Name: _____Drop off date: _____Case #_____

Phone:_____   Email: _____

Preferred language:_____. Tax return will be emailed to you.

If you are a first time filer, specifically a newcomer, please also make sure to bring your Confirmation of SIN letter from Service Canada. Please bring your own translator if you need language support .

Self-check if you are eligible for the tax clinic's services:

Modest Income:
- ✓ 1 person – under $35,000
- ✓ 2 people – under $45,000
- ✓ Each dependent adds $2500 to the income level

Simple tax situation:
- ✓ No rental, no business, no self-employment income and expenses
- ✓ No capital gain or loss, no overseas fixed asset
- ✓ No bankrupt or deceased individuals

If you meet the eligibility criteria:

1) Please complete the Checklist. A couple will only need to fill out one checklist.

 I. Each adult will need to sign their own 2) Taxpayer Authorization (TIS60) and 3) Authorization Request, please ask the Reception for additional forms if needed.

 II. If you are filing for multiple years, and if your province of residence was different in the tax years you want to file for, please make notes to indicate the years and change on the Checklist.

2) Taxpayer Authorization (TIS60). Please fill out Part A, sign Part B & D.

3) Authorization Request – signature page.

Go paperless? Please write "YES" _____if you would like to receive email communications from the CRA. Please note that you will need to be able to log into the CRA's My Account website to download your Notice of Assessment. If you go paperless, you will NOT receive a Notice of Assessment by mail.

PLEASE READ

All filings are submitted electronically, unless you are directly instructed to submit by paper by our volunteers. The tax volunteer may be calling you from anonymous number. Turn around may be around 2-4 weeks. The clinic is closed in July& Aug and Jan& Feb each year and help clients with emergency situation only.

You are automatically approved for the FortisBC/ BC Hydro's ECAP program (this program does not apply if you live in a condo/apartment). Seniors are also being invited to the Canadian Dental Plan. Please contact FrotisBC/BC Health Care for detail

For Drop off clients: When the filing is completed, the volunteer will contact you to let you know but please wait until the KCR Reception to call you about picking up the summary package before you come in. **Please note that all papers that are not picked up by the end of May will be shredded.**

For KCR receptionist when clients pick up: Called once [   ]   Called twice [   ]

Client signature when pick up: Date: