

# 2024-2025 CVITP New Volunteer Registration

1. To complete your 2024-2025 CVITP Volunteer Registration, visit [Volunteer to do taxes for people in your community](#) and click on “Register to volunteer today!”

The screenshot shows the CRA website header with the Canadian flag, 'Government of Canada / Gouvernement du Canada', a search bar, and a 'CRA sign in' button. Below the header is a 'MENU' dropdown and a breadcrumb trail: 'Canada.ca > Canada Revenue Agency (CRA)'. The main heading is 'Volunteer to do taxes for people in your community'. Below this is a large graphic with the text 'People helping people' and three icons: a person at a computer, a group of people, and a hand holding a heart. At the bottom of the graphic are three buttons: 'Become a volunteer', 'Become a participating organization', and 'Volunteer in Quebec'.

## Become a volunteer

Want to help people in your community? Do you have a basic understanding of income tax? Volunteer with a community organization to help people by doing their taxes! This year, organizations are hosting free in-person and virtual tax clinics. As a volunteer, you can choose to complete taxes in person or virtually by videoconference, by phone, or through a drop-off clinic.

With the Community Volunteer Income Tax Program (CVITP), you'll be helping thousands of people get their entitled benefits and credits. As a CVITP volunteer, you'll receive training, guidance, access to a dedicated help line, and free tax software.

[Register to volunteer today!](#)

## Become a participating organization

Make a difference in your community: register your organization to host free tax clinics. This year, you can choose to host in-person or virtual clinics. Your volunteers can complete taxes in person or virtually by videoconference, by phone, or through a drop-off clinic.



2. Review the applicable section depending on whether you are volunteering in a support role or as a tax preparer. Once reviewed, click “register for the CVITP” to register.

## Register to volunteer

### Information

Although registration is available year round, please wait until the fourth week of October before registering for the upcoming tax season.

Thank you for choosing to volunteer at a free tax clinic!

Please ensure that you have read [before you register – important information](#) before registering.

Volunteers must meet certain requirements before they can participate in the Community Volunteer Income Tax Program (CVITP). The requirements depend on your role as a volunteer. If you will have more than one role, register for the role that has the highest requirements. For example if you will be booking appointments and submitting tax returns electronically, follow the requirements for electronic filing (EFILE).

Please complete all requirements for the role(s) you register to volunteer in.

Returning volunteers will be required to enter their **Volunteer Identification Number (VIN)** when registering for the program.

### About the VIN

The Volunteer Identification Number (VIN) is a unique and permanent, eight-digit identification number. It will remain the same for a volunteer year after year, even if there has been a break in program participation. Any volunteer approved to participate in the Community Volunteer Income Tax Program (CVITP) will be assigned a VIN and retain it for the duration of their participation in the program.

This is a new feature that was implemented in mid-May (2024). Should you be approved to participate with the CVITP, you will receive an email informing you of your approval and your VIN will be included in the email. For more information or assistance, please contact your CRA coordinator.

## Register in a support role

If you volunteer in a support role, you can be an interpreter, greeter, administrator, or screener.

Before you register for any of these roles, you need to determine if you will access or handle taxpayer information.

If you **will not access or handle** taxpayer information, you must:

1. [register for the CVITP](#)

If you **will access or handle** taxpayer information, you must:

1. [register for the CVITP](#)
2. obtain a valid [police records check](#)

## Register as a tax preparer

To register as a volunteer tax preparer, determine how you will prepare and file returns, then complete the steps below.

If you are preparing **paper returns only**, you must:

1. [register for the CVITP](#)
2. obtain a valid [police records check](#)

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](#)
2. [apply for an EFILE number](#) or [renew your EFILE account](#) (see important note below)

If you are **transmitting returns electronically** with the CVITP certified tax preparation software **and will be using the**



### 3. Review the program terms and check the declaration box. Then, click “Next”.

**Note:** At any time during the registration process, you can change the language of the form to French / Français using the language toggle at the top right corner of the page.

## Volunteer registration 2025: Program terms

0% Complete



### Important

In order to volunteer with the Community Volunteer Income Tax Program (CVITP), you must read the program terms, declaration and privacy notice sections, and check the **Confirmation** box.

The Canada Revenue Agency (CRA) reserves the right to suspend any volunteer that violates the terms and conditions of the program.

