

## Do I Need To File A Tax Return?

All Canadian citizens and permanent residents (including people residing legally in Canada) age 19 and over (with income or no income) have to file a Canadian income tax return for each tax year in order to:

- Pay the accurate amount of income tax owed or get back some of the income tax deducted
- Claim certain benefits, such as the GST/HST Credit, Child Tax Benefit, Universal Childcare Subsidy, or Guaranteed Income Supplement under the Old Age Security Program.

The following is a list of some of the slips you may have received:

- T5007 -Statement of Social Assistance payments or Disability Benefits.
- T4 -Statement of Remuneration Paid.
- T4A -Statement of Pension, Retirement, Annuity, and Other Income.
- T4A(OAS) -Statement of Old Age Security.
- T4A(P) -Statement of Canada Pension Plan Benefits.
- T4E -Statement of Employment Insurance and Other Benefits.
- T4RSP -Statement of RRSP Income.
- RC62 -Universal Child Care Benefit statement.

## MAKING OUR NEIGHBOURHOODS A BETTER PLACE TO LIVE

Follow our social media  
@sburnabynh, @northbnh



**South House**  
4460 Beresford Street  
Burnaby, BC V5H 0B8  
Phone: 604-431-0400

**North House:**  
4908 Hastings Street  
Burnaby, BC V5B 1P6  
Phone: 604-294-5444

## Join Today!

Family membership \$10/  
year  
Individual \$5/year



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## INCOME TAX CLINIC

### 2021

(Filing 2019-2020 years)



for Burnaby Neighbourhood House members

Visit our website to see if you qualify for  
our tax services:

[WWW.BURNABYNH.CA](http://WWW.BURNABYNH.CA)

*The Burnaby Neighbourhood House is  
a Charitable Non-Profit Organization.  
We are A Volunteer Driven community  
-funded agency with a unique focus  
on Neighbours supporting Neighbours.*

## Criteria of eligibility:

- Single individual with an income of \$40,000 or less per year.
- Single Parent with an income of \$45,000 or less per year.
- A couple with an income of \$50,000 or less per year.
- For each dependent/child add \$3000 per child
- You must be a **Member of Burnaby Neighbourhood House (BNH) and a Burnaby resident.**

### **We do not do:**

Income tax returns for individuals who:

- are self-employed.
- have claimed bankruptcy.
- are deceased.
- have capital gains or losses (stock/mutual fund investments)  
*(no interest income over \$1000)*
- claim employment expenses.
- have business or rental income and expenses.
- have foreign income or assets.  
*(We can do foreign pensions and US Social Security income.)*
- are non-residents.

### **What documents to bring to your appointment, and what information you have to know:**

- A **"government-issued" photo** ID card for each adult member of the family Canadian Citizenship Card, PR Card, BC ID, BC Driver License, or BC CareCard.
- Social Insurance number for each filing adult family member.

- All income tax slips (T4, T4A, T-5007 etc) and your notice of assessment for last year. If you haven't received all your tax forms for the year, please first get all your tax slips before booking an appointment.
- Medical expense receipts (receipts for prescribed medication or treatments).
- Receipts for child care services, day camps and resident camps where the primary goal of the camp is to care for children.
- All other receipts related to your income tax.

### **To file income tax returns for each member of the household who is required to file a tax return:**

- Bring all tax slips, documents and receipts mentioned above.
- Everyone filing **must be present** to file their taxes, except for children 18 and younger.
- All family members are encouraged to file together, as it would make it easier and lessens the amount of data needed to be entered. Appointments are 30 minutes for each file.
- Families with dependents under 19 who have taxable income will need to bring their T4 slips.
- Families claiming childcare expenses must have the receipts for payments. If the service was provided by an individual, they must have name, address and social insurance number of that individual.
- Students who have paid tuition fees during the tax year will need to bring a copy of form T2202A - Tuition, Education, and Textbook Amounts Certificate.

### **Who is providing this service?**

- *The clinic is run by volunteers with limited knowledge of taxation and some experience in filing simple personal income tax returns.*

### **Is there a fee for this service?**

- *All tax services are free of charge, but you must be a member of the BNH. Individual \$5 Family \$10 (cash or cheque only). Tax receipts are issued for donations greater than \$15.*

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### **Income Tax Clinics Locations and Time:**

#### **South House:**

*(Mondays pm/ Saturdays)*

*4460 Beresford Street*

#### **North House: (Thursdays pm)**

*4908 Hastings Street*

*(Delta Ave. and Hastings St)*

*(Access to parking from the alley / park in the angled parking spots.)*