

Anyone wishing to file their income tax return please bring the attached paperwork to the nearest Acadia First Nation Office. This service will be provided to Acadia First Nation Band Members free of charge.

Full Name – _____

Date of Birth- _____

S.I.N.- _____

Mailing Address- _____

Phone Number- _____

Spouse or Common Law Partner (Name and SIN) – _____

Dependent Children residing with you- Names and date of birth:



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 (only enter last 3 digits)	
				x x x x x x	
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	
Enter the following amounts from your income tax return:	
Total income (line 150)	_____
Taxable income (line 260)	_____
Total federal non-refundable tax credits (line 350 of Schedule 1) _____	
	Refund (line 484) _____
	or
	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	

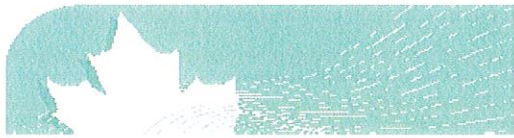
CVITP volunteer must complete parts E and F

Part E – Electronic filer identification	Part F – Document control number
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.	Document control number for the electronic record of the individual's return:
Name of person or organization: _____	_____
Electronic filer number: _____	

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 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 of 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.



What to bring to a CVITP clinic

1. Proof of identity:

- You must bring a valid piece of identification with you. It should be government issued and include a photo. Ex: A provincial or territorial driver's license, a Canadian or foreign passport, etc.
- If applicable, you and your spouse or common-law partner, dependents or other family members that want to have their income tax completed, must all be present at the CVITP clinic.

2. Personal information including:

- Your Social Insurance Number (SIN), mailing address, marital status, your children's date of birth (if applicable).
- If you filed an income tax return for the previous year and have your notice of assessment, it would be helpful to the volunteer if you bring it with you to the clinic.
- If you have a common-law partner or spouse and you want to file your return individually, you need to have his/her net income information and dependants if applicable.

3. Information Slips, which might include:

- T4 (Statement of Remuneration Paid) - provided by your employer
- T4E (Statement of Employment Insurance Earnings) – provided by Service Canada
- T4A (Statement of Pension, Retirement, Annuity, and Other Income) – Issuer: Source of payment (i.e. school issuing scholarship)
- T5007 (Worker's Compensation/ Social Assistance) – provided by Provincial Worker's Comp. or Social Assistance Dept.
- T4RSP (Statement of RRSP Income) – provided by your financial institution

If you have not received, or have lost or misplaced a slip, contact the issuer of the slip, or contact CRA at 1-800-959-8281.

4. Reporting world income:

- You must report income from all sources both inside and outside Canada including any world income earned after becoming a resident of Canada for income tax purposes.
- You must bring the amount of foreign sourced income earned when you were not a resident of Canada. This will be used to calculate some non-refundable tax credits. (For newcomers only)

5. Receipts including:

- Medical expenses: Taxpayers can claim amounts paid for eligible medical expenses which have not been or will not be reimbursed. You can request a receipt at the end of the year with the total amount paid for your prescription drugs/ Dental fees at your pharmacy/ dentist.
- Donations: If you or your spouse or common-law partner donated money or other property to certain institutions, you may be able to claim a federal and provincial or territorial non-refundable tax credit when you file your return.
- Amount paid for child care expenses: You can claim child care expenses that include (Caregivers providing child care services, day nursery schools or daycare centres, etc.).
Note: The individual or organization who received the payments must give you a receipt showing information about the services provided.