### Program terms and conditions

#### As a volunteer with the CVITP, I agree to:

- be physically located within Canada when preparing and submitting returns under the CVITP;
- protect the taxpayer’s privacy by never using or divulging any information provided by the taxpayer for any purpose other than preparing their income tax and benefit return;
- return all documents containing personal information (e.g. completed returns, T slips, etc.) to the taxpayer or to the organization to which I am affiliated;
- have each taxpayer sign form **TIS60, Community Volunteer Income Tax Program - Taxpayer Authorization** and return it to the taxpayer;
- offer my services free of charge and decline any monetary reward that may be offered to me;
- never use the CVITP tax software for monetary gain;
- only use the CVITP tax software to prepare returns for eligible taxpayers;
- never copy the CVITP tax software or allow copies of it to be made;
- transmit each return to the Canada Revenue Agency immediately upon completion, when possible;
- delete all saved electronic copies of the taxpayer’s return and any other electronic documents, no later than 48 hours after its transmission to and acceptance by the CRA;
- allow the CVITP to share my contact information and registration approval with my affiliated community organization(s), or with other CVITP community organizations in my area if I require assistance to become affiliated;
- never share my EFILE number and password; and
- meet the CVITP security requirements applicable to my volunteer role.

### Declaration

I declare that I have never been convicted of any offence under the Criminal Code or any Act of Parliament that has not been pardoned or in respect of which a record suspension has not been ordered. This includes any offence involving evasion in the payment or remittance of tax; fraudulent transactions in which the public or any person is defrauded of property, money, valuable security or service; or possession of property obtained by crime or the proceeds of crime.

### Privacy notice

Personal information is collected under the authority of section 220 of the Income Tax Act (ITA), combined with paragraph 30(1)(a) of the Canada Revenue Agency Act and will be used to register volunteers, organizations and tax preparation clinics as part of the Community Volunteer Income Tax Program (CVITP) or the Income Tax Assistance – Volunteer Program (ITAVP) in Quebec. Information may also be used to assess suitability to participate in these programs and may be disclosed to the extent authorized by law. Automated personal information matching will be used to identify returning participants in order to avoid duplication of accounts.

Personal information is described in Personal Information Bank CRA PPU 100. Under the [Privacy Act \(Note: This link will open in a new tab or window\)](#), individuals have a right to have their personal information protected. They also have the right to access, correct or notate this information and to file a complaint with the Privacy Commissioner of Canada regarding our handling of their information.


### \* Confirmation (required)

- I declare that I have read and agree with the program terms and conditions, the declaration and the privacy notice. A refusal to provide any required information will result in the rejection of my registration request.

Next →

4. As a new volunteer, you can select “No” for the question, “Have you participated with the CVITP in the past?”. Then, click “Next”.

[Français](#)

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## Volunteer registration 2025: Past participation

25% Complete

**Important**  
Please note you cannot save this form. Your session will time out after 15 minutes of inactivity.

\* Have you participated with the CVITP in the past? (required)

Yes

No

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5. Proceed to enter your information on this page. When you reach the Postal Code field, enter your postal code and click “Find”.

[Français](#)

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## Volunteer registration 2025: Account information

38% Complete

Enter your information below.

**Identification**

\* First name (required)       \* Last name (required)

Preferred name

\* Partial date of birth (required)

Year - last digit only     Month     Day

\* Phone number (required)

(  )  -     Ext.

\* Email (required)

\* Confirm email (required)

\* Postal code (required)

Click the "Find" button to display the full address.


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6. Some address information will be pre-populated based on the postal code entered in the previous step. Enter your complete address details in the applicable fields, then click “Next”.

\* Postal code (required)

Click the "Find" button to display the full address.

### Address

\* Street name (required)

\* Street number (required)  Street number suffix

Unit number  Unit number suffix


City

Province/Territory

Postal code

7. Select the official languages that you can offer CVITP services in (English, French or both). If you can offer CVITP services in any other language(s), please select the language(s) from the drop-down menu and click “Add”. If you add a language by mistake, you can click the “X” to remove it. Once you have completed all fields on this page, click “Next”.

[Français](#)

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## Volunteer registration 2025: Profile

50% Complete

**\* Preferred language of correspondence (required)**

English  
 French

**\* Official languages in which you can offer CVITP services (required)**

English  
 French

**Other languages in which you can offer CVITP services**

**\* Years of experience completing tax and benefit returns for yourself or other people (required)**

**\* Years of experience with CVITP (required)**

**\* Are you an accredited Chartered Professional Accountant (CPA)? (required)**  
If you answer "Yes", your status will be validated with your CPA governing body. CPA students should answer "No".

