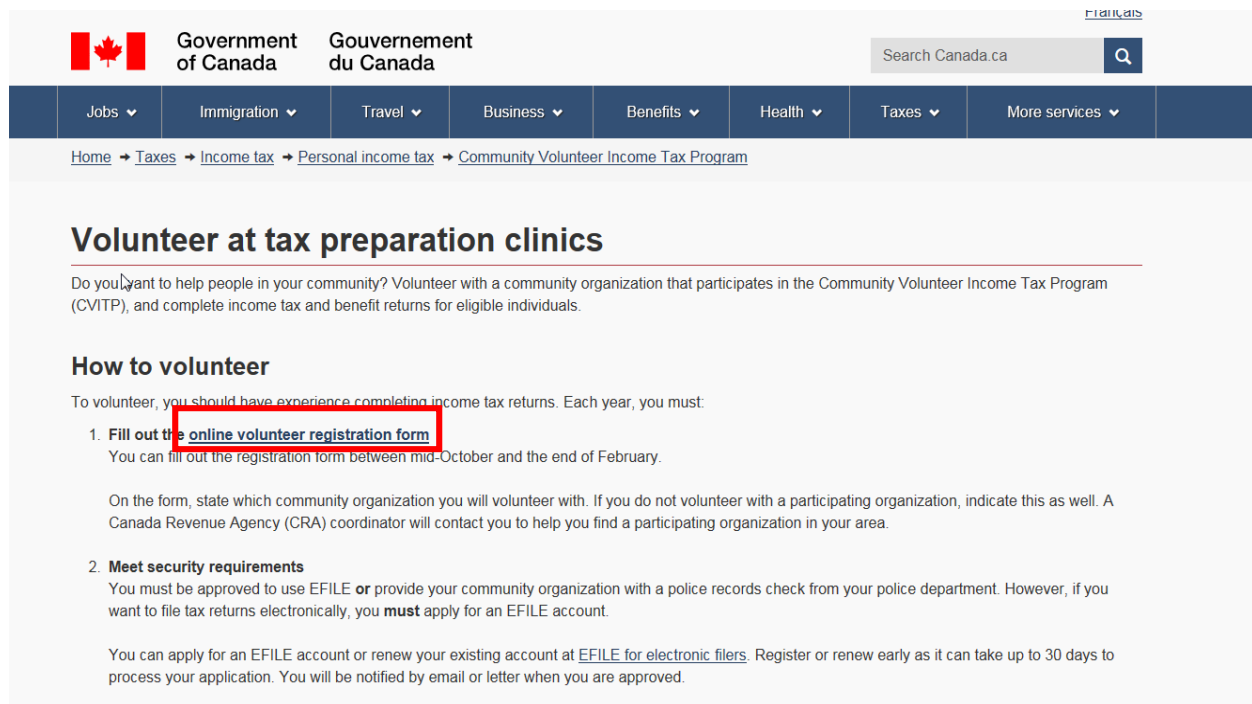


New Volunteer Registration Guide

1. Go to Canada Revenue Agency's [Community Volunteer Income Tax Program \(CVITP\) webpage](#).
2. To open your secure registration form, click on the **“Fill out the online volunteer registration form”** link.



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Home → Taxes → Income tax → Personal income tax → Community Volunteer Income Tax Program

Volunteer at tax preparation clinics

Do you want to help people in your community? Volunteer with a community organization that participates in the Community Volunteer Income Tax Program (CVITP), and complete income tax and benefit returns for eligible individuals.

How to volunteer

To volunteer, you should have experience completing income tax returns. Each year, you must:

1. **Fill out the [online volunteer registration form](#)**
You can fill out the registration form between mid-October and the end of February.

On the form, state which community organization you will volunteer with. If you do not volunteer with a participating organization, indicate this as well. A Canada Revenue Agency (CRA) coordinator will contact you to help you find a participating organization in your area.

2. **Meet security requirements**
You must be approved to use EFILE or provide your community organization with a police records check from your police department. However, if you want to file tax returns electronically, you **must** apply for an EFILE account.

You can apply for an EFILE account or renew your existing account at [EFILE for electronic filers](#). Register or renew early as it can take up to 30 days to process your application. You will be notified by email or letter when you are approved.

3. Read the “**Volunteer registration 2018: Program terms**”. Once you have read and understood the terms, check “I declare” and click “Next”.



