



Awareness. Inclusion.
Access. Opportunity.

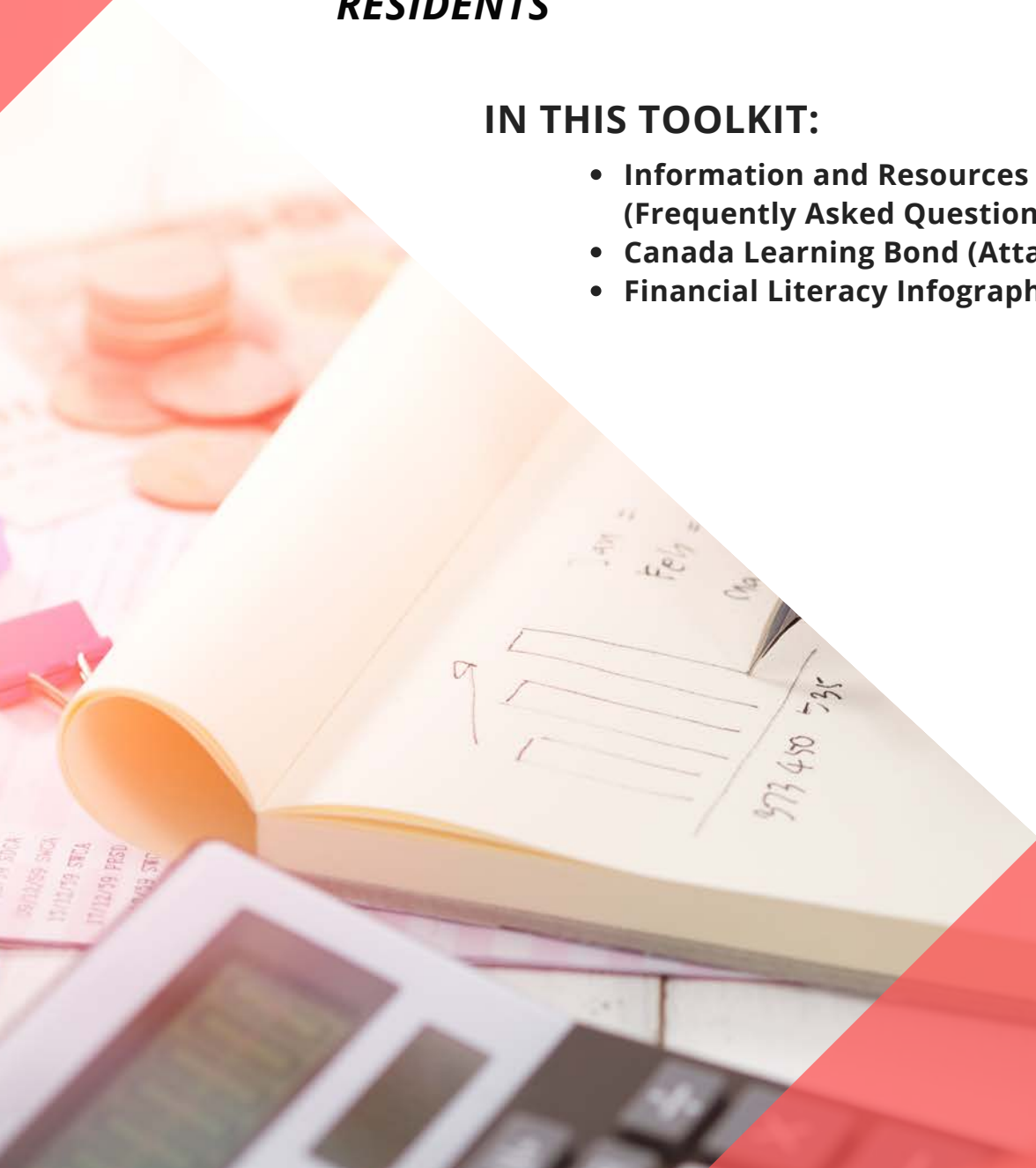
TAX CLINIC TOOLKIT

2020-2021

INFORMATION AND RESOURCES FOR RESIDENTS

IN THIS TOOLKIT:

- Information and Resources for Residents (Frequently Asked Questions)
- Canada Learning Bond (Attached)
- Financial Literacy Infographic (Attached)



WHERE CAN I FILE MY TAXES?