Yes  
 No

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8. If you do not have a participating CVITP organization to volunteer with, select “No” to the question “Are you affiliated with a participating CVITP organization?” and indicate the reason. If you answered “Yes” to the question “Are you affiliated with a participating CVITP organization?” then search for your organization(s) by selecting the province, city and organization name. Click “Add.” When complete, click “Next.”

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## Volunteer registration 2025: Community organization

63% Complete

**\* Are you affiliated with a participating CVITP organization? (required)**  
Select "No" if you are not currently affiliated with a CVITP organization.

Yes  
 No

**\* Please select a reason. (required)**

I am a new volunteer.  
 I am unaware of any community organizations participating with the CVITP in my area.  
 I volunteer through a community organization that is currently not participating with the CVITP.  
 Other

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## Volunteer registration 2025: Community organization

63% Complete

**\* Are you affiliated with a participating CVITP organization? (required)**  
Select "No" if you are not currently affiliated with a CVITP organization.

Yes  
 No

**Find your community organization**

**\* Province/Territory (required)**

**\* City (required)**

**\* Community organization name (required)**  
Start typing the name of your organization, select it from the dropdown menu and click **Add**. If your organization does not appear, enter it manually.

You will be associated with the organizations listed below for the 2025 season. Select and remove any that do not apply.

Selected organizations	City	Select all <input type="checkbox"/>
<input type="button" value="Remove selected organizations"/>		

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9. Select responses as applicable according to your volunteer role and personal preferences, then click “Next”.

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## Volunteer registration 2025: Role

75% Complete

**\* When are you available to volunteer with the CVITP? (required)**

- Throughout Calendar Year
- Filing Season Only (February to April)

**\* Will you be handling taxpayer information? (required)**

- Yes
- No

**\* How would you like to receive your certificate? (required)**

- Electronic
- Paper
- Not required

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10. Carefully review the “Volunteer registration 2025: Summary” page displaying the information you have just entered during registration. If you need to make any changes, select “Modify” in the applicable section. Once you have confirmed that the information is accurate, check the “Confirmation of registration” box and click “Submit” to complete your registration.

### Volunteer registration 2025: Summary

88% Complete

**Information**  
Please print or save this page for your records. [Print preview](#)

**Past participation**  
Past CVITP participation: No

**Account information** [Modify](#)

Name:  
Preferred name:  
Partial date of birth (Y-MM-DD):  
Phone number:  
Email:  
Address:

**Profile** [Modify](#)

Language of correspondence:  
Spoken languages:  
Year of experience completing tax returns:  
Years of experience with CVITP:  
Chartered Professional Accountant (CPA):

**Community organization** [Modify](#)

Volunteering with a community organization:  
Reason:

**Role** [Modify](#)

Availability:  
Handle taxpayer information:  
Prepare or file income tax returns:  
Method of filing:  
EFILE number:  
Intend to use CRA's Auto-fill my return:  
Tax preparation software:  
Certificate preference:

\* Confirmation of registration (required)  
 I confirm that the information provided is accurate.

[Submit](#) [View PDF](#)

11. Once you submit, you will receive your confirmation of registration. If you will be electronically filing income tax returns, please proceed to apply for your CVITP EFILE number.

[Français](#)

## Volunteer registration 2025: CVITP confirmation

100% Complete

### Confirmation of registration

Thank you for your interest in the Community Volunteer Income Tax Program (CVITP).


You will receive a **Confirmation of volunteer registration** email shortly. We will review your registration and a CRA coordinator will contact you if necessary.

### Renew or Apply for an EFILE number

If you intend to electronically file returns, don't forget about your EFILE number.

To apply for an EFILE number, click [Apply for EFILE](#) (Note: This link will open in a new tab or window) and look under **How can I apply?** to complete the EFILE Registration Online form.

To renew your EFILE account, click [Yearly renewal](#) (Note: This link will open in a new tab or window) and look under **Yearly renewal**, and click **log in** to access the EFILE log in page.

 **As of October 17, 2022**, EFILE requires a RepID when you renew or apply for an EFILE number. If you do not have a RepID, you can register for one at [Represent a Client](#) (Note: This link will open in a new tab or window).

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