2024-2025 Returning Organization Registration

 To complete your 2024-2025 CVITP Organization Registration, visit <u>Host a free tax clinic -</u> <u>Canada.ca</u> and click on "Register my organization"



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Canada.ca > Taxes > Income tax > Personal income tax > Free tax clinics

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 FILE 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.



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.

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 <u>Privacy Act</u>, 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.

Next >

Screen ID: orgreg_01

Canada Revenue Agency (CRA)

Contact the CRA

About the CRA

Compliance and enforcement

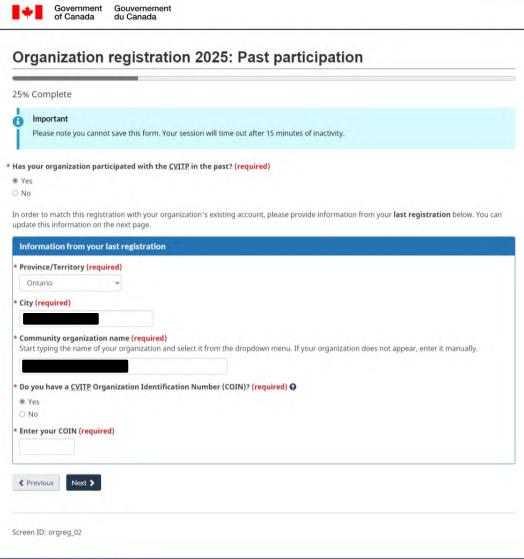
Terms and conditions • Privacy



would match your 2024 registration.

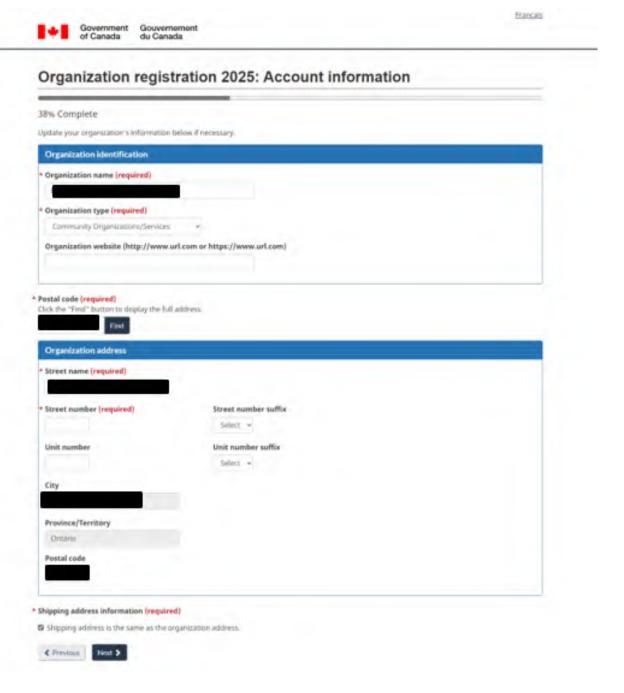
If your organization has been provided a CVITP Organization Identification Number (COIN), choose "Yes" and enter your COIN.

Then, select "Next".

