



## LOCATION

Town of Vegreville, Administration Building  
4829– 50st  
Vegreville, AB  
Office: 780-632-3966

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# Community Volunteer Income Tax Program (CVITP)

Need a hand to  
prepare your  
tax return?



## HOW THE PROGRAM WORKS

The Community Volunteer Income Tax Program (**CVITP**) is a collaboration between the Canada Revenue Agency (CRA), Vegreville & District Family & Community Support Services (FCSS) and community volunteers to prepare income tax returns for taxpayers who have a modest income and a simple tax situation.

## STEPS TO GETTING YOUR INCOMES TAXES DONE: “Drop-Off & Pick-Up”

- Starts March 1st and goes until April 30th
- Gather your tax documents (T-Slips/Receipts)
- Make sure you have all your documents because missing information will delay processing
- Come into the Vegreville & District FCSS office to drop off your tax documents
- You will need to complete an in-take form at the FCSS office to get your incomes taxes prepared
- It will take 10 days for your tax return to be completed
- Pick-up your tax return and keep your own documents for your records



## INCOME REQUIREMENTS

- Single Person: Under \$30,000
- Couple: Under \$40,000
- Adult with one child: \$35,000
- Each additional dependent \$2,500

## TYPES OF RETURNS NOT PREPARED

- Self-employed
- Business or rental income and expenses
- Capital gains or losses
- Report employment expenses, or business or rental income expenses
- Deceased persons
- Filed for bankruptcy