

**Community Volunteer Income Tax Program (CVITP)****For Seniors 60+ and persons with disabilities 55+****Note: Couples must fill out individual forms and present together****CVITP Eligibility Criteria**

- Total family income below **\$40,000**: 1 Person
- Total family income below **\$55,000**: 2+ Persons
- Simple tax situation - in general, a tax situation is simple if an individual has no income or their income comes from these sources:
  - employment
  - pension
  - benefits, such as the Canada Pension Plan, Old Age Security, disability insurance, employment insurance, and social assistance
  - Registered Retirement Savings Plans (RRSPs)
  - scholarships, fellowships, bursaries, or grants
  - interest (under \$1,200)

**CVITP Program Exclusions**

The CVITP volunteers cannot complete returns for an individual if the individual has:

- Self-employment income or Employment expenses
- Business income and expenses
- Rental income and expenses
- Interest, Investment or Dividend incomes totalling more than \$1,200
- Capital gains or Capital losses
- Declared bankruptcy in the tax year of filing
- A deceased person or spouse in the tax year of filing
- Foreign Property (T1135)
- Sale of a personal home

**I am aware to the best of my knowledge that I meet the eligibility criteria and none of the above noted exclusions pertain to me.**

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**Signature**

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**Date**

**Tax Preparation Questions & Special Circumstances**

- 1) Are you a Canadian Citizen?  Yes  No
- 2) What is your date of birth? \_\_\_\_\_ (D/M/Y)
- 3) What is your marital status?  Married  Single  Widowed  Separated  Divorced
  - a. Did your marital status change in 2025?  Yes  No
- 4) Do you want your information to be shared with Elections Canada?  Yes  No
- 5) Have you ever logged into your CRA account online?  Yes  No
- 6) If YES above, do you want CRA to correspond with you by email?
  - a. Email address: \_\_\_\_\_
- 7) Have you had your taxes filed with our organization before?  Yes  No
  - a. Do you or have you previously received services from Seniors Outreach?  Yes  No  Unsure
- 8) Did you rent in 2025?  Yes  No
 

**If YES, you must fill out the additional form on page 3.**
- 9) Did you move in 2025?  Yes  No

**Do any of the following circumstances apply to you? If yes, please check relevant boxes and provide further information on the lines provided:**

- Do you need more than just 2025 taxes completed? If so, for which years?
- Do you have a child or other dependant? How many? What age(s)?
- Have you, your spouse or dependant(s) (if applicable) been approved for the federal disability tax credit? (*You would have completed a long form with your doctor and submitted it to CRA*)
- Has your living situation changed within the last year? This may include a change in marital status or dependants (custody change, adoption, additional dependants).
- Do you have foreign pension income? From where? How much (CDN)?


***Donations are kindly accepted to assist in covering program costs.***

## Community Volunteer Income Tax Program (CVITP)

### B.C Renter's Tax Credit under Form BC479

You can claim up to \$400 under the BC Renters Credit, if you were a resident of British Columbia at the end of the year and you met **all** the following eligibility conditions:

- you were a resident of British Columbia at the end of the year of B.C
- you were 19 years of age or older, or married or in a common-law partnership (*only one can apply*), or a parent of a child, and
- you rented and occupied an eligible rental unit for at least six months in a calendar year in British Columbia.

**Exceptions:** You cannot claim the renters tax credit if you:

- Paid rent to someone related to you (Parents, siblings, or relatives)
- Paid rent for a campsite, moorage, or trailer park pad.

#### Declaration for the renter's tax credit:

Address of your principal residence as of December 31, 2025: Street, City Postal code	
Number of months you occupied this residence in 2025:	
Name of Landlord or company that rent payment was made to:	
Total Rent paid in 2025:	
Did you move in 2025? If so, provide previous address and rental information:	

I declare that I have met all the Eligibility conditions, and that I am entitled to claim the BC renters tax credit for year 2025 on Form BC479

I further understand that the Canada Revenue Agency may ask me to provide information to support my eligibility after I file my tax return, such as the name of the person that I pay rent to, or proof of rent paid.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# Community Volunteer Income Tax Program Taxpayer Authorization

Protected B when completed

Tax year 20

Keep this form for your records. Do not send a copy to the Canada Revenue Agency (CRA).

- Complete **Section I** to allow a Community Volunteer Income Tax Program (CVITP) volunteer to prepare your income tax and benefit return.
- Complete **Section II** if you would like your return to be electronically filed. The CVITP volunteer must complete parts **E** and **F**.
- Keep all records used to prepare your return for a period of six years, and provide this information to the CRA on request.
- The CRA is responsible for ensuring the confidentiality of your electronically filed tax information **only** after the CRA has accepted it.

## Section I – Authorization

### Part A – Identification

Last name		First name		Social insurance number	
Mailing address: Apt. No. – Street No. Street name			Telephone number (home)	Telephone number (work)	
P.O. Box	R.R.	City		Prov./Terr.	Postal code

### Part B – Disclaimer

I am fully aware that my income tax and benefit return is being prepared by a volunteer under the Community Volunteer Income Tax Program and that this volunteer is not acting as an agent of the Canada Revenue Agency.

\_\_\_\_\_  
Signature (individual identified in Part A)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed at (place and name of organization)

## Section II – Electronic filing (EFILE)

### Part C – Declaration OFFICE USE- TAX PREPARER WILL COMPLETE FROM SLIPS

Enter the following amounts from your income tax return:

Total income (line 150) . . . . .	_____	Refund (line 484) _____
Taxable income (line 260) . . . . .	_____	<b>or</b>
Total federal non-refundable tax credits (line 350 of Schedule 1) _____	_____	Balance owing (line 485) _____

### Part D – Declaration and authorization

I declare that the information entered in Part A and the amounts shown in Part C above are correct and complete, and fully discloses my income from all sources. I also declare that I have read the information above, and the electronic filer identified in Part E is electronically filing my income tax and benefit return.

\_\_\_\_\_  
Signature (individual identified in Part A)

\_\_\_\_\_  
Date

## CVITP volunteer must complete parts E and F

### Part E – Electronic filer identification

By signing Part D above, the individual in Part A declares that the following person or organization is electronically filing his or her income tax return. Part D must be signed before the return is electronically transmitted.

Name of person or organization: SENIORS OUTREACH SERVICES SOCIETY

Electronic filer number: ID# U9871

### Part F – Document control number

Document control number for the electronic record of the individual's return:

\_\_\_\_\_

### We're here to help!

If you need more information on your tax refund or your tax return, or if you have a service complaint, go to [canada.ca/cra-contact](http://canada.ca/cra-contact) or call 1-800-959-8281.

Personal information is described in Personal Information Bank CRA PPU 100. Under the Privacy Act, individuals have a right to have their personal information protected. They also have the right to access, correct or notate this information and to file a complaint with the Privacy Commissioner of Canada regarding our handling of their information.