

Community Volunteer Income Tax Program (CVITP)



Income Tax Clinic

Tax Preparation Assistance will be provided to individuals and families with low-income.

Tax Clinic Dates and Times:

Monday, March 16, 2020	1:00pm - 6:00pm
Thursday, March 19, 2020	1:00pm - 6:00pm
Saturday, March 21, 2020	9:00 - 1:00pm
Monday, March 30, 2020	1:00pm - 6:00pm
Saturday, April 4, 2020	9:00 - 1:00pm
Monday, April 6, 2020	1:00pm - 6:00pm
Thursday, April 9, 2020	1:00pm - 6:00pm
Monday, April 20, 2020	1:00pm - 6:00pm
Thursday, April 23, 2020	1:00pm - 6:00pm
Saturday, April 25, 2020	9:00 - 1:00pm

Please note that appointments must be booked in advance.
No Drop-ins will be accepted.

Volunteers will be providing Personal Tax Preparation Service for free to individuals:

<u>Family Size</u>	<u>Total Family Income</u>	<u>Family Size</u>	<u>Total Family Income</u>
1 person	\$35,000	4 persons	\$50,000
2 persons	\$45,000	5 persons	\$52,000
3 persons	\$47,500	More than 5 persons	\$52,000 plus \$2,500 for each additional person

Your tax return can only be completed properly if you bring all the necessary documentation to the clinic/volunteer.

Please see the reverse side for more information on what to bring.

Registration Required

Please call Reception at 416-396-4310 or email contact@bbnc.ca to book an appointment

93 Birchmount Road, Scarborough, ON M1N 3J7

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TAX PREPARATION ASSISTANCE CHECKLIST

We do not complete tax returns that contain rental income or losses, capital gains or losses, certain types of foreign income, support payments (paid or received), partnership income or losses, self-employed income or losses, employment expenses, investment income over \$1000, income from employment agencies, or income earned by taxi drivers or hairdressers, unless on a T4 slip. Single taxpayers without dependants must make \$35,000 or less, and common-law or married couples must have an income of \$45,000 or less.

Your tax return can only be completed properly if you bring all the necessary documentation with you to the clinic/volunteer. The following list will help you prepare for having your return completed.

- The proper spelling of your name (if it has not changed), as it was entered into your 2019 income tax return as well as your date of birth and complete mailing address
- Your social insurance number (SIN) and your spouse's SIN
- A list of your dependants and their exact dates of birth, and their SINs, if they have one

Information Slips

- T4 - Salary and wages
- T4A, T5, T3 - Pension, annuity and investment income, Canada/Ontario savings bonds
- T4 (OAS) - Old age security/ Guaranteed income supplement or spouse's allowance
- T4A (P) - Canada Pension Plan
- T4RSP, T4RRIF - Registered retirement savings plan/Registered Retirement Income Fund income
- T4E - Employment insurance benefits
- T5007 - Social assistance payments/ Worker's compensation benefits
- RC62 - Universal Child Care Benefit

- Receipts for expenses and credits (Please total each deduction prior to dropping off)
- Child care expenses and a completed T778, if you have one
- Union dues
- Tuition fees and education amount (T2202A)
- Medical expenses (**Please** make a list & add up all of the receipts to help the preparer)
- Charitable/political donations (**Please make a list & add up all of the receipts to help the preparer**)
- All property taxes or rent paid (**Please make a list & add up all of the receipts to help the preparer**)
- Public transit passes *SENIORS ONLY* (**Please make a list & add up all of the receipts to help the preparer**) (Note: You can only claim monthly or longer duration)

Other

- Details of spouse's and dependant's income
- Date of arrival to Canada and status (if a new immigrant)
- Indicate if your spouse is non-resident, if applicable
- Proof of payment to non-resident dependants (over 18)
- Direct deposit information (void cheque/letter from the bank/credit union with your bank information)
- Any other documentation that may pertain to your income taxes

Thank you for your cooperation