

Tax Clinic Checklist

TAX TIME



Required Documents To Drop Off

March 27 Clinic Drop Off Dates: March 23 (9am to 1pm) & March 25 (9am to 3pm)

April 17 Clinic Drop Off Dates: April 13 (9am to 1pm) & April 15 (9am to 3pm)

Please look over the list and bring all relevant documents.

Income (Salary, Pension, RSP, Insurance, EI, Social Assistance, Child Tax Benefit)

- T4, T4A, T5, T3, T4 (OSA), T4A(P), T4RSP, T4RRIF, T4E, T5007, RC62

Expenses (Child Care, Medical, Charitable Donations, Rent/Property Tax)

- Child care expenses and a completed T778, Union Dues, Tuition Fees (T2202)
- Medical expenses (Please have a list & total amount)
- Charitable/ political donations (List Totaled and Receipts)
- All property taxes or rent paid (List Totaled and Receipts)
- Public Transit pass – Senior's only

Other

- Names and details of spouse's & dependents': Income, Social Insurance Number, Date of Birth
- 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)
- Refund (if applicable): Cheque or is Deposit Information Current?
- Any other documentation that may pertain to your income taxes
- Proof of ID (*To Be Presented At Time of Drop Off*)
- Completed Community Volunteer Income Tax Form - TIS60 E (17)
- Contact Phone Number – Please be available for a phone call on the Clinic Date



The Journey Neighbourhood Centre

Your neighbourhood centre

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