Volunteer registration 2018: Program terms

0% Complete

Important

In order to volunteer with the CVITP, you must read and agree to the program terms and select the checkbox in the **Confirmation of declaration** section to confirm that you have never been convicted under the Criminal Code or any Act of Parliament and that you read the Privacy Notice.

As a volunteer with the Community Volunteer Income Tax Program, I agree to:

- protect the taxpayer's privacy by never using or divulging any information provided by the taxpayer for any purpose other than the preparation of his or her income tax and benefit return;
- offer my services free of charge and decline any monetary reward that may be offered to me;
- return the completed income tax and benefit return to the taxpayer directly, or to the community organization;
- not keep any copies of a taxpayer's income tax and benefit return (paper or electronic);
- have the taxpayer sign Form TIS60, *Community Volunteer Income Tax Program - Taxpayer Authorization* and return it to the taxpayer;
- only use the Community Volunteer Income Tax Program tax software to prepare returns for eligible taxpayers;
- not use the tax software for monetary gain;
- not copy or allow copies to be made of the tax software;
- encrypt taxpayers' returns using the tax software and save electronic copies only on an encrypted USB flash drive, and transmit the return to the Canada Revenue Agency within 48 hours of preparation;
- delete all electronic copies of the taxpayer's return, no later than 48 hours after its transmission to and acceptance by the Canada Revenue Agency;
- allow the CVITP to share my contact information and registration approval with my affiliated community organization(s), or with other CVITP community organizations in my area if I require assistance to become affiliated; and
- allow the Community Volunteer Income Tax Program to make sure that I meet the security requirements to become a volunteer.

meet the security requirements to become a volunteer.

* Confirmation of declaration and Privacy Notice (required)

- I declare that I have never been convicted of any offence under the Criminal Code or any Act of Parliament that has not been pardoned or in respect of which a record suspension has not been ordered. This includes any offence involving evasion in the payment or remittance of tax; fraudulent transactions in which the public or any person is defrauded of property, money, valuable security or service; or possession of property obtained by crime or the proceeds of crime.


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 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

4. On the “**Confirm prior registration**” page,
 - a. If you are a new volunteer, select “No” and click “Next”.

[Français](#)

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Volunteer registration 2018: Confirm prior registration

14% Complete

* Did you register online to be a CVITP volunteer after October 2014? **(required)**

Yes

No

5. On the “**Volunteer identification and address**” page, fill out your personal identification information in the required fields and click “Next”.


Volunteer registration 2018: Volunteer identification and address

20% Complete

Important

You must enter your personal identification information exactly as you did last year. If your personal information has changed, you can modify it later in the registration process.

Identification information

EFILE Number 

* First name (required) Middle name * Last name (required)

* Partial date of birth (required)

Year - last digit only Month Day

Address information

* Postal code (required)

Enter a 6 character postal code and click the search button to display additional information.

6. On the “**Address details**” page, fill out the required fields, and click “Next”.



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Volunteer registration 2018: Address details

27% Complete

Address

FRONT ST W, TORONTO, ON

* Street number (required)

1

Street number suffix

Select ▾

Suite number

Suite number suffix

Select ▾

Postal code


M5J2X1

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Next

7. On the “**Volunteer contact details**” page, fill out your contact information, and click “Next”.

[Français](#)

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Volunteer registration 2018: Volunteer contact details

34% Complete

Contact information

* Primary phone number (required)

(416) 111 - 1111 Ext

Secondary phone number

() - Ext

* Email (required)

abc@abcabc.com

* Confirm email (required)

abc@abcabc.com

* Language of correspondence (required)

English
 French

Previous **Next**

8. On the “**Review information**” page, verify the information that you provided is correct and click “Next”.

Volunteer registration 2018: Review information

40% Complete

Important

Confirm that this information is correct. If there is anything you need to change, please select the Modify button.

Identification information

Name:	John Smith
Partial date of birth:	May 13, XXX4
Address:	69 BLOOR ST E TORONTO ON M4W1A9
Primary phone number:	(416) 555-5555
Email:	jsmith@gmail.com
Language of correspondence:	English

[Modify](#)

[Previous](#)

[Next](#)

9. On the “**Volunteer profile**” page, fill out the required information and select “Yes” to the question “Are you a Chartered Professional Accountant (CPA)”. When complete, click “Next”.

