

2026 Clinic Registration Job Aid

1. Once you complete your organization registration you will see the clinic form at the bottom of the “Organization registration 2026: Confirmation” page.

Organization registration 2026: Confirmation

100% Complete

Confirmation of registration

Thank you for your interest in the Community Volunteer Income Tax Program (CVITP).

You will receive a **Confirmation of organization registration** email shortly. We will review your registration and a CRA coordinator will contact you if necessary.

Host a free tax clinic!

Don't forget to register your [tax clinics](#) (*Note: This link will open in a new tab or window*).

Important

To meet the growing demand for tax-filing assistance in your community, consider onboarding volunteers who can support your tax clinics. Please contact your CVITP officer if you would like additional volunteer support.

2. Enter your province, city and organization name. Be sure to select the exact city name of your organization's address.

Enter your postal code and click “Find”. Some address information will be pre-populated. Enter your complete address details in the applicable fields.

Indicate whether or not you want your tax clinic address posted Canada.ca.

Clinic registration 2026: Name and address

0% Complete

Important

Please note you cannot save this form. Your session will time out after 15 minutes of inactivity.

Thank you for registering to volunteer with the Community Volunteer Income Tax Program (CVITP)

Provide details for the clinic your organization plans to host below.

Note: A clinic can only have one location. For example; ABC tax clinic on **Main St.** & ABC tax clinic on **Young St.** would require two separate clinic registration forms.

Organization information

*** Province/Territory (required)**

*** City (required)**

*** Organization Name (required)**
 Start typing the name of your organization and select it from the dropdown menu. If your organization does not appear, enter it manually.

Organization website (http://www.url.com or https://www.url.com)

*** Clinic name (required)**

Enter the clinic's postal code

*** Postal code (required)**

Click the "Find" button to display the full address.

*** Do you want your clinic's full address posted on the CRA website? (required) ?**

Yes

No

3. Enter the primary contact information. **Note:** This information will appear on Canada.ca for the public if you choose to post your clinic online.

If you would like a secondary contact on the listing, select “Yes” and enter their information.

Click “Next” once complete.

Clinic registration 2026: Contact information

29% Complete

A minimum of a phone number OR email address is required.

Information provided below will be posted on the CRA website.

Primary contact information

First name	Last name
<input type="text"/>	<input type="text"/>
Preferred name	
<input type="text"/>	
Phone number	
<input type="text"/>	
Additional phone number	
<input type="text"/>	<input type="text"/> - <input type="text"/> Ext <input type="text"/>
Email	
<input type="text"/>	
Confirm email	
<input type="text"/>	
Additional email	
<input type="text"/>	

4. Enter the clinic details then select “Next”.

Clinic registration 2026: Clinic details

43% Complete

* Is this clinic wheelchair accessible? (required)

- Yes
 No

Additional clinic information

e.g. Access the building through the side entrance.

Is this a year-round clinic?

Select "No" if your clinic will not be running most of the year.

- Yes
 No

[← Previous](#)

[Next →](#)

5. Enter the session details requested. Click “Next” when complete.

Clinic registration 2026: Add a session

58% Complete

Provide details for your session below. Additional sessions can be added from the “Summary” page.

Note: A tax clinic can have more than one session depending on the type of services provided. For example;
Session 1: ABC tax clinic offers drop-off services for seniors in English, filing all tax years.
Session 2: ABC tax clinic offers walk-in services for the general public in English and French, filing current tax year only.

*** Official languages offered (required)**

- English
 French

Other languages offered

Select languages

Approximate number of volunteers available for this session

*** Session setup (required) ?**

Select all that apply.

- Walk-in
 Drop-off
 By appointment
 Virtual
 Virtual - Northern communities

*** Returns prepared (required)**

- Current year only
 Current and last year only
 Current and prior years

6. Continue to specify the session details being requested.

Clinic registration 2026: Add a schedule

72% Complete

Provide details for your schedule below. Additional schedules can be added from the "Summary" page.


Note: A tax clinic can have more than one session depending on the type of services provided. For example;

Schedule 1: ABC tax clinic will be held on March 15th only, from 9am to 12pm.

Schedule 2: ABC tax clinic will be held March 1st to April 30th from 10am to 6pm, every workday.

Date must be within specified registration year.

* Start date (required)

2026-03-01 

* End date (required)


2026-12-31 

* Start time - 24h format (required)

09 : 00

* End time - 24h format (required)

15 : 00

* Select the frequency for this schedule (required) 

- Once only
- Every day
- Every workday
- Every week
- Every month
- Custom

[< Previous](#)

[Next >](#)

Click "Next" when complete.

7. Add the final details regarding your clinic's availability and click "Next".

Clinic registration 2026: Schedule details

72% Complete

* Is the clinic open during lunch/dinner? (required)

Yes

No

* Is the clinic open during the holidays? (required)

Yes

No

Additional schedule information

e.g. We are open on Family Day.

[< Previous](#)

[Next >](#)

8. Carefully review the “Clinic registration 2026: Summary” page displaying the information you have just entered. If you need to make any changes, select “Modify” in the applicable section.

Clinic registration 2026: Summary

86% Complete

Information
Please print or save this page for your records. [Print preview](#)

Name and address [Modify](#)

Organization details

Location:

Organization name:

Organization website:

Clinic details

Clinic name:

Clinic address:

Post clinic address to CRA website:

Contact information [Modify](#)

Primary contact

Name:

Preferred name:

Phone number:

Additional phone number:

Email:

Additional email:

Clinic details [Modify](#)

Clinic is wheelchair accessible:

Additional clinic information:

Year round clinic:

Session details [Add session](#)

Session 1 [Delete session 1](#)

Official languages:

Other languages:

Number of volunteer available:

Session setup:

Returns prepared:

Clients:

Additional session information:

Post session on CRA website:

Schedule details [Add schedule](#)

Schedule 1 [Modify](#) [Delete](#)

Day and time:

Dates:

Open during lunch/dinner:

Open during holidays:

Additional schedule information:

* Confirmation of registration (required)

Note: The “Preview” button will only be available if you have selected to list your clinic on Canada.ca.

Once you have confirmed that the information is accurate, check the “Confirmation of registration” box and click “Submit” to complete your registration.