



Region of Waterloo

Community Volunteer Income Tax Program

Drop-off and Pick-up Clinic

Through the Community Volunteer Income Tax Program, community organizations host free tax clinics where volunteers file tax returns for eligible people.

Walk-in during business hours and drop off your documents. A volunteer will prepare and e-file your tax return. Then, you pick up your documents. You will have to show proof of your identity when you drop-off and pick-up your documents.

March 1, 2021 – April 30, 2021

Cambridge Welcome Space

150 Main Street, Cambridge

Kitchener Welcome Space

235 King Street E, 1st Floor, Kitchener

Waterloo Welcome Space

99 Regina Street S, 1st Floor, Waterloo

For the Drop-off Clinics:

**Come in to any of the locations listed above during regular business hours:
8:30 AM – 4:30 PM, Monday – Friday (closed holidays)**

Are you eligible for free tax clinics?

You may be eligible for help at a free tax clinic if you have a modest income **and** a simple tax situation.

Modest Income: In general, a modest income means your total family income is less than the amount shown in the chart below, based on the size of your family.

Family size	Total family income is under:
1 person	\$35,000
2 persons	\$45,000
3 persons	\$47,500
4 persons	\$50,000
5 persons	\$52,500
More than 5 persons	\$52,500 plus \$2,500 for each additional person

Simple tax situation: In general, your tax situation is **simple** if you have no income or if your income comes from any of these sources:

- benefits such as social assistance, Canada Pension Plan, disability insurance, employment insurance
- employment, pension, registered retirement savings plans (RRSPs), support payments, scholarships, fellowships, bursaries or grants; or interest (under \$1,000)

Your tax situation is **not simple** if you:

- are self-employed or have employment expenses
- have business or rental income and expenses
- have capital gains or losses
- filed for bankruptcy in the tax year (or the year before, if return not yet filed)
- are completing a tax return for a deceased person

What do you need to provide to the volunteer to file your tax return?

To ensure that your return is completed accurately, please ensure that you have all of the necessary information that applies to your situation:

Information Slips	Receipts
<ul style="list-style-type: none">• T3• T4• T4A• T4A (P)• T4 (OAS)	<ul style="list-style-type: none">• Rent Receipts• Medical/dental expenses not covered by a health plan• Charitable donations• Child Care expenses• RRSP contributions• T2202 – Tuition and Education
<ul style="list-style-type: none">• T4E• T4RSP• T4RIF• T5• T5007	

You can request copies of all your information slips from Canada Revenue Agency (CRA) by calling them at **1-800-959-8281** or by accessing MyAccount on the CRA website.