

What to bring to a CVITP clinic

1. Proof of identity:

- You must bring a valid piece of identification with you. It should be government issued and include a photo. Ex: A provincial or territorial driver's license, a Canadian or foreign passport, etc.
- If applicable, you and your spouse or common-law partner, dependents or other family members that want to have their income tax completed, must all be present at the CVITP clinic.

2. Personal information including:

- Your Social Insurance Number (SIN), mailing address, marital status, your children's date of birth (if applicable).
- If you filed an income tax return for the previous year and have your notice of assessment, it would be helpful to the volunteer if you bring it with you to the clinic.
- If you have a common-law partner or spouse and you want to file your return individually, you need to have his/her net income information and dependants if applicable.

3. Information Slips, which might include:

- T4 (Statement of Remuneration Paid) - provided by your employer
- T4E (Statement of Employment Insurance Earnings) – provided by Service Canada
- T4A (Statement of Pension, Retirement, Annuity, and Other Income) – Issuer: Source of payment (i.e. school issuing scholarship)
- T5007 (Worker's Compensation/ Social Assistance) – provided by Provincial Worker's Comp. or Social Assistance Dept.
- T4RSP (Statement of RRSP Income) – provided by your financial institution

If you have not received, or have lost or misplaced a slip, contact the issuer of the slip, or contact CRA at 1-800-959-8281.

4. Reporting world income:

- You must report income from all sources both inside and outside Canada including any world income earned after becoming a resident of Canada for income tax purposes.
- You must bring the amount of foreign sourced income earned when you were not a resident of Canada. This will be used to calculate some non-refundable tax credits. (For newcomers only)

5. Receipts including:

- Medical expenses: Taxpayers can claim amounts paid for eligible medical expenses which have not been or will not be reimbursed. You can request a receipt at the end of the year with the total amount paid for your prescription drugs/ Dental fees at your pharmacy/ dentist.
- Donations: If you or your spouse or common-law partner donated money or other property to certain institutions, you may be able to claim a federal and provincial or territorial non-refundable tax credit when you file your return.
- Amount paid for child care expenses: You can claim child care expenses that include (Caregivers providing child care services, day nursery schools or daycare centres, etc.).

Note: The individual or organization who received the payments must give you a receipt showing information about the services provided.