

Community Income Tax Volunteer – Ongoing Individual Volunteer Opportunity

Overview:

As a volunteer, you will complete basic tax returns remotely using UFile software. This vital service ensures that our community members can access the government benefits and subsidies they need to thrive. Tax packets must be picked up and dropped off in-person at 10527 96 St during normal business hours.

Volunteer Pro-Tip:

New volunteers are registered in October and November annually. Instruction on how to register with the Canadian Revenue Agency as a Community Income Tax Volunteer will be provided.

Key Responsibilities:

- Remote Filing: Pick up prepared tax information envelopes and complete returns from the comfort of your home with a one-week turn around.
- Use your My Impact volunteering App to choose weeks you can help, or not.
- Year-round volunteer opportunity.
- Accuracy: Use UFile software to file taxes online, ensuring all information is reported correctly.
- Confidentiality: Handle sensitive personal and financial data with the highest level of professionalism and privacy.
- Note: Volunteers handle basic returns only. You will not be asked to process complicated returns involving self-employment, investments, or returns for deceased individuals.

Qualifications:

- Age/Status: Must be 19+ and a Canadian citizen or permanent resident for at least one full tax year.
- Background Check: Must have a valid Police Information Check on file.
- CRA Registration: Ability to register for an Efile Number, Rep ID, and VIN.
- Professionalism: High comfort level handling personal financial information in a professional manner.

Good to Know:

- References: A work reference can be requested after 3 months of active volunteering.
- Training: A mandatory two-hour orientation/training session is held in February.

- The Canadian Revenue Agency is closed every February.
- Bissell Centre is closed on all statutory holidays.

Impact:

- Help provide a pathway to financial stability! Bissell Centre offers free income tax preparation, financial resource information, and benefit applications for individuals and families with modest incomes. This vital service ensures that our community members can access the government benefits and subsidies they need to thrive.
- Unlock Essential Income: Many government benefits and subsidies, such as the GST/HST credit and the Canada Child Benefit are only accessible if taxes are filed. Your work ensures families receive the funds they are entitled to.
- Reduce Financial Stress: For individuals living on a modest income, the cost of professional tax services can be a significant burden. By providing this service for free, you help keep more money in the pockets of Edmonton's most vulnerable citizens.
- Promote Long-term Stability: Accurate tax filing is often a requirement for accessing social housing and other financial resources. Your accuracy and dedication provide a direct pathway toward greater financial stability for local families.