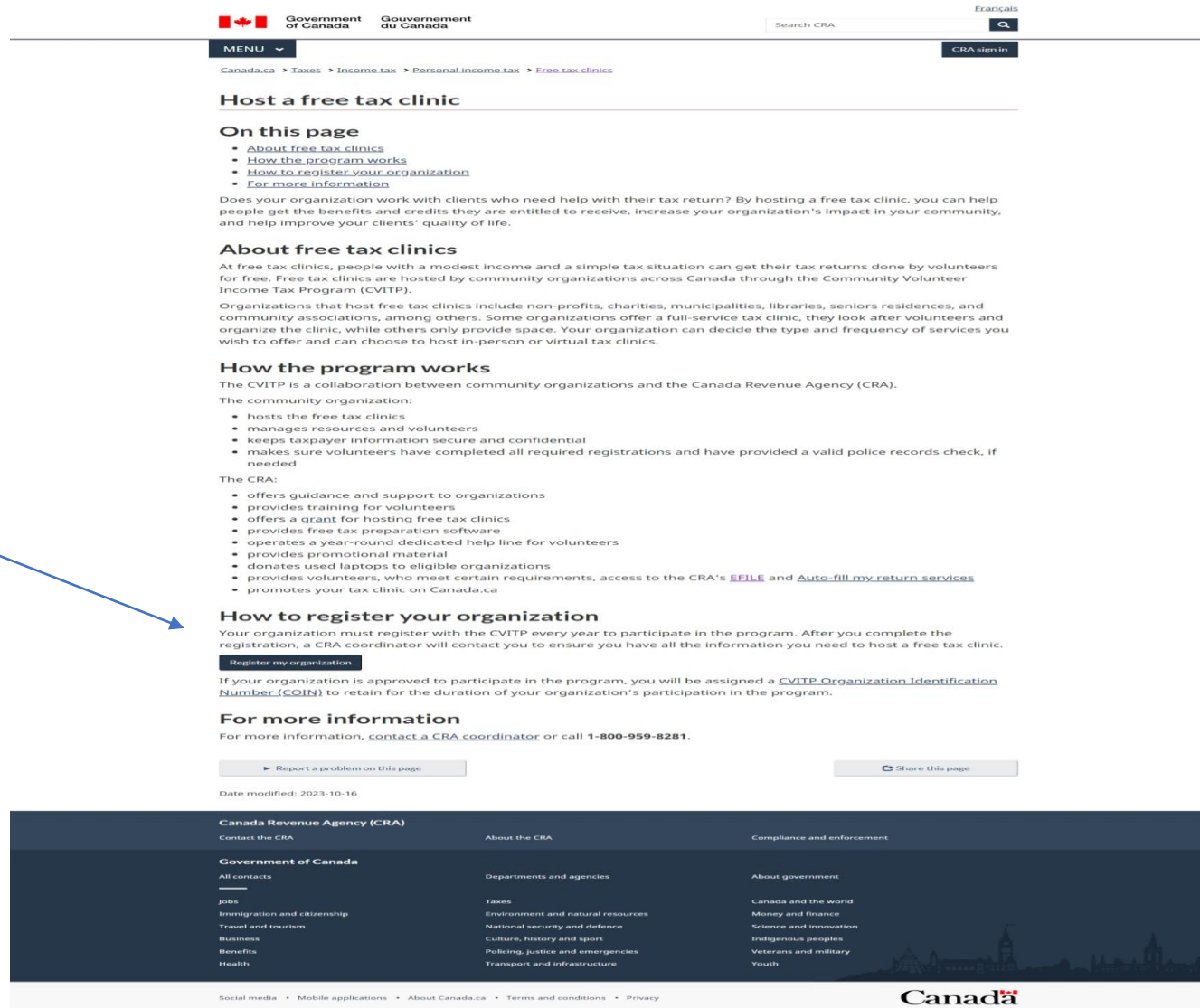


2023-2024 New Organization Registration Job Aid

To complete your 2023-24 CVITP Organization Registration, visit www.canada.ca/taxesvolunteer.

Click [Host a free tax clinic - Canada.ca](#)

Click “Register my organization”



The screenshot shows the CRA website page for "Host a free tax clinic". At the top, there are logos for the Government of Canada and the CRA, along with a search bar and a "Français" link. The breadcrumb trail reads: Canada.ca > Taxes > Income tax > Personal income tax > Free tax clinics. The main heading is "Host a free tax clinic".

On this page

- [About free tax clinics](#)
- [How the program works](#)
- [How to register your organization](#)
- [For more information](#)

Does your organization work with clients who need help with their tax return? By hosting a free tax clinic, you can help people get the benefits and credits they are entitled to receive, increase your organization's impact in your community, and help improve your clients' quality of life.

About free tax clinics

At free tax clinics, people with a modest income and a simple tax situation can get their tax returns done by volunteers for free. Free tax clinics are hosted by community organizations across Canada through the Community Volunteer Income Tax Program (CVITP).

Organizations that host free tax clinics include non-profits, charities, municipalities, libraries, seniors residences, and community associations, among others. Some organizations offer a full-service tax clinic, they look after volunteers and organize the clinic, while others only provide space. Your organization can decide the type and frequency of services you wish to offer and can choose to host in-person or virtual tax clinics.

How the program works

The CVITP is a collaboration between community organizations and the Canada Revenue Agency (CRA).

