

HOW TO REGISTER FOR CVITP (Canadian Volunteer Income Tax Program)

CVITP Registration Online Form:

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/community-volunteer-income-tax-program/lend-a-hand-individuals.html>

<u>Steps to fill out on-line application</u>	
<u>Page 1:</u>	Check box next to <i>Confirmation of Declaration and Privacy Notice</i>
<u>Page 2:</u>	Did you register online to be a CVITP volunteer after October 2014? New Volunteers: <i>No</i> Returning Volunteers: <i>Yes</i>
<u>Page 3:</u>	Auto-fill my return : <i>No (returning volunteers may select yes)</i> Enter your name, date of birth and address information *Returning Volunteers: You must enter the <u>same</u> contact information as you did for last year*
<u>Page 4-6:</u>	Enter your Address information Enter your Contact information Confirm your identification information *Returning Volunteers: You must enter the <u>same</u> contact information as you did for last year*
<u>Page 6:</u>	Reliable internet connection to file electronically: <i>Yes</i>
<u>Page 7:</u>	Affiliation with Community Organization: <i>Yes</i>
<u>Page 8:</u>	Province: <i>Alberta</i> City: <i>Edmonton</i> Community Organization: <i>e4c MTTP</i>
<u>Page 9:</u>	Indicate your availability Software: <i>Internet Download</i>
<u>Page 10:</u>	Preparing or Filing Income Tax Returns: <i>yes, if you are a tax preparer, no if you are not</i> Software: <i>Internet Download</i>
<u>Page 11:</u>	Lead Volunteer: <i>no</i>
<u>Page 12:</u>	Verify the information that you entered and click submit