

# Community

# Volunteer

# Income

# Tax

# Program

Canada Revenue Agency sponsors this program to assist individuals of any age in our community file their annual tax returns.

This is a **FREE** program  
For those who qualify.

## Eligibility Requirements

- Must be a simple tax return
- You must have an annual income of **\$30,000 for Individual, \$35,000 Individual with a dependent, \$40,000 per couple or less.**
- Individuals must complete and sign a consent form which gives permission for qualified volunteers to complete your personal tax return

Individuals must provide all necessary receipts and information slips during the posted clinic dates for each location. Pick up of completed returns will be arranged by the volunteer.

### **Required documentation:**

- Proper identification
- All necessary Tax slips RC(62), T5007, T4, T4A, T4A(P), T4A(OAS), T4E, T3, T5 etc.
- Tax Return package and last year's Tax Return or Notice of Assessment
- **All** personal receipts for deductions you are claiming including Rent, Property Taxes, Charity receipts, Medical or Professional treatment receipts, RRSP contributions, Tuition fees, Day-care and Children's fitness receipts, Pharmacy Prescription receipts or summary, etc.

**Returns not Eligible:** self-employment income \* business or rental income & expenses \* capital gains or losses \* employment expenses \* bankruptcy \* completing a return for a deceased person

**NOTE:** As of 2016, the government will **no longer issue paper cheques**, you must have a **bank account and direct deposit**. Please ask your bank for a "direct deposit" authorization if not previously submitted.

Visit website for more details on your tax return: <http://www.cra-arc.gc.ca/tx/ndvds/vlntr/nd-eng.html>

## CLINIC LOCATIONS AND TIMES

### **Woodstock Locations:**

[Woodstock Public Library, 445 Hunter Street](#)—Feb. 27, 28 \* Mar. 6, 7, 20, 21, 27, 28 \* Apr. 3, 4, 10, 11, 17, 18, 24, 25 @ 12:30 pm-3 pm

[Salvation Army Thrift Store, 190 Huron Street](#)—Feb. 27, 28 \* Mar. 6, 7, 20, 21, 27, 28 \* Apr. 3, 4, 10, 11, 17, 18, 24, 25 @ 10 am-11 am

[Oxford County Housing Authority, Oxford County Administration Building, 21 Reeve Street, Room 131](#) — Mar. 12 @ 10:00 am-12 noon and 1 pm-2 pm.

For the Residents of Oxford County Housing and Clients of Oxford County Ontario Works only!  
Tax Return and documentation to be picked up Mar. 16 same hours.

[Oxford Housing Authority, 742 Pavey Street](#) — Mar. 13 @ 10:00 am-12 noon.

For the Residents of housing units on Alice Street, Parkinson Road, Fyfe Avenue and Pavey Street  
Drop off tax information at 742 Pavey Street, Common Room.

Tax Return & documentation to be picked up Mar. 19, same hours.

[South Gate Centre, 191 Old Wellington Street, South](#) — Mar. -Apr. @ 8:30 am-4 pm, For Seniors 50 + (Drop off and leave documentation and pick-up later)

[Covenant Christian Reformed Church, 410 Landsdowne Ave](#) — Every Thursday from Mar. 8 -Apr. 26 @ 3:01 pm-6:59 pm by appointments. Client must provide all forms & receipts. Appointments are needed to drop-off tax returns. Does not serve clients that exceed the suggested income. Government issued ID required. Call 519-539-6211 or email: [woodcoveadmin@bellnet.ca](mailto:woodcoveadmin@bellnet.ca) or [bobdieleman@gmail.com](mailto:bobdieleman@gmail.com)

### **Ingersoll Locations:**

[Ingersoll Services for Seniors, 250 Ingersoll Street, South](#) — Mar.1—Jun.1, Mon-Fri @ 9 am-4 pm. Drop-off (*leave & pick it up later*) \* please note if you are bringing in your taxes past the tax deadline, volunteers may not be available. Contact: 519-485-2269, [info@ingersollseniors.com](mailto:info@ingersollseniors.com)

### **Tillsonburg Locations:**

[Salvation Army Thrift Store, 155 Broadway Street](#)— Runs till April 26, on Tue @ 9 am-12 noon and Thu @ 1 pm-4 pm \*BY APPOINTMENT ONLY\* Contact: 519-842-3261



# Canada