

2024-2025 Returning Organization Registration

1. To complete your 2024-2025 CVITP Organization Registration, visit [Host a free tax clinic - Canada.ca](https://www.canada.ca) and click on “Register my organization”



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Host a free tax clinic

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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**.

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

Note: At any time during the registration process, you can change the language of the form to French / Français using the language toggle at the top right corner of the page.



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Organization registration 2025: 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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3. Select “Yes” to indicate you are a returning organization, and complete the information so that it would match your 2024 registration.

If your organization has been provided a CVITP Organization Identification Number (COIN), choose “Yes” and enter your COIN.

Then, select “Next”.



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Organization registration 2025: 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

In order to match this registration with your organization's existing account, please provide information from your **last registration** below. You can update this information on the next page.

Information from your last registration

* Province/Territory (required)

Ontario

* City (required)

* Community 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.

* Do you have a CVITP Organization Identification Number (COIN)? (required)

☒ Yes

☐ No

* Enter your COIN (required)

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4. Update your organization's information, if needed. When you reach the Postal Code field, enter your organization's postal code and click "Find". Some address information will be pre-populated. Enter your complete address details in the applicable fields, then indicate whether the shipping address is the same as the organization address. If not, enter the shipping address. Click "Next".

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Organization registration 2025: Account information

38% Complete

Update your organization's information below if necessary.

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.

5. Enter your information as the primary contact of the organization then click “Next”.



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Organization registration 2025: Primary contact

50% Complete

Enter your organization's primary contact information below.

Primary contact information

* First name (required)

* Last name (required)

Preferred name

* 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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6. Answer “Yes” or “No” to the question, “Do you wish to provide a secondary contact?” Providing a secondary contact is optional. If you answer “Yes”, you will be prompted to enter the secondary contact’s information. Click “Next” when this is completed according to your preference.



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Organization registration 2025: Secondary contact

63% Complete

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

☐ Yes

☒ No

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7. Complete the questions according to your organization's preferences.

For the question, “How many software keys are you requesting?” indicate “0” at this time. Your software keys will be issued by your local CVITP Officer in February 2025. You will receive as many as you need for you and your volunteers at that time.

Once you have completed the questions, click “Next”.

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Organization registration 2025: 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 name@gmail.com.

0

* Do you plan on applying for the [CVITP Grant](#) (Note: This link will open in a new tab or window)? **(required)**

☐ Yes
☐ No

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8. Carefully review the “Organization registration 2025: Summary” page displaying the information you have just entered during registration. If you need to make any changes, select “Modify” in the applicable section. Once you have confirmed that the information is accurate, check the “Confirmation of registration” box and click “Submit” to complete your registration.



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Organization registration 2025: Summary

88% Complete

Information

Please print or save this page for your records.

Print preview

Past participation

Past CVITP participation: No

Account information

Organization name:

Organization type:

Organization website:

Address:

Shipping address:

Modify

Primary contact

Name:

Preferred name:

Position:

Phone number:

Email:

Address:

Modify

Secondary contact

Secondary contact provided:

Modify

Profile

Language of correspondence:

Year round clinics:

Accepting new volunteers:

Volunteer requirements:

Target clientele:

Number of software keys:

Applying for the CVITP Grant:


Modify

* Confirmation of registration (required)


☐ I confirm that the information provided is accurate.

SubmitView PDF

9. Once you submit, you will receive your confirmation of registration. If you have not already done so, please proceed to complete your tax clinic form. Tax clinic details can be edited at a later date by emailing your local CRA CVITP Officer.



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Organization registration 2025: 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).

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