accounts	1-800-959-5525
Ensure you have the following information available	<ul style="list-style-type: none"> • Business / GST Number

*Unfortunately, we are **not granted authorizations** with the Provincial Government, you must contact them.*

*Alberta Tax and Revenue Agency	1-780-427-3044
--	-----------------------

Ensure you have access to your Corporate Access Number before calling. You can find this on the top of your Certificate of Incorporation.

Corporate Registries

You have the option to do this task yourself or have us do it for you.

NOTE: *If these changes aren't made, you can take the risk of having your Corporation struck/dissolved involuntarily*

Client Makes Changes	KD Makes Changes
ensure that changes are made for all the following: <ul style="list-style-type: none"> • Shareholders • Directors • Registered Mail • Records Office 	\$50 / make all changes

IMPORTANT: Please ensure to take care of the above-mentioned items, if they pertain to you. If not, there could be delays and rejections when it comes time to file your Corporate or Personal taxes.