

Income Eligibility for Free Income Tax service

Anyone in the following income guidelines:

- Single Person up to \$35,000
- Couple..... up to \$45,000
- Couple with child up to \$47,500
- Each additional dependent \$2,500
- Interest income of less than \$1,000

To file your return, please provide the following documents that applies to you:

- 1-SIN Number for taxpayers.
- 2- Piece of ID (driving license or Permanent Residence) for you and each dependent.
- 3-Tenant contract covering the period 01-01-2022 to 31-12-2022.
- 4-T2201 disability form. if applicable
- 5-T5007 form if applicable.
- 6-T4 slips if applicable.
- 7-T2202 tuition fees, textbooks amount, if applicable.
- 8-other grants, RESP, (scholarship- OSAP) T4A.
- 9-any other income or foreign income if applicable.
- 10-Donations if applicable
- 12-Medical expenses if applicable.
- 13-Notice of Assessment previous 2022 tax return
- 14-Immigration document for all family members
- 15-UCCB RC62 or WITB RC210 statement
- 16-All information slips: T3, T4, T4A/E (CERB), and T5
- 17-Void cheque (For Direct deposit of Your Refunds)
- 18-RRSP, Pension adjustment, CPP
- 19-Any other income benefits received from the government of Canada.

Remember

- Volunteers are not expected to answer complex tax questions. If a taxpayer needs information that is beyond the volunteer's expertise, they should go to canada.ca/taxes or call **1-800-959-8281**.
- Volunteers should only complete tax returns they feel comfortable preparing based on the information the taxpayer gives them.

All Receipts that applies to your situation.

- Charitable donations
- Child Care Expenses
- Child fitness receipts
- Medical Expenses
- Property tax
- Rental Expenses*
- Public transit
- Union/Professional fees
- Disability Tax Credit
- Foreign Pension
- Moving expenses
- Int. on student's loans
- Caregiver amount
- Receipts on any tax credit applicable such as Ontario staycation tax credit, jobs training credit, various seniors tax credits, LIFT, CARE, etc.

*Clients need to know the amount of rent paid in the year 2022 and Landlord's full name.

Volunteers **do not complete** income tax returns in the following cases:

- Higher income than above guidelines
- self-employment income or employment expenses
- business income and expenses
- rental income and expenses
- interest income over \$1,000
- capital gains or losses
- bankruptcy in the tax year (or the year before, if that return has not yet been filed)
- deceased person
- foreign property (T1135) and foreign income