



COWICHAN  
INTERCULTURAL  
SOCIETY

IMMIGRANT  
WELCOME CENTRE  
OF COWICHAN

Cowichan Intercultural Society is hosting  
**FREE VIRTUAL TAX CLINIC**

## Tax Clinic

Tax Clinic is also known as the Community Volunteer Income Tax Program (CVITP). It is a collaborative program between the Canada Revenue Agency (CRA) and community organizations, where registered and screened community volunteers through local organizations help individuals with modest incomes and simple tax situations to file their taxes for free.

Cowichan Intercultural society (CIS) as a Collaborated organization with Canada Revenue Agency (CRA) and are offering free tax clinic to assist eligible individuals in our community to complete their 2020 income tax return.

## Who is eligible?

Cowichan Intercultural Society is providing Tax Clinic services to Immigrants, Refugees and CIS Clients with a **modest income level** and **simple tax situation**. Please see the details below:

### **With suggested modest income level**

	<b>Family size</b>	<b>Total family income is under</b>
	1 person	\$35,000
	2 persons	\$45,000
	3 persons	\$47,500
	4 persons	\$50,000
	5 persons	\$52,500
	More than 5 persons	\$52,500 plus \$2,500 for each additional person

**TCRA defines a simple tax situation as one where the individual has no income, or if they derive their income from:**

- Employment
- Pension
- Benefits (Canada Pension Plan, Old Age Security, Disability Insurance, Employment Insurance, and Social Assistance)
- Registered Retirement Savings Plans (RRSPs)
- Support Payments
- Scholarships, Fellowships, Bursaries, or Grants
- Interest (under \$1000)

**Your tax situation is not simple if you:**

- are self-employed or have employment expenses.
- have business or rental income and expenses.
- have capital gains or losses.
- filed for bankruptcy in the tax year (or the year before if that return has not yet been filed).
- are completing a tax return for a deceased person.

## **The process that you must be aware of:**

**How to deliver and handle documents?**

We have 6 volunteer Tax Workers who are registered with both Cowichan Intercultural Society (CIS) and the Canada Revenue Agency. These Tax Workers have completed proper screening and Criminal Record checks, to assist in this program to file taxes for eligible clients. When you make an appointment with CIS office. You will be assigned to one of these Tax Workers. They will contact you directly to discuss your best options for delivering your documents to your Tax Worker.

## What to Prepare for the Tax Clinic?

<b>Tax information slips</b>	<p>Whichever of these slips below you have:</p> <ul style="list-style-type: none"> <li>• T4 Statement of Remuneration Paid</li> <li>• T4E Statement of Employment Insurance and Other Benefits</li> <li>• T3 Statement of Trust Income Allocations and Designations</li> <li>• T5 Statement of Investment Income</li> <li>• T4 Statement of Remuneration Paid</li> <li>• T5008 Statement of Securities Transactions</li> <li>• T4A(OAS) Statement of Old Age Security</li> <li>• T4A(P) Statement of Canada Pension Plan Benefits</li> <li>• T5007 Statement of Benefits – Workers Compensation or Social Assistance benefits</li> </ul>
<b>Receipts</b>	<ul style="list-style-type: none"> <li>• Medical Invoices,</li> <li>• Donation Receipts,</li> <li>• Childcare expenses</li> <li>• Statement of Child benefit Slip,</li> <li>• and Other claimable receipts</li> </ul>
<b>Identification</b>	<ul style="list-style-type: none"> <li>• Identification for you and all additional persons</li> <li>• Social Insurance Number</li> <li>• A Photo ID</li> </ul>
If the client is married	is mandatory to file their taxes together.
<b>Bank Info</b>	A Blank Cheque (for direct deposit only)
<b>Your contact Information</b>	Phone number and Email Address

### For more information:

Contact CIS Office

Phone: 250:748.3112

Email: [office@cis-iwc.org](mailto:office@cis-iwc.org)

Website: [www.cis-iwc.org](http://www.cis-iwc.org)

where cultures connect