

The deadline to file your 2023 income tax and benefit return is April 30, 2024.

Volunteer Income Tax Preparation Clinic

Immigrant Services is pleased to offer free income tax preparation to those who have a modest income and a simple tax situation.

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

* family size includes an individual, or a couple, and their dependants



We cannot complete returns with the following:

- self-employment income or employment expenses (see exception below)
- business or rental income and expenses
- interest income over \$1,000
- capital gains or losses
- foreign property (T1135)
- bankrupt individuals in the year of bankruptcy (or the year prior, if that return has not been filed)
- deceased individuals

Exception

Taxpayers who have T4A income that shows as self-employed/business in box 48 may be eligible to have their return completed under the CVITP. The volunteer must be comfortable preparing the return with the T4A income and **all** the following conditions must be met:

- total income in box 48 is under \$1,000
- no expenses are claimed
- taxpayer is not registered as a GST/HST registrant or required to be a GST/HST registrant

Did You Know? ISGW helps newcomers file their income tax at any time during the year.



To book a tax appointment:

Call: 519-836-2222, ext. 240

or email: cvitp@is-gw.ca

COMMUNITY TAX CLINIC

It is important to file your income tax return every year to continue to receive any benefits that you are eligible for.

Appointments are available in-person, virtually using Zoom and by document drop off.

ISGW clients can book a tax appointment with a settlement counsellor, during office hours, Monday - Friday, 9:00am - 4:30pm .

On Saturdays, 9:00am - 12:00pm

ISGW clients and community members can book an appointment to have their tax return completed by a volunteer.

No service on Saturday, March 16 or March 30

Multi-language service:

We can help you in your own language. Let us know that you would like interpretation when you book your appointment.

Documents to Bring to your Tax Appointment

Your tax return can only be completed properly if you bring all the necessary documentation with you.

Family members who are 18 years or older will be asked to show proof of ID and provide consent to do their taxes.

The following list will help you prepare for having your return completed.

- **A copy of your 2022 Notice of Assessment** (if you filed taxes in 2022).
- **Social insurance number** of family members who are 18 years or older.
- **Date of birth** of every family member, including children.
- **Government photo ID** (PR card, Driver's licence, Photo ID card, Passport)
**New ISGW clients should bring their Permanent Resident card or immigration document.*

❖ **Information Slips (Income slips)**

Note: Many slips are available through CRA 'My Account' or Service Canada 'My Account'. If you haven't been able to access them, our volunteers can help you with that.

1. T4 - Salary and wages
2. T4A, T5, T3 - pension, annuity and investment income, Canada/Ontario Savings Bonds
3. T4A(OAS) - Old Age Security/Guaranteed Income Supplement or Allowance benefit for spouse
4. T4A(P) - Canada Pension Plan
5. T4RSP, T4RRIF - Registered Retirement Savings Plan/income from Registered Retirement Income Fund
6. T4E - Employment Insurance benefits
7. T5007 - Social Assistance payments/ Worker's Compensation benefits
8. IF YOU RECEIVED A LUMP-SUM PAYMENT, bring the breakdown statement from the payer

❖ **Receipts for Expenses and Credits**

9. Charitable/political **donations** *(Please make a list & add up all of the receipts to help the preparer)*
10. Childcare expense receipts
11. Medical/Dental expenses not covered by a health plan
(Please make a list & add up all of the receipts to help the preparer, or obtain a printout from your pharmacy)
12. **FOR SENIORS ONLY:** Public transit passes, monthly pass *(Please make a list & add up all the receipts to help the preparer. Note: You can only claim passes that are monthly or longer in duration.)*
13. **Rent receipts** *(Please make a list & add up all of the receipts to help the preparer)* or Property Tax Statement, for homeowners
14. Tuition fees and education amount (T2202A)
15. Union dues
16. Registered Retirement Saving Plan (RRSP) - contribution receipts

❖ **Other**

17. Details of spouse's and dependant's income
18. **IF A NEW IMMIGRANT IN 2023:** Date of arrival in Canada and status
19. **Direct deposit information (5-digits of Branch #, 3-digits of Institute # and account #)**
20. Any other documentation that may pertain to your income taxes.