


2023-2024 New Clinic Registration Job Aid


Once you complete your organization registration you will see the clinic form at the bottom or the Organization registration confirmation

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Organization registration 2024: 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](#).

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Select yours Province, city and organization name, and enter postal code and confirm the information is correct.

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Clinic registration 2024: 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)
Ontario

City (required)
[Redacted]

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.
[Redacted]

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

Clinic name (required)
Silver lining Tax Clinic

Enter the clinic's postal code

Postal code (required)
Click the "Find" button to display the full address.
N3R7K6

Clinic address

[Redacted]

Street number (required) **Street number suffix**

Unit number **Unit number suffix**

City [Redacted]

Province/Territory
Ontario

Postal code [Redacted]

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

Yes
 No

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Canada 150

Enter the primary contact information then click next, if you would like a secondary contact select yes and enter the information

Clinic registration 2024: 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"/>
Phone number	Ext
(<input type="text"/>) <input type="text"/> - <input type="text"/>	<input type="text"/>
Additional phone number	Ext
(<input type="text"/>) <input type="text"/> - <input type="text"/>	<input type="text"/>
Email	
<input type="text" value="Silverliningtax@gmail.com"/>	
Confirm email	
<input type="text" value="Silverliningtax@gmail.com"/>	
Additional email	
<input type="text"/>	

* Do you wish to provide a secondary contact? (required)

- Yes
 No

[< Previous](#) [Next >](#)

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Enter the information and additional details and select Next



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Clinic registration 2024: Clinic details

43% Complete

* **Is this clinic wheelchair accessible? (required)**

Yes

No

Additional clinic information

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

[← Previous](#)

[Next →](#)

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Enter the information requested, Language, number of volunteers, type of clinic and what tax years you will be processing. Then, click “Next”

Clinic registration 2024: 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

Clinic registration 2024: 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)

2024-02-26 

* End date (required)


2024-04-30 

* Start time - 24h format (required)

17 : 00

* End time - 24h format (required)

20 : 00

* Select the frequency for this schedule (required) 

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

[< Previous](#)

[Next >](#)

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Enter the date and time of your clinic

Clinic registration 2024: 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)

2024-02-26 

* End date (required)


2024-04-30 

* Start time - 24h format (required)

17 : 00

* End time - 24h format (required)

20 : 00

* Select the frequency for this schedule (required) 

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

[< Previous](#)

[Next >](#)

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Add any additional information.

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Clinic registration 2024: 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 >](#)

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Review and modify if needed

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Clinic registration 2024: 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:

Phone number:

Additional phone number:

Email:

Additional email:

Clinic details [Modify](#)

Clinic is wheelchair accessible:

Additional clinic information:

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)**

I confirm that the information provided is accurate.

Preview is unavailable as NONE of the sessions have been identified to be posted on CRA's external website.

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