

# Community Volunteer Income Tax Program

Canada Revenue Agency sponsors this program to assist individuals of any age in our community file their annual tax returns.

This is a **FREE** program  
For those who qualify.

Canada 

## Eligibility Requirements

- Must be a simple tax return
- You must have an annual income of **\$35,000 for one person up to \$52,500 for 5 persons (plus \$2,500 for each additional person)**
- Individuals must complete and sign a consent form which gives permission for qualified volunteers to complete your personal tax return

Individuals must provide all necessary receipts and information slips during the posted clinic dates for each location. Pick up of completed returns will be arranged by the volunteer.

### **Required documentation:**

- Proper identification
- All necessary Tax slips RC(62), T5007, T4, T4A, T4A(P), T4A(OAS), T4E, T3, T5 etc.
- Tax Return package and last year's Tax Return or Notice of Assessment
- **All** personal receipts for deductions you are claiming including Rent, Property Taxes, Charity receipts, Medical or Professional treatment receipts, RRSP contributions, Tuition fees, Daycare and Children's fitness receipts, Pharmacy Prescription receipts or summary, etc.

**Returns not eligible:** self-employment income \* business or rental income & expenses \* capital gains or losses \* employment expenses \* bankruptcy \* completing a return for a deceased person

**NOTE:** As of 2016, the government will **no longer issue paper cheques**, you must have a **bank account and direct deposit**. Please ask your bank for a "direct deposit" authorization if not previously submitted.

## CLINIC LOCATIONS AND TIMES

### **Woodstock Locations:**

[Woodstock Public Library, 445 Hunter Street](#)—Mar 5, 6, 19, 20, 26, 27 \* Apr 2, 3, 9, 10, 16, 17, 23, 24 @ 1 pm-3 pm

[Salvation Army Thrift Store, 190 Huron Street](#)—Mar 5, 6, 12, 13, 19, 20, 26, 27 \* Apr 2, 3, 9, 10, 16, 17, 23, 24 @ 10 am-11 am

[Oxford Housing Authority, 742 Pavey Street](#) — Mar. 29 @ 10:00 am-12 noon.

For the Residents of housing units on Alice Street, Parkinson Road, Fyfe Avenue and Pavey Street Drop off tax information at 742 Pavey Street, Common Room.

Tax Return & documentation to be picked up Apr 5 @ 10 am-12 noon.

[South Gate Centre, 191 Old Wellington Street, South](#) — Mar 5 – Apr End @ 8:30 am-4 pm, For Seniors 50 + (Drop off and leave documentation and pick-up later)

[Covenant Christian Reformed Church, 410 Landsdowne Ave](#) —Saturdays from Mar 9-Apr 27 @ 10 am-2 pm by appointment ONLY. Client must provide all forms & receipts. Appointments are needed to drop-off tax returns. Does not serve clients that exceed the suggested income. Government issued ID required. Call 519-539-6211 to book your appointment.

### **Ingersoll Locations:**

[Ingersoll Services for Seniors, 250 Ingersoll Street, South](#) — Mar.1—Jun.1, Mon-Fri @ 9 am-4 pm.

Drop-off (*leave & pick it up later*) \* please note if you are bringing in your taxes past the tax deadline, volunteers may not be available. Contact: 519-485-2269, [info@ingersollseniors.com](mailto:info@ingersollseniors.com)