



# Community Volunteer Income Tax Program Taxpayer Authorization

Protected B  
when completed

Tax year 20

Keep this form for your records. Do not send a copy to the Canada Revenue Agency (CRA).

- Complete **Section I** to allow a Community Volunteer Income Tax Program (CVITP) volunteer to prepare your income tax and benefit return.
- Complete **Section II** if you would like your return to be electronically filed. The CVITP volunteer must complete parts **E** and **F**.
- Keep all records used to prepare your return for a period of six years, and provide this information to the CRA on request.
- The CRA is responsible for ensuring the confidentiality of your electronically filed tax information **only** after the CRA has accepted it.

## Section I – Authorization

|  |      |               |                         |   |                         |
|--|------|---------------|-------------------------|---|-------------------------|
| <b>Part A – Identification</b>   |      |               |                         |   |                         |
| Last name  |      | First name    |                         | Social insurance number<br>(only enter last 3 digits) |                         |
|  |      |               |                         | x   x   x   x   x   x                                 |                         |
| Mailing address: Apt. No. – Street No. Street name   |      |               | Telephone number (home) |   | Telephone number (work) |
| P.O. Box   | R.R. | City          |                         | Prov./Terr.   | Postal code             |
|  |      |               |                         |   |                         |
| <b>Part B – Disclaimer</b>   |      |               |                         |   |                         |
| I am fully aware that my income tax and benefit return is being prepared by a volunteer under the Community Volunteer Income Tax Program and that this volunteer is not acting as an agent of the Canada Revenue Agency. |      |               |                         |   |                         |
| _____<br>Signature (individual identified in Part A)   |      | _____<br>Date |                         | _____<br>Signed at (place and name of organization)   |                         |

## Section II – Electronic filing (EFILE)

|  |   |
|--|---|
| <b>Part C – Declaration</b>  |   |
| Enter the following amounts from your income tax return:   |   |
| Total income (line 150) .....  | _____   |
| Taxable income (line 260) .....  | _____   |
| Total federal non-refundable tax credits (line 350 of Schedule 1) .....  | _____   |
|  | Refund (line 484) _____<br>or<br>Balance owing (line 485) _____ |
| <b>Part D – Declaration and authorization</b>  |   |
| I declare that the information entered in Part A and the amounts shown in Part C above are correct and complete, and fully discloses my income from all sources. I also declare that I have read the information above, and the electronic filer identified in Part E is electronically filing my income tax and benefit return. |   |
| _____<br>Signature (individual identified in Part A)   |   |
| _____<br>Date  |   |

### CVITP volunteer must complete parts E and F

|   |   |
|---|---|
| <b>Part E – Electronic filer identification</b>   | <b>Part F – Document control number</b>                                       |
| By signing Part D above, the individual in Part A declares that the following person or organization is electronically filing his or her income tax return. Part D <b>must be signed</b> before the return is electronically transmitted. | Document control number for the electronic record of the individual's return: |
| Name of person or organization: _____   | _____   |
| Electronic filer number: _____  |   |

#### We're here to help!

If you need more information on your tax refund or your tax return, or if you have a service complaint, go to [canada.ca/cra-contact](http://canada.ca/cra-contact) or call 1-800-959-8281.

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.