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**Community Volunteer Income Tax Program**

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

**The Region of Waterloo hosts two types of free tax clinics:**

**By appointment**: Make an appointment to see a volunteer, and the volunteer will do your tax return during the appointment.

**Drop-off and pick-up**: Show up during business hours and drop off your documents. A volunteer will do your return, and you pick up your documents at a later time. You will have to prove your identity when you pick up your return and documents.

**Region of Waterloo Tax Clinics**

**March 2, 2020 – April 30, 2020**

**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

**To Book an Appointment:**

**Call 519-883-2409 (Kitchener or Waterloo) or 519-575-4400 x7069 (Cambridge)**

**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** |
| * T3 | * T4E | * Rent Receipts |
| * T4 | * T4RSP | * Medical/dental expenses not covered by a health plan |
| * T4A | * T4RIF | * Charitable donations |
| * T4A (P) | * T5 | * Child Care expenses |
| * T4 (OAS) | * T5007 | * RRSP contributions |
|  |  | * T2202 – Tuition and Education |

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.