

Income Tax Service for Low-Income Seniors and Adults with Disabilities 2024 Tax Year

You qualify to have your taxes completed by the Olde Forge CVITP volunteer if you live in Ontario and you are a Low-Income Senior aged 55+ (born in 1969 or before) and/or are an adult with a disability (approved Federal Disability Form T2201) or on ODSP, along with the following conditions:

- ☐ My 2024 **income tax return** has not yet been filed with CRA.
- ☐ I was **single, separated, or divorced** and my **total income** was **\$38,000** or less in 2024; or
- ☐ I was **married or common-law** and our **combined total income** was **\$55,000** or less in 2024.
- ☐ I **am not claiming capital gains, interest over \$1000, or rental income.**
- ☐ I do not live in **Ottawa Community Housing.**
- ☐ I **do not own a business and was not self-employed** in 2024.
- ☐ I **did not declare bankruptcy** in 2024.
- ☐ I **did not own foreign assets.**

Please complete ALL FIELDS and SIGN your name on the second page. One form per PERSON.

First Name:		Last Name:	
Date of Birth: MONTH DAY YEAR			
Language: <input type="checkbox"/> English <input type="checkbox"/> French		Social Insurance Number (SIN):	
Phone number:		E-mail:	
Mailing Address with Postal Code:			
<input type="checkbox"/> My address has changed since your 2023 tax return was filed and I have advised CRA.			
<input type="checkbox"/> My Marital Status changed in 2024. Date of change: _____ My current Marital Status is: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated			
CHECK ALL THAT APPLY TO YOU: <input type="checkbox"/> I am a Canadian Citizen <input type="checkbox"/> Elections Canada can put my name on the Voters List. <input type="checkbox"/> I am filing taxes in Canada for the first time . <input type="checkbox"/> I sold my principal residence in 2024 . <input type="checkbox"/> I have medical expenses to claim. <input type="checkbox"/> I have charitable donations to claim. <input type="checkbox"/> I have political contributions to claim.			
<input type="checkbox"/> I live in Ottawa Community Housing therefore <u>I cannot claim my rent</u> .			
<input type="checkbox"/> I paid \$ _____ in rent for 2024. Please attach rent receipt. <input type="checkbox"/> I paid rent to _____ (name of landlord). NOTE: If you moved during 2024, you must attach a separate sheet with the other addresses, dates you lived there, total rent paid and the name of the landlord at each address.			
<input type="checkbox"/> I own my own home and paid \$ _____ in municipal tax for 2024. Please attached Final 2024 property tax bill or receipts.			
<input type="checkbox"/> I was 65 or older on Dec. 31, 2023 and paid \$ _____ for OC Transpo / Para Transpo in 2024 Please attach receipts.			
<input type="checkbox"/> I subscribed to digital news source in 2024 and can claim \$ _____ Please attach receipts indicating the Qualified Canadian Journalism Organization (QCJO) number.			

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The Olde Forge **prepared my 2023 Tax Return.**

I have attached my **T-slips** for 2024 (T3, T4, T4A CPP, T4A OAS, T4A, T4E, T4RIF, T4RSP, T5, T5007, T5007, T5008).

I have attached my **medical, charitable, and/or political contribution receipts.**

I have attached **documents for my other 2024 income.** (foreign pensions).

I have attached my **2024 rental receipt(s) or FINAL property tax bill or receipts.**

I have attached **OC or Para Transpo receipts and/or Digital News receipts.**

I wish to **pick up** my completed 2024 tax return **in person.**

CRA ACCESS AUTHORIZATION - I am the taxpayer or legal representative for this taxpayer.

PRINT Name of taxpayer or legal representative

Signee's telephone number

By signing and dating this form, I authorize the Canada Revenue Agency to interact with The Olde Forge CVITP volunteer preparing my taxes until such time as my 2024 tax return is filed.

SIGNATURE of taxpayer or legal representative

Date Signed

Place this **completed form** and your 2024 tax documents into a sealed envelope or a Ziploc bag and put it through the slot in the door at **The Olde Forge, 2730 Carling Ave.**

Married and common-law couples must file their income taxes together. Put your completed forms and tax documents for the taxpayer(s) and spouse into one envelope or Ziploc bag.

Once it has been assessed, CRA will mail your Notice of Assessment to you, unless you have provided an email address for CRA to use. The Olde Forge does NOT include your email address when filing your return.

The Olde Forge will mail your tax documents back to you, along with a summary of your 2024 return, unless you requested above to pick it up in person.

After your return has been submitted, please notify The Olde Forge if your CRA assessment indicates your return has been adjusted.

The Olde Forge is a registered charity and appreciates and is dependent upon donations to provide this and our other services to seniors.