

Get Ready for the 2026 Tax Season!

Preparing to File Your Taxes

- Gather all your tax documents (e.g., T4s, NR4s, T5, etc.)
- Collect all necessary financial documents (e.g., receipts, student loan statements, etc.)
- Reach out to us to schedule an appointment starting **February 17th by calling 613-737-7195 Ext 2322. Please leave a message with your name and phone number**, and we will return your call.
- Check the CRA website for the latest information:

CRA Personal Income Tax <https://www.canada.ca/en/services/taxes/income-tax/personal-income-tax/get-ready-taxes.html>

My Scheduled Tax Return Appointment:

- **Date:** _____
- **Time:** _____

Location:

- **Main Site: 1355 Bank Street, Suite 600, Ottawa, Ontario, K1H 8K**
- ***Hunt Club Site: 3320 Paul Anka Drive, Ottawa K1V 0J9**
***On Tuesday and Thursday ONLY**
***Limited number of appointments**

Eligibility for the Community Volunteer Income Tax Program

Who qualifies to participate in the Community Volunteer Income Tax Program?

Family size (includes an individual or a couple, and their dependants)	Total family income (suggested income level)
1 person	\$40,000
2 people	\$55,000
3 people	\$60,000
4 people	\$65,000
5 people	\$70,000
More than 5 people	\$70,000, plus \$5,000 for each additional person

Simple Tax Situation : No Income or Income from the Following Sources:

- Employment earnings
- Pension income
- Registered Retirement Savings Plans (RRSPs)
- Interest income (below \$1,000)
- Benefits, such as:
 - Canada Pension Plan / Old Age Security
 - Disability insurance / Employment insurance
 - Social assistance / Scholarships, fellowships, bursaries, or grants

For any inquiries related to your tax documents, please reach out to the Canada Revenue Agency (CRA) at 1-800-959-8281.

South-East Ottawa
Community Health Centre



Centre de santé communautaire
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Who is not eligible for the CVITP?

CVITP volunteers will not complete an individual's tax return if the person has:

- Business income and expenses ✗
- Capital gains or losses ✗
- Self-employment income or employment expenses ✗
- Declared bankruptcy in the tax year** (or the previous year, if that return is still pending) ✗
- Rental income and expenses ✗
- Deceased individual ✗
- Interest income exceeding \$1,000 ✗
- Foreign property (T1135) ✗
- Foreign income ✗

Documents Required for Your Appointment:

1. Notice of Assessment from 2024

Please note that this document may not always be mailed; if the client opted for electronic delivery, they would receive a digital copy and need to log into their CRA account to access it.

2. Last Year's Tax Return

If available, please provide last year's tax return, as it is the most relevant document.

3. All proof of income for 2025 (such as T4A, T5007, ODSP, etc.)

4. Documentation for rent payments, medical receipts, and any other receipts relevant for claims.

- **Note:** The Trillium benefit is no longer provided to OCH tenants.

5. If applicable, proof of house allowance.

6. Your **Social Insurance Number** and details of all dependants being claimed.

7. If applicable, submit a **copy of the Aboriginal card for Aboriginal individuals** (can be a copy, scan, or emailed).

8. For **post-secondary students:**

- Receipt for tuition fees (T2202A form, typically available through your online student account).

If you have started repaying OSAP loans, please provide an interest slip (receipt indicating the amount paid).

Please be aware that we will only be completing your 2025 tax return.

To schedule your appointment via phone, please call 613-737-7195 and dial ext 2322 starting February 17.

You can NOW schedule your appointment by simply scanning here:



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