Depending on your level of income, you may be eligible to participate in the Community Volunteer Income Tax Program (CVITP) where you can file your taxes through a free tax clinic. Due to COVID-19 restrictions, there are no in-person tax clinics this year however, volunteers are able to complete and file your taxes for free, by videoconference or by phone.

To find a free tax clinic, please check the [CVITP clinic directory](#), select "Find a clinic in your area".

WHAT DO I BRING?

Please ensure you have identification with you and/or your spouse's legal name, date of birth, Social Insurance Number (SIN), and address. Also bring a list of all your dependents, their exact date of birth, and SIN, if they have one.

Please also have the following documents with you (as applicable):

- T4- Salary and wages
- T4A, T5, T3- Pension, annuity & investment income, Canada/Ontario savings bonds
- T4 (OSA)- Old age security/ Guaranteed income supplement or spouse's allowance
- T4A(P)- Canada Pension Plan
- T4RSP, T4RRIF- Registered retirement savings plan/Registered Retirement Income Fund
- T4E- Employment insurance benefits
- T5007- Social assistance payments/ Workers compensation benefits
- RC62- Universal Child Care Benefit
- If you have received a lump sum payment, bring the breakdown statement from the payer
- Receipts for expenses and credits (**Please total your deductions**)
- Child care expenses and a completed T778, if you have one
- Union dues
- Tuition fees & education amounts (T2202)
- Medical expenses (**Please have a list & total amount**)
- Charitable/ political donations (**Please have a list & total amount**)
- All property taxes or rent paid (**Please have a list & total amount**)
- Public Transit pass- Senior's only. (**Please have a list & total amount, you can only claim monthly or longer duration**)

Other

- Details of spouse's & dependents income
- Date of arrival to Canada & status (if a new immigrant)
- Indicate if your spouse is non-resident, if applicable
- Proof of payment to non-resident dependents (over 18)
- Direct deposit information
(void cheque/ letter from the bank/ credit union with your bank information)
- Any other documentation that may pertain to your income taxes



WHAT BENEFITS AND CREDITS CAN I CLAIM?

The benefits and credits that you may be eligible for will depend on your personal and family circumstances.

Please visit the [Ontario Benefits Calculator](#) to find out how much money you could get if you file a tax return this year.

You may also use the [Canada Revenue Agency's Benefits Calculator](#) to see what child and family benefits you may be eligible for and how much your payments may be.

I CANNOT ACCESS MY TAX SLIPS, WHAT DO I DO?

If you create a [MyAccount](#) you will be able to access all your necessary tax slips for that given year. If you do not have access to a computer and you do not have your tax slips, you may contact the CRA General Inquiries helpline (1-800-959-8281) to mail them out to you. A CVITP volunteer can also retrieve your tax slips when you have your taxes filed with a free tax clinic.

DO I STILL HAVE TO FILE MY TAXES IF I DID NOT HAVE ANY INCOME?

Yes. By not filing your taxes you may be missing out on many benefits and credits that you may be entitled to.



CAN I FILE MY SPOUSE'S TAX RETURN ON THEIR BEHALF?

If you are an authorized representative under your spouse's CRA account, you are permitted to file their tax return. There are many special cases that can occur but when in doubt, please call the general inquiries line at: 1-800-959-8281

CANADA LEARNING BOND

The Canada Learning Bond (CLB) is a grant of \$500 up to \$2000 from the Government of Canada to eligible families to help with the cost of a child's education after high school. It is deposited directly into a child's Registered Education Savings Plan (RESP).

Please see the attached document for more information.

FINANCIAL LITERACY INFOGRAPHIC

The Peel Poverty Reduction Committee (PPRC)'s financial literacy infographic provides information on the importance of filing your taxes and the potential benefits and credits that you may be eligible for.

Please see the attached document to view the infographic.

CONTACT INFORMATION:

For more information on tax clinics and filing please contact the CRA general inquiries helpline at 1-800-959-8281

For information on the toolkit please contact the Peel Poverty Reduction Committee (PPRC) at:
zzgpeeltaxclinic@peelregion.ca

