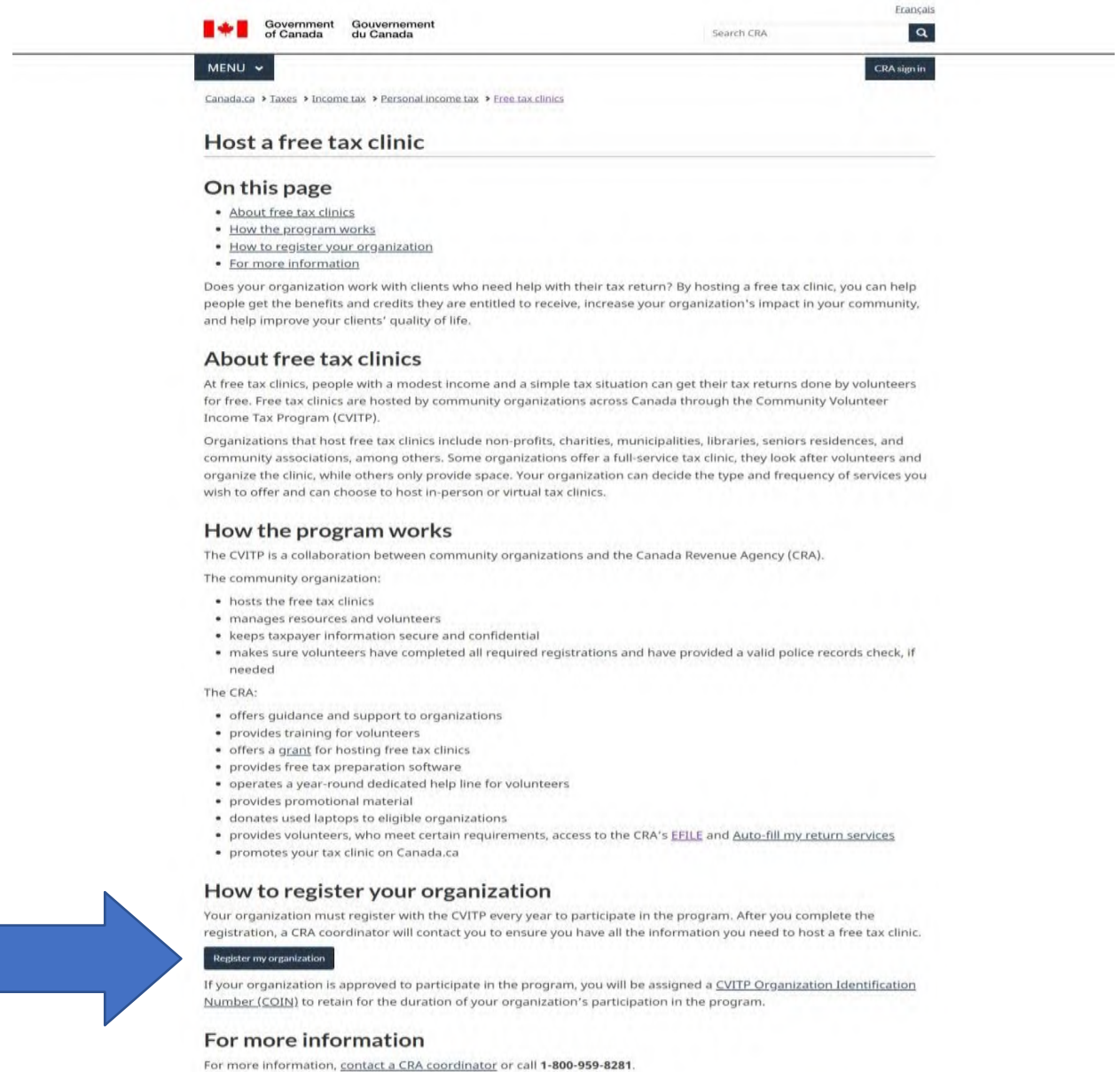


2024-2025 New Organization Registration

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”



The screenshot shows the CRA website page for "Host a free tax clinic". The page is in English, with a search bar and a "CRA sign in" button at the top right. The breadcrumb trail is "Canada.ca > Taxes > Income tax > Personal income tax > Free tax clinics". The main heading is "Host a free tax clinic". Below this, there is a section "On this page" with links to "About free tax clinics", "How the program works", "How to register your organization", and "For more information". The "About free tax clinics" section explains that free tax clinics are hosted by community organizations across Canada through the CVITP program. The "How the program works" section details the roles of the community organization and the CRA. The "How to register your organization" section states that organizations must register with the CVITP every year and provides a "Register my organization" button. The "For more information" section provides contact information for a CRA coordinator.

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Search CRA

Français

MENU

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

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**.



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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[Français](#)

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.

Next >

Screen ID: orgreg_01

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Canada

3. As a new organization, select “No” for the question, “Has your community organization participated with CVITP in the past?” Then, click “Next”

[Français](#)

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

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[Next →](#)

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4. Enter your organization's information. 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".

Organization registration 2025: Account information

38% Complete

Enter your information below.

Organization identification

* Organization name (required)

Free Tax Clinics

* Organization type (required)

Community Organizations/Services

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

* Postal code (required)

Click the "Find" button to display the full address.

██████ Find

Organization address

* Street name (required)

██████████

* Street number (required)

██████

Street number suffix

Select

Unit number

██████

Unit number suffix

Select

City

██████████

Province/Territory

Ontario

Postal code

██████


* Shipping address information (required)

Shipping address is the same as the organization address.

← Previous Next →

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

[Français](#)

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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.

The screenshot shows a web form for "Organization registration 2025: Secondary contact". At the top left, there is the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". At the top right, there is a link for "Français". The main heading is "Organization registration 2025: Secondary contact". Below the heading is a progress bar showing "63% Complete". The main question is "* Do you wish to provide a secondary contact? (required)". There are two radio button options: "Yes" and "No". The "No" option is selected. Below the radio buttons are two buttons: "Previous" and "Next". At the bottom of the form area, it says "Screen ID: orgreg_05". The footer contains the "Canada Revenue Agency (CRA)" logo and three links: "Contact the CRA", "About the CRA", and "Compliance and enforcement". At the very bottom, there are links for "Terms and conditions" and "Privacy", and the "Canada" wordmark logo.

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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".

[Français](#)

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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

* Who is your target clientele? (required)

* 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.

* 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.

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 [Modify](#)

Organization name:

Organization type:

Organization website:

Address:

Shipping address:

Primary contact [Modify](#)

Name:

Preferred name:

Position:

Phone number:

Email:

Address:

Secondary contact [Modify](#)

Secondary contact provided:

Profile [Modify](#)

Language of correspondence:

Year round clinics:

Accepting new volunteers:

Volunteer requirements:

Target clientele:

Number of software keys:

Applying for the CVITP Grant:

* Confirmation of registration (required)

I confirm that the information provided is accurate.

[Submit](#)

[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.

[Français](#)

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).



Screen ID: orgreg_08

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