

Register for a Free Tax Filing Clinic with the Oak Park Neighbourhood Centre!

We provide free, year-round tax filing for eligible Halton residents. We are currently filing returns virtually or at our in-person clinic. All you need to do is complete the form below and contact us by phone or e-mail!

Who can use this service?

✓ Halton residents who have a combined household income at or below the following amounts:

1 person	\$35,000 or less
2 persons	\$45,000 or less
3 persons	\$47,500 or less
4 persons	\$50,000 or less
More than 4	Add \$2,500 for each additional person

✗ We CANNOT file for residents who are self-employed (i.e., Uber or InstaCart) or have employment expenses, unless your income in Box 48 of the T4A is less than \$1000 and no expenses are claimed.

What if I'm married or have a common law partner?

If you both want to use our tax clinic, each partner must fill out a registration form.

Not sure if you're common law? It is defined as a couple with a child who has lived together for a year or more or a couple without a child who has lived together for 3 or more years.

How to register for our clinic:

1. Gather the documents you need to complete the form:
 - SIN
 - Rent Receipt/Property Tax Receipt
 - Tax Information Slips (e.g. T4, T5007, T2202 Tuition, etc)
 - Deduction Amounts (e.g. medical and dental receipts, donations, senior transit, etc)
2. Fill out the Registration Form below and sign the Acknowledgement at the bottom of form
3. In a single e-mail, send completed form and slips to support@opnc.ca or call us at (905) 257-6029 ext 103 to schedule an in-person appointment

Questions? contact Sue (905) 257-6029 ext.103 or support@opnc.ca

Our tax clinic is funded by the Ontario Trillium Foundation through a partnership with United Way Halton & Hamilton. Below is a link for a short 3 minute, anonymous survey that helps us provide quality service. Please click on the following link. <https://otf1.sis.ngo/l.php?lc=f05693f8adf2a13>



2022 Income Tax Registration

Please complete a separate form for each person needing a tax return filed

If you need help, call 905 257 6029 ext 103 or send e-mail to support@opnc.ca

Do you need taxes filed for other years? Yes ___ No ___ If Yes, what years? _____ If yes, complete page 4
Name (as spelled on CRA Account):

First Name _____ Last Name _____ Middle Name/Initial if used _____

Social Insurance Number: _____ Date of Birth: yy____/mm____/dd____

Current Address _____ City _____ Postal Code _____

Phone# _____ E-mail _____

Marital Status in 2022 Single ___ Separated ___ Divorced ___ Widowed ___ Married ___ Common-Law ___

Did your marital status change during 2022? No ___ Yes ___ If Yes, Legal date of change: _____

If we are *not* preparing your partner's return, provide the following information:

Name: _____ Dob: _____ SIN# _____ 2022 Net Income: _____

Children, Living in the home/Dependents YYYY/MM/DD

First & Last Name _____ Date of Birth _____ son daughter

First & Last Name _____ Date of Birth _____ son daughter

First & Last Name _____ Date of Birth _____ son daughter

Is anyone else claiming the Canada Child Benefit for the above children, ie other parent? Yes ___ No ___

2022 Rent or Property Tax

Monthly rent _____ Total rent paid in 2022 _____ Property taxes you paid in 2022 _____
(Enter "0" if you did not pay rent or do not want to claim)

Landlord/Company Name _____

Months lived at 2022 address _____ Address if different from current address _____

Did you sell your primary residence last year? Yes ___ No ___ If yes, please provide information below

Date of Purchase _____ Price of Purchase _____

Date of Sale _____ Price of Sale _____

If you paid **property tax** and were **64 or older on Dec. 31 of the previous year** you could be **eligible** for the **Ontario Seniors Homeowners' Property Tax Grant**. Would you like to apply? Yes No

Status

Are you a Canadian Citizen? Yes ___ No ___ Is this your first time filing a Canadian Tax return? Yes ___ No ___ Have you lived in Canada less than 5 years? Yes ___ No ___ Language Spoken at Home _____
Do you get a Foreign Pension? Yes ___ No ___ If Yes, amount in original currency _____ Cdn \$ equivalentt _____
Do you own any foreign property worth \$100,000 or more? Yes ___ No ___

Income Slips (indicate all that apply and include when you send in this registration)

T4 Employment ___ T4A Other Income ___ T4A(P) Pension ___ T4A(OAS) Old Age Security ___
T4E EI/other Benefits ___ T4RIF/T4RSP RRSP Income ___ T5007 ODSP/OW/WSIB ___ T5/T3/T5008 Investment ___

Deduction (enter amount and send tuition/RRSP forms) To claim expense, you must be able to provide a receipt if audited.

Medical expenses not covered by health plan _____ Dental _____ Union Dues/Professional Fee _____
RRSP Contribution _____ Charitable Donations _____ Tuition (T2202) _____ Childcare _____ Senior Public Transit _____

Does your job require you to work from home and you want to claim **Home Office Credit**? Yes ___ No ___
Of Days you want to claim: _____ (\$2/day to maximum of \$500)

Did you stay in an Ontario hotel/cottage/campground and want to claim Staycation Credit? Yes ___ No ___
Amount to claim (provide receipts) _____

Disability Tax Credit: I am eligible and CRA has my T2201 disability form on file: Yes ___ No ___

***Please send your 2021 Notice of Assessment along with this registration form, income statements and deductions ***

I authorize CRA to give my name/address/DOB to Elections Canada voter registry: Yes ___ No ___

I consent to share contact info with Organ and Tissue Donor Registry: Yes ___ No ___

Acknowledgement

In signing below, I authorize a member of the OPNC Tax Team to complete and e-file my return and I commit that I have provided all relevant documentation, and the information is correct, truthful and complete. I authorize a member of the OPNC tax clinic to complete and e-file my tax return.

Signature

Date and Time



Complete the following only if you need Returns filed for years prior to 2022

For Past Year Filing:

Year you last filed a Tax Return _____

Years that need filing: 2013 ___ 2014 ___ 2015 ___ 2016 ___ 2017 ___ 2018 ___ 2019 ___ 2020 ___ 2021 ___

Please note that Tax Returns for years *prior to 2017* cannot be e-filed and must be printed and mailed to the CRA

Rent/ Property Tax information

Year Total Rent Paid Address

Year	Total Rent Paid	Address