The community organization:

- hosts the free tax clinics
- manages resources and volunteers
- keeps taxpayer information secure and confidential
- makes sure volunteers have completed all required registrations and have provided a valid police records check, if needed

The CRA:

- offers guidance and support to organizations
- provides training for volunteers
- offers a [grant](#) for hosting free tax clinics
- provides free tax preparation software
- operates a year-round dedicated help line for volunteers
- provides promotional material
- donates used laptops to eligible organizations
- provides volunteers, who meet certain requirements, access to the CRA's [EFILE](#) and [Auto-fill my return services](#)
- promotes your tax clinic on Canada.ca

How to register your organization

Your organization must register with the CVITP every year to participate in the program. After you complete the registration, a CRA coordinator will contact you to ensure you have all the information you need to host a free tax clinic.

[Register my organization](#)

If your organization is approved to participate in the program, you will be assigned a [CVITP Organization Identification Number \(COIN\)](#) to retain for the duration of your organization's participation in the program.

For more information

For more information, [contact a CRA coordinator](#) or call **1-800-959-8281**.

[Report a problem on this page](#) [Share this page](#)

Date modified: 2023-10-16

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Review the program terms and check the declaration box. Then, Click “Next.”

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Organization registration 2024: Privacy Notice

0% Complete

Important

In order to become a participating organization with the CVITP, you must select the checkbox in the **Privacy Notice** section to confirm that you have read and understand it.

*** Privacy Notice (required)**

Personal information is collected under the authority of section 220 of the Income Tax Act (ITA), combined with paragraph 30(1)(a) of the Canada Revenue Agency Act and will be used to register volunteers, organizations and tax preparation clinics as part of the Community Volunteer Income Tax Program (CVITP) or the Income Tax Assistance – Volunteer Program (Quebec). Information may also be used to assess suitability to participate in these programs and may be disclosed to the extent authorized by law. Automated personal information matching will be used to identify returning participants in order to avoid duplication of accounts. A refusal to provide the information may result in the rejection of your registration request.

Personal information is described in Personal Information Bank CRA PPU 100. Under the Privacy Act, individuals have a right to have their personal information protected. They also have the right to access, correct or notate this information and to file a complaint with the Privacy Commissioner of Canada regarding our handling of their information.

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Screen ID: orgreg_01

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As a new organization, you can select “Yes” for the question, “Has your community organization participated with CVITP in the past?”. Then, click “Next”



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Organization registration 2024: Past participation

25% Complete



Important

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

* Has your organization participated with the CVITP in the past? (required)

- Yes
- No

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Enter the information on the following page. When you reach the Postal Code field, enter your postal code, click “Find” and then select your street address from the list accordingly. Then, click “Next”

Français

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Organization registration 2024: Account information

38% Complete

Enter your information below.

Organization identification

* Organization name (required)

* Organization type (required)

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

* Postal code (required)
Click the “Find” button to display the full address.

Organization address

* Street name (required)

* Street number (required) Street number suffix

Unit number Unit number suffix

City

Province/Territory


Postal code

* Shipping address information (required)
 Shipping address is the same as the organization address.

Screen ID: orgreg_03


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Your street name will be pre-populated based on the postal code entered in the screen above. Enter your street number in the “Street Number” field and complete the other fields as applicable. Then, click “Next”

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Organization registration 2024: Primary contact

50% Complete

Enter your organization's primary contact information below.

Primary contact information

* **First name (required)**

* **Last name (required)**

* **Position (required)**

* **Phone number (required)**
() - Ext.

* **Email (required)**

* **Confirm email (required)**


* **Primary address information (required)**
 Primary contact address is the same as the organization address.

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Screen ID: orgreg_04

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Answer “Yes” or “No” to the question, “Do you wish to provide a secondary contact?” Then, click “Next”. Providing a secondary contact is optional. If you answer “Yes”, you will be prompted to enter the secondary contact’s information

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Organization registration 2024: Secondary contact

63% Complete

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

- Yes
 No

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10. Complete the questions on the following page. Once you have completed the questions, click “Next”. For the question, “How many software keys are you requesting?”, indicate “0” at this time. Your software keys will be issued by your CVITP Officer in February 2024. You will receive as many as you need for you and your volunteers at the time

Français

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Organization registration 2024: Profile

75% Complete

* What is your preferred language of correspondence? (required)

English
 French

* Does your organization offer year round clinics? (required)

Yes
 No

* Is your organization accepting new volunteers? (required)

Yes
 No

* Describe your volunteer requirements? (required)
Please specify: e.g. AFR experience, weekend availability, third language(s)

Character limit 125

* Who is your target clientele? (required)

General public

* How many activation keys does your organization require? (required)
The electronic version of the CVITP tax preparation software will be sent to illovetaxes@CVITP.ca.

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Screen ID: orgreg_06


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Review and modify if needed

Français


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Organization registration 2024: Summary

88% Complete

Information [Print preview](#)

Please print or save this page for your records.

Past participation

Past CVTE participation: No

Account information [Modify](#)

Organization name: People Helping People

Organization type: Community/Volunteer Centres

Organization website:

Address:

Shipping address:

Primary contact [Modify](#)

Name:

Position:

Phone number:

Email:

Address:

Secondary contact [Modify](#)

Secondary contact provided: No

Profile [Modify](#)

Language of correspondence: English

Year round clinics: Yes

Accepting new volunteers: Yes

Volunteer requirements: Available weekends

Target clientele: General public

Number of software keys: 4

*** Confirmation of registration (required)**

I confirm that the information provided is accurate.

Screen ID: orgreg_07


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Once you submit, you will receive your Confirmation of registration. If you have not already done so, please proceed to complete your clinic form.

[Français](#)

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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](#).

Screen ID: orgreg_08

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