

Volunteer Tax Preparation Clinic 2020

Free tax preparation for Low income individuals and families

Eligibility:

- *Single individuals with an income of \$35,000 or less
- *Single parent with one child: \$35,000 or less (each additional child add \$2,500)
- *A married or common law couple: \$45,000 or less (each additional child add \$2,500)
- *Interest income limited to under \$1000



**** Returns with Capital Gains, Bankruptcy, Deceased or Self Employment/Rental income cannot be completed by our Volunteers**

Locations in Guelph	Date	Time	Telephone number
<p style="text-align: center;">Immigrant Services Guelph-Wellington</p> <p style="text-align: center;">104 Dawson Road, Unit 102 Guelph, ON N1H 1A6</p> <p>(Intersection of Speedvale Ave. West and Dawson Road)</p>	Mon. March 2	4:00pm - 8:00pm	<p style="text-align: center;"><u>By Appointment Only</u></p> <p style="text-align: center;">519-836-2222 Ext:221</p> <p style="text-align: center;">Multi-language service:</p> <p style="text-align: center;">English, Amharic, Arabic, Cantonese, French, Hindi, Italian, Mandarin, Nepali, Punjabi, Serbian, Sinhala/Sinhalese, Spanish, Tigrinya, Urdu, Vietnamese</p> <p style="text-align: center;"><i>*New immigrants Year Round by Appointment (please call first)</i></p>
	Thurs. March 5	10:00am - 2:00pm	
	Sat. March 7	9:00am – 12:00pm	
	Mon. March 9	4:00pm - 8:00pm	
	Thurs. March 12	10:00am - 2:00pm	
	Mon. March 23	4:00pm - 8:00pm	
	Thurs. March 26	10:00am - 2:00pm	
	Sat. March 28	9:00am – 12:00pm	
	Mon. March 30	4:00pm - 8:00pm	
	Thur. April 2	10:00am - 2:00pm	
	Sat. April 4	9:00am – 12:00pm	
	Mon. April 6	4:00pm - 8:00pm	
	Thur. April 9	10:00am - 2:00pm	
	Mon. April 13	4:00pm - 8:00pm	
	Thurs. April 16	10:00am - 2:00pm	
	Sat. April 18	9:00am – 12:00pm	
	Mon. April 20	4:00pm - 8:00pm	
	Thurs. April 23	10:00am - 2:00pm	
	Sat. April 25	9:00am – 12:00pm	
	Mon. April 27	4:00pm - 8:00pm	
Thurs. April 30	10:00am - 2:00pm		

DOCUMENTS TO BRING TO TAX CLINICS

Your tax return can only be completed properly if you bring all the necessary documentation with you to the clinic/volunteer. Family member of 18 years or older must be present to sign the CVITP taxpayer authorization form.

The following list will help you prepare for having your return completed.

1. **Government Photo ID** ((PR card, Driver's licence, Photo card, Passport)
2. **Social insurance card/paper** of family members who are 18 years or older. Please provide date of birth of every family member including children.
3. **A copy of your 2018 Notice of Assessment.**
4. ***New clients.....Bring Permanent Resident card for appointment.**

❖ Information Slips (Income slips)

(Note: Many slips are available through CRA 'My Account' or Service Canada 'My Account')

1. T4 - Salary and wages
2. T4A, T5, T3 - Pension, annuity and investment income, Canada/Ontario savings bonds
3. T4A(OAS) - Old age security/ Guaranteed income supplement or spouse's allowance
4. T4A(P) - Canada Pension Plan
5. T4RSP, T4RRIF - Registered retirement savings plan/Registered Retirement Income Fund income
6. T4E - Employment insurance benefits
7. T5007 - Social assistance payments/ Worker's compensation benefits
8. IF YOU RECEIVED A LUMP-SUM PAYMENT, bring the breakdown statement from the payer

❖ Receipts for (Expenses and Credits)

9. Charitable/political **Donations** (*Please make a list & add up all of the receipts to help the preparer*)
10. Child care expenses and a completed T778, if you have one
11. Medical expenses/Dental expenses not covered by a health plan (for individuals or service animals)
(*Please make a list & add up all of the receipts to help the preparer, or obtain a printout from your pharmacy*)
12. **Rent receipts** (or letter from landlord with total rent for the year) or Property taxes statement (*Please make a list & add up all of the receipts to help the preparer*)
13. Tuition fees and education amount (T2202A)
14. Union dues
15. RRSP... Register Retirement Saving Plan contribution receipt

❖ Other

16. Details of spouse's (even if not living in Canada) and dependant's income
17. Date of arrival to Canada and status (if a new immigrant)
18. **Direct deposit information (5-digits of Branch #, 3-digits of Institute # and account #)**
19. Any other documentation that may pertain to your income taxes
20. **Bring a USB drive/ memory-stick to save a copy of your 2019 tax return in PDF file**

Note: Anyone over 18 must be present to sign their own CVITP authorization form and tax forms.