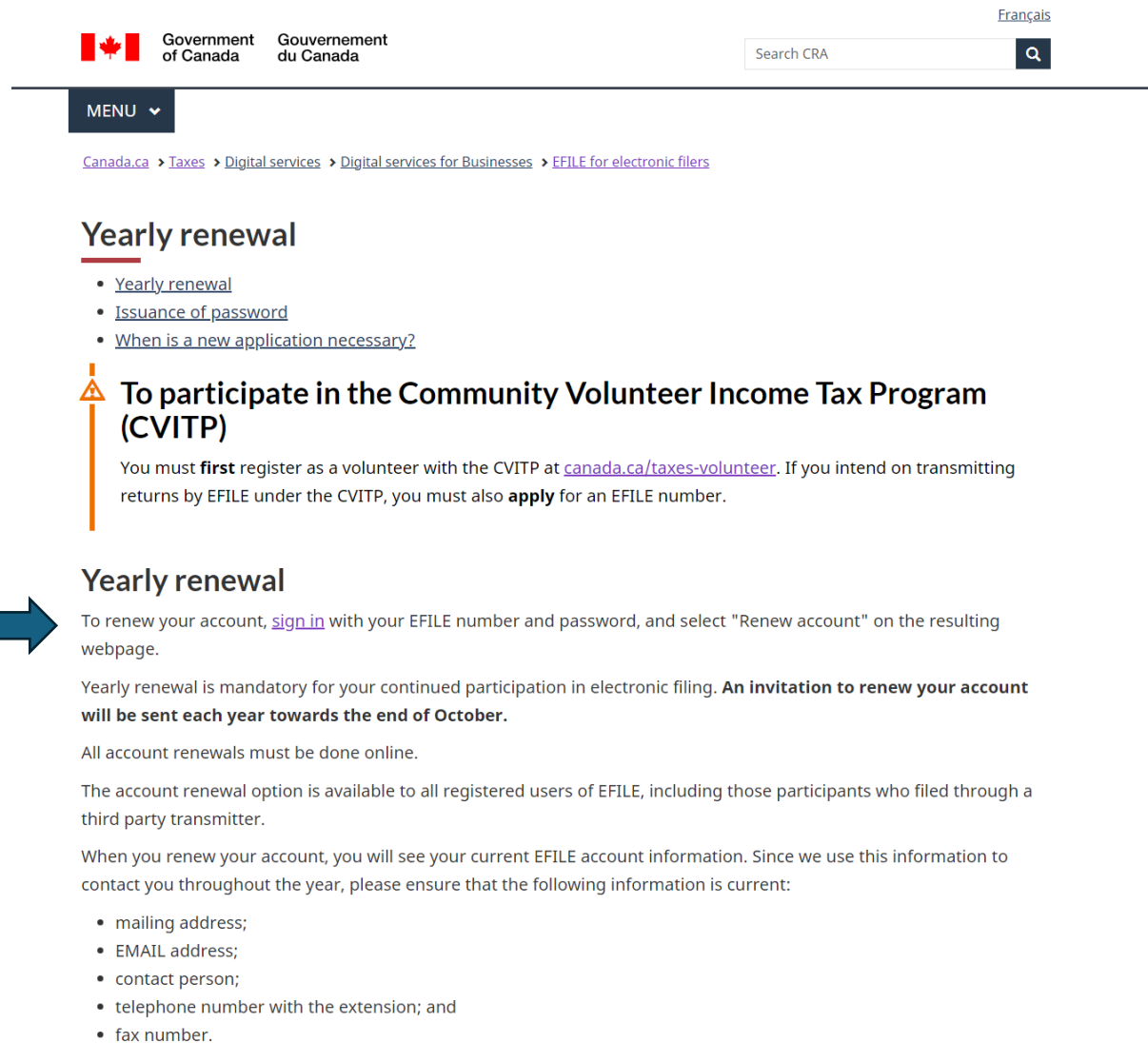


2025-2026 CVITP EFILE Renewal

1. To complete your CVITP EFILE renewal, visit [Yearly renewal - Canada.ca](https://www.canada.ca/en/revenue-agency/services/e-file/efile-renewal.html) and click “sign in”.



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Yearly renewal

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- [When is a new application necessary?](#)

To participate in the Community Volunteer Income Tax Program (CVITP)

You must **first** register as a volunteer with the CVITP at [canada.ca/taxes-volunteer](https://www.canada.ca/taxes-volunteer). If you intend on transmitting returns by EFILE under the CVITP, you must also **apply** for an EFILE number.

Yearly renewal

To renew your account, [sign in](#) with your EFILE number and password, and select "Renew account" on the resulting webpage.

Yearly renewal is mandatory for your continued participation in electronic filing. **An invitation to renew your account will be sent each year towards the end of October.**

All account renewals must be done online.

The account renewal option is available to all registered users of EFILE, including those participants who filed through a third party transmitter.

When you renew your account, you will see your current EFILE account information. Since we use this information to contact you throughout the year, please ensure that the following information is current:

- mailing address;
- EMAIL address;
- contact person;
- telephone number with the extension; and
- fax number.

2. Enter your EFILE number and current password. Then, click **“Sign in”**. When you sign in select renew.

EFILE – Sign in

* EFILE number (required)

* Most current password(required)

Sign in



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Sign out

EFILE – select action

[Renew account](#)



[View T1 EFILE Service Transmission History](#)

[View ReFILE Service Transmission History](#)

3. Review your information to ensure it is up to date. For the question, “**Transmitting electronic “Authorizing or Cancelling a representative” requests**” select “Yes” if you intend to use the Auto-fill my Return (AFR) service. If no, select “No”. Then, click “Next”

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EFILE renewal - identify business and return types

[Sign out](#)

Notice

- You must register as a volunteer **before** renewing your EFILE account. Please go to the [Volunteer registration web page](#). If you do not register as a volunteer first, there may be delays in the processing of your EFILE application.

