

Free Drop Off Income Tax Service

February 17 – May 16 2025

Health and Social Services Unit 3-1050 Leila

Monday to Friday 8:30 – 4:30pm

Complete And Sign The **TAX INFORMATION SHEET**

Put In A Sealed Envelope With **YOUR TAX PAPERS AND RECEIPTS**

Tax filing
available from
years 2015 – Now

BRING A ***COPY*** OF YOUR TAX PAPERS IF YOU WANT THEM BACK

Community Volunteer Income Tax Program (CVITP)

The CVITP is

A collaboration between the Canada Revenue Agency (CRA) and community organizations. The community organizations host free tax preparation clinics and arrange for volunteers to prepare income tax and benefit returns for eligible individuals who have a modest income and a simple tax situation.



**People
helping
people**

Be Sure To Bring The Following:

1. Valid government photo id
2. T4, copy of last payroll
3. T4e, t5007 statement of employment insurance and other benefits
4. RC62 (universal childcare benefit statement)
6. Childcare Benefits and expenses
7. RRSP contributions
8. Medical receipts
9. Rent assist documents (receipts)

Family Income Eligibility

One Person \$40,000

Couple \$50,000

One Adult with Child \$45,000

You Are Not Eligible If You

- *Are Self Employed
- *Have Rental Income
- * Are Filing For a Deceased Person
- * Have More Than \$100,000 Foreign Property
- *Have more Than \$1000 Interest Income

Contactless Drop-off form for the
Community Volunteer Income Tax Program (CVITP)

Please fill out ONE (1) Sheet per Adult in your household who are getting their taxes done. Married or Common-Law couples MUST get their taxes done at the same time. If you have children, the person who receives the Canada Child Benefit must include them on their form.

Please Include any slips you may have received, Receipts for Rent, medical expenses or childcare or if you own, your property taxes for the tax year.

We will be able to get any slips that have been sent to the CRA but will only file with the information we have been given. You must include everything for an accurate tax filing.

Taxes can be filed from 2014 – 2023. Please indicate if prior years are required.

WE CANNOT FILE IF:

You were self employed

Had rental income

Had Capital Gains

Filed for Bankruptcy in 2024

The person passed away in the year to be filed

If you have any questions, please email cvitp.ypn.mb@gmail.com

PLEASE NOTE: TAX DOCUMENTS ARE PICKED UP AND DONE WITHIN A WEEK OF DROP OFF AND WILL BE RETURNED TO THE DROP OFF LOCATION. **YOU MUST PICK THE DOCUMENTS UP WITHIN 2 WEEKS** OTHERWISE THEY WILL BE DESTROYED. TAX SLIPS CAN BE FOUND ONLINE WITH THE CRA OR BY CALLING 1 800 959 8281.

WE WILL MAKE EVERY EFFORT TO CALL YOU BEFORE WE FILE YOUR TAXES, HOWEVER WILL FILE IF WE CANNOT REACH YOU.

IDENTIFICATION INFORMATION

YOUR NAME _____

DATE OF BIRTH (DD-MM-YYYY) _____

SOCIAL INSURANCE NUMBER _____

MARITAL STATUS ON DECEMBER 31, 2021 _____

CURRENT MAILING ADDRESS _____

CURRENT POSTAL CODE _____

CURRENT CITY _____

CONTACT PHONE NUMBER _____

EMAIL ADDRESS (FOR T1 SUMMARY) _____

(NOTE: WE WILL NOT BE PRINTING SUMMARIES, ONLY EMAILING IF REQUESTED)

WHAT WAS YOUR PROVINCE OF RESIDENCE ON DECEMBER 31, 2024 _____

DID YOU IMMIGRATE TO CANADA ANYTIME DURING 2024? (DD-MM) _____

ARE YOU A CANADIAN CITIZEN? YES or NO

IF YOU ARE A CANADIAN CITIZEN, DO YOU AUTHORIZE CRA TO SHARE YOUR INFORMATION WITH ELECTIONS CANADA? YES or NO

DEPENDANT INFORMATION

CHILD'S NAME _____

DATE OF BIRTH (DD-MM-YYYY) _____

CHILD'S SIN (If known) _____

ARE THEY ELIGIBLE FOR THE DISABILITY TAX CREDIT (must have received letter from the CRA) YES or NO

CHILD'S NAME _____

DATE OF BIRTH (DD-MM-YYYY)_____

CHILD'S SIN (If known) _____

ARE THEY ELIGIBLE FOR THE DISABILITY TAX CREDIT (must have received letter from the CRA) YES or NO

(PLEASE USE THE BACK FOR ADDITIONAL CHILDREN)

ADDITIONAL INFORMATION

DO YOU HAVE A T2201 DTC CERTIFICATE ON FILE WITH THE CRA? YES or NO

IF YOUR SPOUSE/PARTNER OR DEPENDENT QUALIFIES FOR THE DTC, WILL YOU BE CLAIMING THE CAREGIVER CREDIT? YES or NO

DO YOU QUALIFY FOR THE PROVINCIAL CAREGIVER CREDIT? YES or NO

DID YOU RENT IN 2024? YES or NO

HOW MUCH DID YOU PAY FOR THE YEAR? _____

DID YOU QUALIFY FOR RENT ASSIST? YES or NO (PLEASE INCLUDE SLIP IF SO)

DID YOU OWN YOUR HOME? YES or NO (PLEASE INCLUDE A COPY OF YOUR PROPERTY TAXES)

DID YOU HAVE ANY MEDICAL EXPENSES? YES or NO (PLEASE INCLUDE ANY RECEIPTS)

DID YOU HAVE ANY DONATIONS IN 2022? YES or NO (PLEASE INCLUDE ANY RECEIPTS)

DID YOU HAVE ANY CHILDCARE EXPENSES, ARTS EXPENSES OR SPORT EXPENSES FOR YOUR DEPENDENTS? YES or NO (PLEASE INCLUDE ANY RECEIPTS)

The Volunteers are able to get your slips directly from the CRA using Auto-fill my return. Any slip given to you that is reported to the CRA (T4, T4E, CPP, OAS. etc) will be pulled. This includes investment documents, however these can take longer to appear (Usually Late March, Early April) We will return all documents back to the 1050 Leila the Monday of the week after you drop them. It is your responsibility to pick them up. If you do not wish to leave your slips, please indicate this on the form. Otherwise, you must collect them within 2 weeks.