

# FREE INCOME TAX CLINIC

## 2019 Tax Clinic Schedule - Register Today

### March

Monday	Tuesday	Wednesday
4	5	6
11	12	13
<b>March Break - No Clinic</b>		
18	19	20
25	26	27

**By appointment only.**

**6:00pm - 9:00pm**

**Silent Voice Office  
60 St. Clair Ave. East  
Suite 400  
Toronto, ON**

**This tax clinic is for Deaf/hard of hearing individuals with modest income.  
Please contact Melissa Baker for CRA requirements.**

**Volunteers do not prepare returns for:**

- self-employment
- business and business expenses
- employment expenses
- bankruptcy
- deceased within the year



*To book an appointment, please contact Melissa  
Baker at [csw@silentvoice.ca](mailto:csw@silentvoice.ca)*

# TAX PREPARATION ASSISTANCE CHECKLIST

## WHAT YOU NEED TO BRING:

- A 2018 Tax return form
- A copy of completed 2017 income tax return and 2017 Notice of Assessment
- Social Insurance Number (SIN) for you and your spouse/common-law partner
- List of dependants and birth dates (day, month, year). Social Insurance Number (SIN) for each dependant, if available
- Details of spouse's income and dependant's income
- Date of marriage or separation (if in 2018)
- Details of any alimony and maintenance payments received or paid
- If you are a new immigrant, date of arrival in Canada
- If you are a first time buyer; details of home purchase
- If you sold a principal residence and have no capital gain because you are eligible for the full exemption, the following information on the sales is required: the year of acquisition, the sale price or amount you received for the property, and the description/address of the property.
- All receipts of income, for example;
  - Salary and wages **T4**
  - Statement of Pension, Retirement, Annuity and Other Income **T4A** (Scholarships)
  - Old Age Security **T4A** (OAS)
  - Canada Pension Plan benefits **T4A** (P)
  - Employment Insurance benefits **T4E**
  - Registered Income Fund income **T4RIF**
  - Registered Retirement Savings Plan income **T4RSP**
  - Interest and Dividend payments **T5**
  - Statement of interest trust **T3**
  - Worker's Compensation/Social Assistance Payments **T5007**
  - Universal Child Care Benefit Statement **RC62**
  - Working Income Tax Benefit Advance Payments Statement **RC210**
  - All foreign income receipts/statements
  - US Social Security Statement (including the year client(s) started collecting)
- All receipts of expenses, for example:
  - Property taxes and/or details of total rent paid during the year and all addresses of places or residence during the year and name(s) of landlord
  - Child card expenses (plus caregiver's Social Insurance Number) - **including Form T778**
  - Medical expenses
  - Charitable and political donations
  - Child fitness, arts and other qualifying activity receipts
  - Public transit passes and receipts, and electronic payment cards
  - Union or professional dues
  - Tuition fees/education amount (**T2202/T2202A**)
  - Student loan interest
  - RRSP contributions
  - If this is the first year of a disability credit claim, or if the previous one had expired, a copy of the disability certificate Form **T2201**
  - For a person who is either a senior (65 or older) or eligible to claim the disability credit OR a family member living with them, include receipts for permanent home modifications that improve accessibility or help the person be more functional, mobile, reduce risk of harm or to gain access to the home.

## Your Tax Appointment:

Date:

Time: