



## Free Tax Clinics

Get your benefits and credits

If you have a modest income and a simple tax situation, volunteers can do your tax return for you!



# 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, complete a few forms, 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 4, 2024 – April 30, 2024**

**Cambridge Welcome Space**  
150 Main Street, Cambridge

**Kitchener Welcome Space**  
20 Weber Street E., Kitchener

**Waterloo Welcome Space**  
99 Regina Street S., Waterloo

**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 our free income 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 Canada Pension Plan, Old Age Security, disability insurance, employment insurance, and social assistance
- employment, pension, registered retirement savings plans (RRSPs), 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 has not yet been filed)
- are completing a tax return for a deceased person
- have foreign property or income

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## 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: T5007, T5, T4, T4A, T4A(OAS), T4A(P), T4E, T4RIF, T4RSP, T3, T2202
- Copy of previous year Notice of Assessment
- Rent Receipts or Property Tax Information
- Charitable Donations
- Child Care Expenses
- RRSP contributions & limit
- Medical/dental expenses not covered by a health plan
- Copy of CRA letter of Determination for Disability Tax Credit

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.