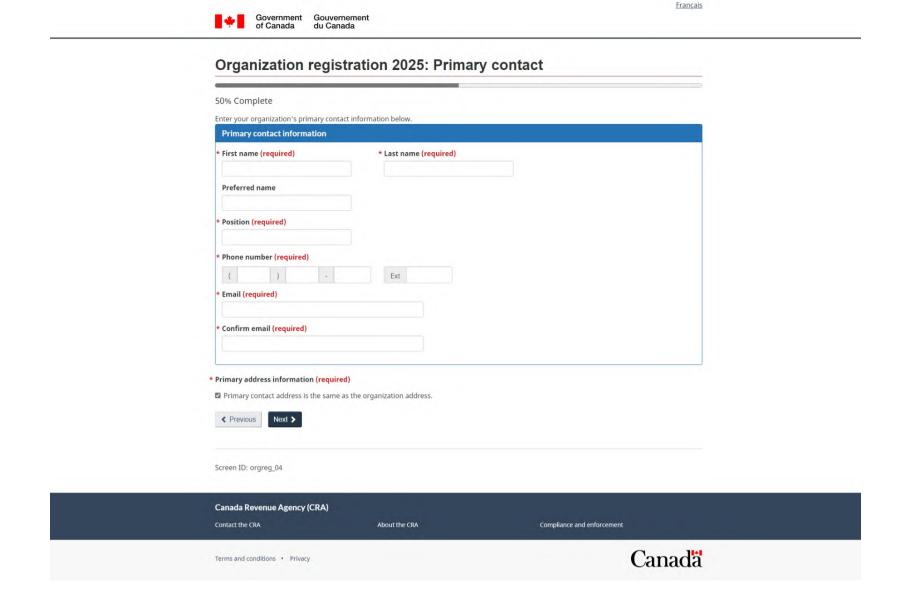




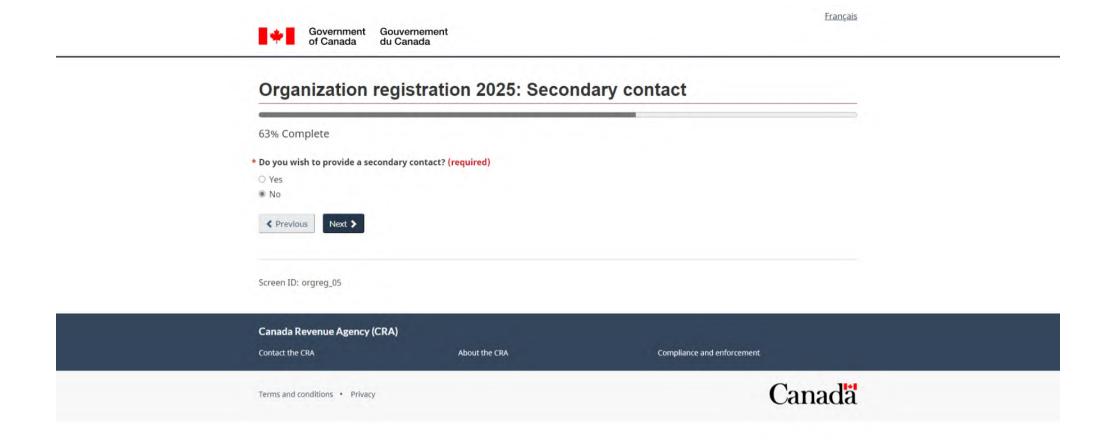
4. Update your organization's information, if needed. When you reach the Postal Code field, enter your organization's postal code and click "Find". Some address information will be pre-populated. Enter your complete address details in the applicable fields, then indicate whether the shipping address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



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



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.

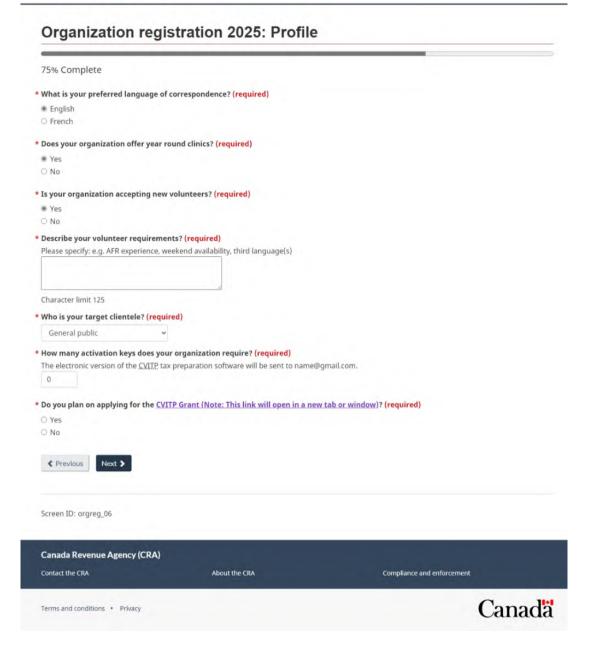


7. Complete the questions according to your organization's preferences.

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.

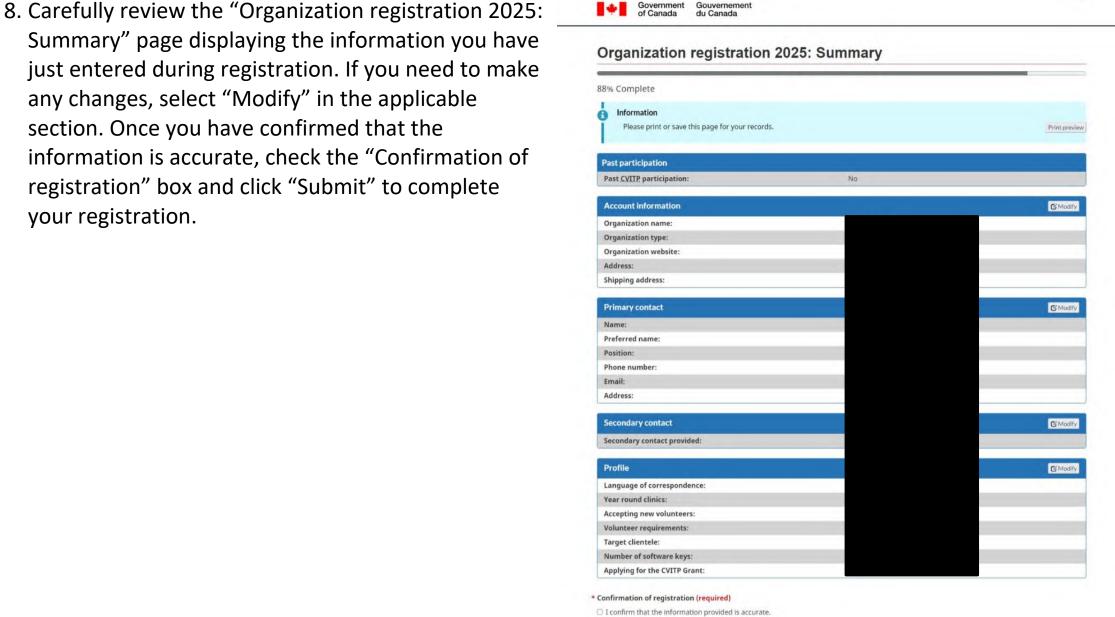
Once you have completed the questions, click "Next".





Français

View 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.

