

## IMPORTANT DETAILS AND TIPS ABOUT APPLYING TO BE A CVITP VOLUNTEER AT CAMOSUN COLLEGE

The CVITP will take place in April 2025.

The program's success depends on volunteers, like yourself, who generously give their time and expertise to help individuals in your community file personal tax returns, free of charge.

To participate:

1. **Have you filed your own Canadian personal tax return?** If you have **not** filed your own personal tax return in a previous year with Canada Revenue Agency (CRA), then you will not be able to volunteer for CVITP. This includes individuals that are newcomers to Canada (i.e. International students). If you have filed your personal tax return, then please continue with the below steps. If you have not filed your personal tax return, you can still volunteer as a greeter or screener, so please email [business-acctfin@camosun.ca](mailto:business-acctfin@camosun.ca) for more information before continuing in the registration process.
2. **Register as a CVITP volunteer** If your answer to 1) above is yes (you have filed your personal Canadian tax return in a previous year), then register as a CVITP volunteer at the following website: <https://www.canada.ca/en/revenue-agency/services/tax/individuals/community-volunteer-income-tax-program/lend-a-hand-individuals/volunteer.html>
  - Under **Register as a tax preparer**, complete the steps for “If you are transmitting returns **electronically** using the CVITP certified tax preparation software **and do not intend to use the Auto-fill my return service**, you must:
    1. [register for the CVITP](#)
      - Complete the registration by following the instructions provided and then click “Submit”. Below are answers to help with your registration:
        1. You will use your home address and personal contact information, not Camosun's.
        2. Your community organization is Camosun College
        3. Will you be handing taxpayer information? – **Yes**; Will you be preparing or filing income tax returns? – **Yes**; How will you be filing taxes – **Electronic**.
        4. Will you use the CRA's Auto-fill my return? – **No**
        5. How would you like to receive the tax preparation software? – **Internet download**
      - Once your registration is received, a confirmation page will be displayed.

Once you have met CRA screening, CRA will provide you with information about renewing or applying for an EFILE number. **Please note that your CVITP volunteer registration must be completed before your EFILE renewal/application can be approved.**

### 3. **Apply for a Rep ID**

- If you do not have a Rep ID, then go to the following website: <https://www.canada.ca/en/revenue-agency/services/e-services/represent-a-client.html>
- Sign in or register with CRA My Account, and apply for a Rep ID. **You need a Rep ID before you can apply for or renew your EFILE account (next step).**

### 4. **Apply for an EFILE number or renew your EFILE account**

- If you do not have an EFILE number, go to the below website and under the heading “How can I apply”, select EFILE Registration Online Form <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/efile-electronic-filers/apply-efile.html>
- If you already have an EFILE number from last year, go to [canada.ca/efile](https://www.canada.ca/efile) and select the Yearly Renewal option.

You may have to wait for CRA clearance before you can renew or apply for EFILE. **The EFILE suitability screening process can take up to 30 days.** We recommend registering **before January 31, 2025** to allow time for processing before the tax filing season begins. Follow the below guidance for completing the Efile registration – please read first and then use it as a guide to help you complete the registration.

#### Applying for EFILE: EFILE Registration Online Form –

- **The form will ask for a RepID when you apply for EFILE.** You will need your Rep ID from the previous step in order to apply for your EFILE.
- **Business Type: Volunteer (CVITP/Income Tax Assistance Program only)**
- **Name of the organization:** Camosun College.
- **Contact Name, phone number, email:** Provide **your own personal information**, since you will be the one doing the electronic submission of the files. *Note: Make sure your name matches your EFILE and CVITP registrations.*
- **Types of returns to transmit:** Check **T1 returns** and then select **No** for Transmitting individual “Authorizing or Cancelling a Representative” requests.
- **Business Address:** 4461 Interurban Road, Victoria, BC, V9E 2C1
- **Mailing Address:** Provide **your residential address.**
- **Applicant 1:** Your name and SIN
- **RepID:** enter your unique Rep ID here
- **Title or Office:** Volunteer.
- **Do other applicants exist?** No
- **Authorization to release information to public** Yes. *This allows CRA to list Camosun College (not you) to the public as hosting CVITP clinics*
- **Security methods to protect confidential information.** Type the below bolded response in the box provided on the application. We will review the controls with you at the training meetings at Camosun.  
  
***The taxpayer information will be deleted each day from the password-protected USB drives.***
- **Complete the EFILE registration certification page.** Your title is Volunteer.
- Click **Submit registration** when you are ready

Once submitted, an EFILE registration -confirmation and password page will display which contains your EFILE number and password.

**PRINT or save your EFILE information (important!).** You will not be provided this password again. Note: Your EFILE number is not activated until screening is complete.

√ EFILE screening can take up to 30 days. Once the EFILE registration is approved, an email is sent to you and the EFILE number is activated.