


# Returning Volunteer Registration Guide

1. Go to Canada Revenue Agency's [Community Volunteer Income Tax Program \(CVITP\) webpage](#).

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

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## 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 T1S60, *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.

2. On the “**Confirm prior registration**” page,
  - a. If you are a returning volunteer, select “Yes” and click “Next”.



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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

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3. On the “**Volunteer identification and address**” page, fill out your personal identification information in the required fields and click “Next”.
- a. If you are a returning volunteer, please enter the same personal identification information and the EFILE number you that you provided last year. If you don’t have your EFILE number available, please contact the designated [EFILE Helpdesk support](#) in your region.

### 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.

4. On the “**Address details**” page, fill out the required information, 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


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

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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

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6. 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

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

 Modify

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7. 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  Add

\* **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

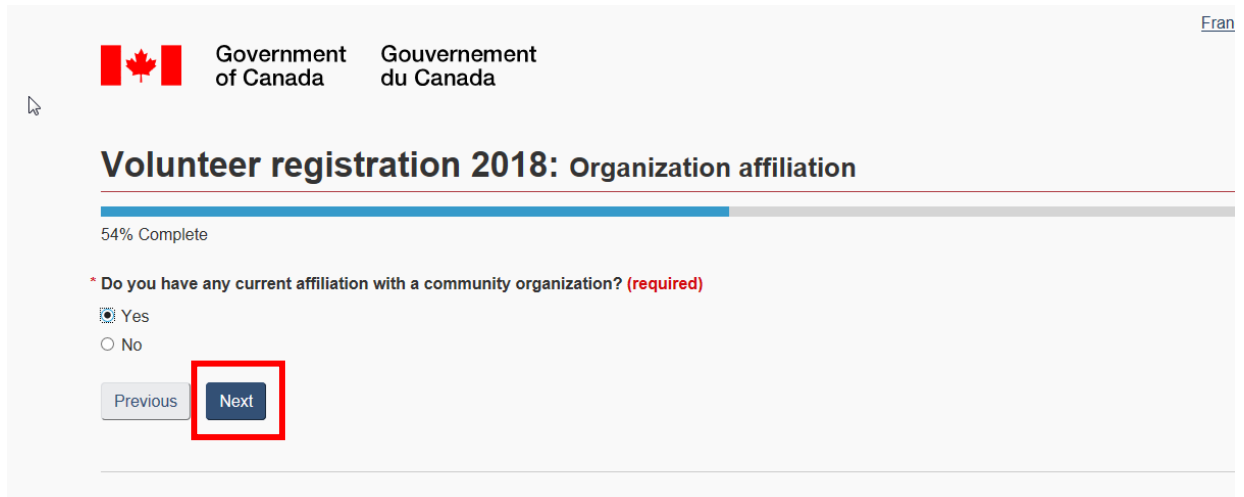
\* **Do you have a reliable internet connection to file returns electronically? (required)**  
 Yes  
 No

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


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



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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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9. 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

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10. 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

11. 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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12. 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

13. 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.

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Submit

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”](#).