

Community Volunteer INCOME TAX CLINIC

BY-APPOINTMENT ONLY

Tuesday, March 3rd, 2026, until Thursday, April 30th, 2026

613-432-7691/613-366-4747 or online

Tuesday, Wednesday and Thursday from 10:00am to 3:00 pm ONLY

Office is closed from 12:00pm to 1:00pm daily

Please Note: nothing will be received or given outside of these hours

Client Checklist

Filing your 2025 Taxes at a Community Volunteer Income Tax Clinic? Ensure you bring the following:

- Last year's Notice of Assessment or
- Last year's Income Tax Return
- Rent Receipts/Property Tax Information
- Medical Receipts and Specialized transportation (i.e. Sunshine Coach)
- Charitable Donation Receipts

Information Slips:

- T4, Statement of Remuneration Paid
- T4A, Statement of Pension, Retirement, Annuity and other Income
- T4E, Statement of Employment Income and Benefits
- T5007, Statement of Benefits
- T5, Statement of Investment Income
- Canada Child Benefit

Seniors:

- T4A (OAS), Statement of Old Age Security
- T4A (P), Statement of Canada Pension Plan Benefits
- T4RSP, Statement of RRSP Income
- T4RIF, Statement of Income from a Registered Retirement Income Fund
- Senior Property Tax Rebate Confirmation Letter

Please remember the following:

- Married couples must file their income tax return at the same time.
- If you have children, please bring their personal information.
(First and Last Name of Child, Date of Birth, S.I.N. Card,) (Female or Male)

We CANNOT complete your tax return if:

- You are self-employed
- You have rental income
- You have claimed bankruptcy
- You have capital gains/losses

**PLEASE DO NOT INCLUDE HYDRO, TELEPHONE, WATER OR ANY OTHER ROUTINE
HOUSEHOLD BILLS AS YOU CANNOT CLAIM THEM!!**

Community Volunteer Eligibility Criteria

Under \$40,000.00 for a single person
who has no dependents.

Under \$45,000.00 for a single parent and 1 child
plus \$2,500.00 per additional dependent.

Under \$55,000.00 for a couple plus \$2,500.00 per dependent.

Please be advised that we may refuse to accept your tax return next year,
if you do not pick up Your completed return promptly.

The last day to pick up the returns is May 2nd, 2025