Identification information

EFILE number [REDACTED]

Business type: Volunteer (CVITP/Income Tax Assistance Program only)

Name (as provided on your volunteer registration)
[REDACTED]

* **Contact name - enter same name as above (required)**

* **Phone (required)**

() -

Extension

* **E-mail address (as provided on your volunteer registration) (required)**

* **Language to communicate with you (required)**

English
 French

Return types

* **Types of returns to transmit (required)**

T1 returns

* **Transmitting individual “Authorizing or Cancelling a Representative” requests. Select “yes” if you will be using the CRA Auto-fill my return service when completing taxpayer returns. (required)**

Yes
 No

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4. For “**Physical Address**”, enter your homes address. For “**Mailing Address**”, enter your personal mailing address. Then, click “Next”.

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EFILE renewal – address information

Physical address

* Street number and name (required)

* City (required)

* Province (required)

* Postal code (required)

Mailing address

Check if mailing address is the same as above

* Street number and name (required)

* City (required)

* Province (required)

* Postal code (required)

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5. Enter your Name, SIN and RepID. If you do not have a RepID, please refer to the Job-Aid on how to obtain a RepID. For **“Title”**, select **“Volunteer”**. Then, click **“Next”**.

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EFILE renewal – applicant information

Refer to [suitability screening](#) for the definition of an applicant. Social Insurance Number (SIN) and the RepID are not displayed below for security reasons.

Applicant

* Name (required)

* SIN (required)

* RepID (required)

* Title (required)

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6. Review the security measures and check off the box. Then, click “Next.”

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EFILE renewal – security measures

The following security measures are used by the CVITP

- Encryption of taxpayers' returns by using the tax software provided by the program.
- Electronic copies of taxpayers' returns are saved **only** on encrypted USB flash drives and are transmitted to the Canada Revenue Agency within 48 hours of completion.
- All electronic copies of the taxpayer's return are deleted no later than 48 hours after its transmission to and acceptance by the Canada Revenue Agency.

I agree to use CVITP security measures to protect confidential information collected in order to electronically file returns

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7. Review the information and Privacy Notice and check each box. For “Title”, enter “Volunteer”. Then click “Submit renewal”.

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EFILE renewal – certification

I will comply with CRA procedures and policies outlined on the CRA's Web site and will comply with all provisions of the Income Tax Act.

I understand that false statements, omissions or non-compliance may result in immediate suspension of electronic filing.

I understand that I must maintain the confidentiality of my EFILE password.

I agree to:

- advise the CRA of any loss, suspected loss, or unauthorized disclosure of my password or of client information obtained through electronically filed returns.
- provide the CRA with a complete description of any incident involving loss or disclosure of my password or of client information as soon as I become aware of any such incident.

Name

*** Title (required)**

I am authorized to complete and submit this form.

I certify the information given is to the best of my knowledge correct and complete.

Privacy Notice

Personal information, including your social insurance number, is collected under the authority of sections 150, 220 and 237 of the Income Tax Act and is used for registration, suitability screening, and the monitoring of electronic filers' activities, and the management of credentials used to provide authentication services for secure online program applications related to EFILE. Personal information will also be verified against sources within the CRA. Failure to provide this information may result in your EFILE account being denied or suspended.

Personal information is described in personal information bank EFILE Online Services, CRA PPU 211 and is protected under the Privacy Act. Under this act, individuals have a right to protection and correction of and access to their personal information. You also have the right to file a complaint with the Privacy Commissioner of Canada regarding our handling of your information.


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Cancel renewal
Submit renewal

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8. Your CVITP EFILE renewal is complete. The fields on this page will be pre-populated with your own information. Please save the information on this page for future reference.

This concludes the CVITP EFILE renewal. For any CVITP-related enquiries, please contact your CRA CVITP Officer. For any EFILE-related enquiries, please contact the EFILE Helpdesk.

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Canada.ca > Taxes > EMOD Sign out

EFILE – account renewal change confirmation

You have made a change to the following fields:

Public disclosure authorization

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EFILE – account renewal confirmation

Date/Time: 2024/10/22 8:56:07 AM

This confirms receipt of your request to renew your participation in EFILE. Your new password is shown below. **Processing of your application may take up to 30 business days.** We will notify you when we have completed the suitability screening.

If necessary, please update your current software with your new password to avoid transmission failures.

EFILE number: [REDACTED]
 Password: [REDACTED]
 Name: [REDACTED]
 Email address: [REDACTED]

- Contact the Sudbury EFILE Helpdesk at 1-800-361-6283, should you have any questions.
- Check out the [What's new](#) page on the CRA's EFILE website at [Canada.ca/efile](#) for important information, updates and links to resources available to you.
- Important messages are regularly communicated to inform you of any system changes, maintenance schedules, filing deadlines, suitability screening status, and significant issues from other areas within the agency.
- Check your email programs to ensure that spam filters, junk mailboxes, firewalls, etc. are not configured such that they prevent you from receiving the tax messages. This occurs when your computer identifies the incoming emails from EFILE-TED < noreply@Canada.ca > as spam and dumps them into a junk folder.
- The Form T1560, Community Volunteer Income Tax Program Taxpayer Authorization **must** be completed and signed by the taxpayer prior to transmission of the return and given to the taxpayer for their records.
- **Print this page and keep it with your records.** Your EFILE number and password are needed to use the electronic filing services and to renew your EFILE participation online next filing season. Remember, your password is confidential and must remain protected.

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