Volunteer registration 2018: Volunteer profile

47% Complete

*** Language (required)**
Please indicate if you can offer CVITP services in:

English
 French

Other languages
Please indicate if you can offer CVITP services in any other language:

Select

*** Number of years of experience completing tax and benefit returns (required)**

*** Number of years of experience in the Community Volunteer Income Tax Program (required)**

*** Are you a Chartered Professional Accountant (CPA)? (required)**
By answering yes, you consent to sharing your CVITP participation information with your CPA governing body.

Yes
 No

*** Do you have a reliable internet connection to file returns electronically? (required)**

*** Number of years of experience in the Community Volunteer Income Tax Program (required)**

*** Are you a Chartered Professional Accountant (CPA)? (required)**
By answering yes, you consent to sharing your CVITP participation information with your CPA governing body.

Yes
 No

*** Do you have a reliable internet connection to file returns electronically? (required)**
 Yes
 No

*** How did you hear about the Community Volunteer Income Tax Program? (required)**
CRA Website

Screen ID: vol_reg_05

10. On the “**Organization affiliation**” page, select “Yes” to the question “Do you have any current affiliation with a community organization”. When complete, click “Next”.



[Fran](#)

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Volunteer registration 2018: Organization affiliation

54% Complete

* Do you have any current affiliation with a community organization? (required)

Yes

No

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11. On the “**Organization affiliation (continued)**” page, select “Ontario” and fill in your preferred city. For the community organization name field, add the name of your [local CPA Ontario Association](#) and click “Add”. When complete, click “Next”.
- For example, if you are in Oshawa, your local association is the Durham CPA Ontario Association.

Volunteer registration 2018: Organization affiliation (continued)

67% Complete

Find your community organization

* **Province/Territory (required)**
Ontario

* **City (required)**
TORONTO

Community organization name (required)
Start typing the name of the organization you are affiliated with. If the organization does not appear in the pop-up list, enter it manually.
Toronto South CPA Ontario Ass x

Add

Previous **Next**

12. On the “**Availability and software**” page, select your preferred options and click “Next”.

Volunteer registration 2018: Availability and software

74% Complete

* Please indicate your availability to volunteer with the CVITP (required)

Throughout Calendar Year
 Filing Season Only (February to April)

* How do you wish to receive the software? (required)

Internet Download
 CD

13. On the “**Volunteer role**” page, select “Yes” and click “Next”.

Volunteer registration 2018: Volunteer role

80% Complete

* Will you be preparing or filing Income Tax Returns? (required)

Yes

No

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Screen ID: vol_reg_08_a

14. On the “**Volunteer role (continued)**” page, select “No” and click “Next”.

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Volunteer registration 2018: Volunteer role (continued)

87% Complete

* Will you be a lead volunteer? (required)

Yes

No

15. On the “**Summary**” page, review and confirm the information that you provided and check “I confirm” and click “Submit”.

Volunteer registration 2018: Summary

94% Complete

Volunteer identification details

Name:	John Smith
Day:	13
Month:	May
Year - last digit only:	4
Address:	69 BLOOR ST E TORONTO ON M4W1A9

Volunteer contact details

Primary phone number:	(416) 555-5555
Email:	jsmith@gmail.com
Language of correspondence:	English

Volunteer profile

Spoken languages:	English
Number of years of experience completing tax and benefit returns:	5
Number of years of experience in the Community Volunteer Income Tax Program:	5
Are you a Chartered Professional Accountant (CPA)?:	Yes
Do you have a reliable internet connection to file returns electronically?:	Yes
How did you hear about the Community Volunteer Income Tax Program?:	CRA Website

Affiliated organization(s)

Do you have any current affiliation with a community organization?:	Yes
Affiliated organizations:	Toronto South CPA Ontario Association

Availability and software

Availability to volunteer with the CVITP:	Throughout Calendar Year
How do you wish to receive the software?:	Internet Download

Volunteer role

Will you be preparing or filing Income Tax Returns?:	Yes
Will you be a lead volunteer?:	Yes

* Confirmation of registration (required)

I confirm that the information provided is correct and complete.

Screen ID: vol_reg_09

Registration Confirmation

1. You will receive an email confirmation for your registration
2. You must now obtain or renew an EFILE number. To obtain or renew an EFILE number, go to [“Apply for an EFILE page”](#).