



## 2023 Tax Year Walk-in Tax Clinic

The Working Centre is once again offering Income Tax Clinic support for people living on a limited income.

We will continue to offer tax clinic support as a walk-in and drop off clinic this year.

You can see a tax clinic helper to review your completed intake form and required papers starting on **March 4th 2024** in person. We also offer an **electronic drop-off** option - please see the section below for details.

Once your return is filed, you can pick up your copy at our Job Search Resource Centre at 58 Queen Street South in Kitchener or we can mail your copy to you. You select your preferred choice when you drop-off your papers.

Volunteers registered with the Community Volunteer Income Tax Program will help to complete your income tax return.

### Are You Eligible?

We can help you with your taxes if your income falls within the following amounts:

| Family Size | Family Income  |
|-------------|----------------|
| 1 Person    | Up to \$35,000 |
| 2 Persons   | Up to \$45,000 |
| 3 Persons   | Up to \$47,500 |
| 4 Persons   | Up to \$50,000 |
| 5 Persons   | Up to \$52,500 |

Please note we cannot assist with tax filing regarding the following circumstances:

- Bankruptcy
- Business/Rental Income or Expenses
- Self Employed individuals (for instance Uber) or Employment Expenses
- Interest Income
- Capital Gains or Losses
- Foreign Property (T1135)
- Deceased Person

## **In-Person Walk-In**

At the Resource Centre at 58 Queen Street South, Kitchener, you can pick up a copy of the list of documents and the intake form. You can complete the form at home and then return to The Working Centre to get them reviewed with a tax volunteer.

When you come with your completed documents, we will review your package with you before you leave to make sure we are not missing anything. As numbers of people determine, this might require a bit of a wait. This process is necessary to ensure we have the right documents and we can complete your return quickly.

## **Online Dropoff**

Note that you should **never email personal information**. We have created a secure method for you to send your income tax information electronically. Let us know by email to [taxclinic@theworkingcentre.org](mailto:taxclinic@theworkingcentre.org) and we will email you the instructions and the list of documents that must be included to complete your income tax return. Follow the step-by-step instructions on how to do this. If we have all the right information, it avoids delays.

## **What To Provide**

1. A completed income tax intake form
  - Available on our website or for pick up at the Resource Centre (58 Queen Street South, Kitchener)
    - If joint filing, the spouse needs to sign a second copy of the Taxpayer Authorization Form
    - For 5 or more children, please complete the additional children form
2. Government-issued photo ID for each person that needs tax support
  - If you are joint filing with a spouse, please have a picture of them holding up their ID.
3. Information slips (T-slips) for 2023.
4. Receipts for all expenses claimed in the "expenses" section
5. [Optional] Your 2022 Notice of Assessment

## **After Tax Completion**

We aim for a three week turnaround time. Once your return is completed we will contact you. You can pick up your copy or we can mail it to you. You decide at the time you drop-off your paperwork. You will need to show ID when you pick up your package.

## **What if There is a Mistake?**

If there is a mistake in your taxes you will receive a Notice of Assessment from the CRA. Please let us know if this happens and we will help with next steps. Also, if something is missed in the filing of your return, we can complete a request to modify your return. Please Let us know if you have questions about your completed return.

**Please contact us at [taxclinic@theworkingcentre.org](mailto:taxclinic@theworkingcentre.org) if you have any questions.**