



Tax Preparer Volunteer

Purpose: To prepare tax returns for community members under the lead of the Community Advocacy Program.

Volunteer Name: _____

Day and Time: _____

General Responsibilities

- Work respectfully with all staff, volunteers and participants
- Be punctual and reliable, phone/email when you need to miss a shift
- Notify staff if a problem arises
- Offer suggestions for program improvement
- Be comfortable working with marginalized persons

Program Specific Responsibilities

- Complete income tax returns for community members
- Be compliant with the Canadian Revenue Agency's (CRA) Community Volunteer Income Tax Program (CVITP)
- Be registered with CVITP and E-file
- Apply for and obtain a Representative Identifier (RepID) certification number
- Keep statistical data on the number of returns prepared
- To maintain confidentiality
- Obtain a police record check (if you will see or obtain tax payer information; cost will be reimbursed by The Stop)

Skills and Abilities

- Ability to understand and comply with The Stop's mission statement, policies and procedures
- **Experience in basic income tax preparation** (CRA offers training and support)
- A good understanding of Canadian tax laws and regulations, especially as they relate to marginalized communities
- Ability to work respectfully with people of diverse backgrounds and experiences
- An understanding of the challenges experienced by low-income individuals
- Able to set boundaries around task at hand with sensitivity to persons who may be marginalized
- A non-judgmental and non-discriminating attitude
- A welcoming, friendly and open-minded attitude
- Ability to work independently and as a team player
- Be comfortable working with computers
- Ability to speak a second language is an asset

Volunteer Signature: _____

Date: _____

Supervisor Signature: _____

This volunteer agreement is binding in honour only, and is not intended to be a legally binding contract between the volunteer and the organization. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party.