



Awareness. Inclusion.
Access. Opportunity.

TAX CLINIC TOOLKIT

FOR RESIDENTS

2021-2022

THIS TOOLKIT CONTAINS:

- Information and Resources for Residents (Frequently Asked Questions)
- 2021-2022 Financial Literacy Infographic (Linked & Attached)
- **NEW*** Benefits Wayfinder (Linked)

DO I STILL HAVE TO FILE MY TAXES IF I DID NOT HAVE ANY INCOME?

Yes. By not filing your taxes, you may be missing out on many benefits and credits that you are be entitled to.

CAN I FILE MY SPOUSE'S TAX RETURN ON THEIR BEHALF?

If you are an authorized representative under your spouse's CRA account, you are permitted to file their tax return. Many exceptional cases can occur, but when in doubt, please call the general inquiries line at: 1-800-959-8281

WHERE CAN I FILE MY TAXES?

Depending on your income level, you may be eligible to participate in the Community Volunteer Income Tax Program (CVITP), where you can file your taxes through a free tax clinic. Due to COVID-19 restrictions, there may be a mix of in-person tax clinics with virtual clinics by videoconference or phone.

To find a free tax clinic in your area, please visit the [CVITP clinic directory](#) and select your applicable criteria to search.

WHAT BENEFITS AND CREDITS CAN I CLAIM?

The benefits and credits you may be eligible for will depend on your personal and family circumstances. Please visit the [Ontario Benefits Calculator](#) to estimate how much money you could get if you file a tax return this year.

You may also use the [Canada Revenue Agency's Benefits Calculator](#) to see what child and family benefits you may be eligible for and how much your payments may be.



***NEW* BENEFITS WAYFINDER**

The Benefits Wayfinder by Prosper Canada is an online tool that helps Canadians living on low and modest incomes find and track benefits they could get. It is a one-stop, simple, virtual guide with four ways to search for federal, provincial and territorial benefits.

Please visit <https://benefitswayfinder.org/> to access and share this resource!

WHAT DO I BRING?

Please ensure you have identification with you and your spouse's legal name, date of birth, Social Insurance Number (SIN), and address if applicable. Also, bring a list of all your dependents, their exact date of birth, and SIN, if they have one.

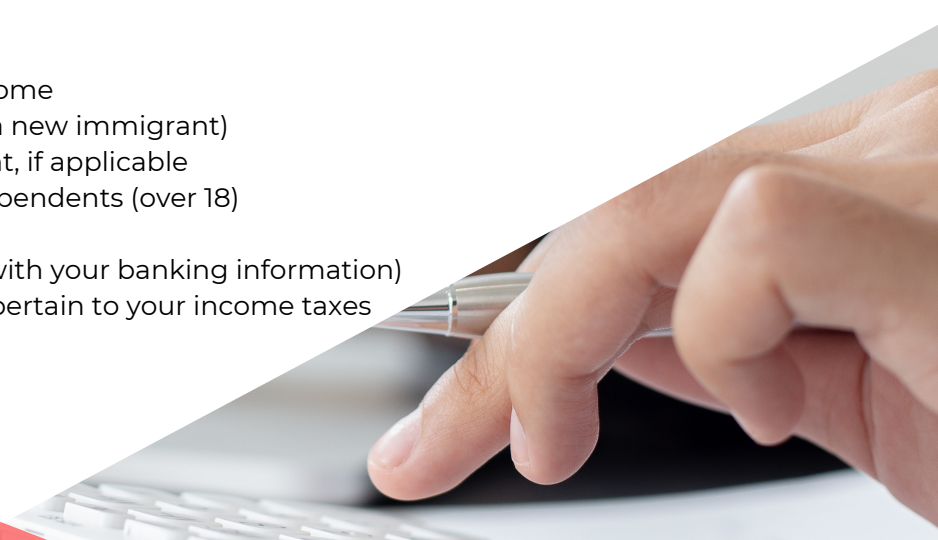
Please also have the following documents with you (as applicable):

- T4- Salary and wages
- T4A, T5, T3- Pension, annuity & investment income, Canada/Ontario savings bonds
- T4 (OSA)- Old age security/ Guaranteed income supplement or spouse's allowance
- T4A(P)- Canada Pension Plan
- T4RSP, T4RRIF- Registered retirement savings plan/Registered Retirement Income Fund
- T4E- Employment insurance benefits
- T5007- Social assistance payments/ Workers compensation benefits
- RC62- Universal Child Care Benefit
- If you have received a lump-sum payment, bring the breakdown statement from the payer
- Receipts for expenses and credits (**Please total your deductions**)
- Child care expenses and a completed T778, if you have one
- Union dues
- Tuition fees & education amounts (T2202)
- Medical expenses (**Please have a list & total amount**)
- Charitable/ political donations (**Please have a list & total amount**)
- All property taxes or rent paid (**Please have a list & total amount**)
- Public Transit pass- Senior's only. (**Please have a list & total amount, you can only claim monthly or longer duration**)

For low-income earners, remember to ask your tax filer to check and claim Canada's Worker's Benefit (CWB) for you if you are eligible. This credit is often left unclaimed

Other

- Details of spouse's & dependents income
- Date of arrival to Canada & status (if a new immigrant)
- Indicate if your spouse is non-resident, if applicable
- Proof of payment to non-resident dependents (over 18)
- Direct deposit information
(void cheque/ letter from your bank with your banking information)
- Any other documentation that may pertain to your income taxes



I CANNOT ACCESS MY TAX SLIPS, WHAT DO I DO?

If you create a [MyAccount](#), you will be able to access all your necessary tax slips for that given year. If you do not have access to a computer and you do not have your tax slips, you may contact the CRA General Inquiries helpline (1-800-959-8281) to mail them out to you. A CVITP volunteer can also retrieve your tax slips when you have your taxes filed with a free tax clinic.

FINANCIAL LITERACY INFOGRAPHIC

The Peel Poverty Reduction Committee (PPRC)'s financial literacy infographic provides information on the importance of filing your taxes and the potential benefits and credits you may be eligible for.

Please refer to the attached infographic or download it from the PPRC website at <https://www.povertyinpeel.ca/pdf/financial-literacy-info.pdf>

CONTACT INFORMATION:

For more information on tax clinics and filing please contact the CRA general inquiries helpline at 1-800-959-8281

For information on the toolkit please contact the Peel Poverty Reduction Committee (PPRC) at:
zzgpeeltaxclinic@peelregion.ca

