



## 2020 Income Taxes for Low-Income Seniors and Disabled Persons

The Olde Forge will be accepting **Income Tax Drop-Offs starting on March 15, 2021.**

You qualify to have your taxes completed by Drop-Off if you live in **Ontario** and:

- Your 2020 income tax return has not yet been filed with CRA
- You were born in 1966 or earlier, or you are an adult with a disability
- Married or common-law couple: your combined 2020 total income was **\$50,000** or less
- Single, separated or divorced person: your 2020 total income was **\$35,000** or less
- You did not have income from capital gains, rental income from a property you own, income from a business you own, and you were not self-employed
- You are not bankrupt

### INSTRUCTIONS

If you qualify to have your taxes done by Drop-Off, here are the steps to follow.

1. Put all your 2020 tax documents into an envelope or a ziplock bag, including:
  - **T-slips** for 2020 (e.g. T4, T4A, T4A OAS, T4A CPP, T5007, T3, T5)
  - Documents for **other income** in 2020, e.g. foreign pensions
  - **Rent Receipt** for the total rent you paid in 2020  
*\*Note: If you live in Ottawa Community Housing (OCH), your rent cannot be claimed for the Trillium Benefit because OCH does not pay municipal taxes, so no receipt is required*
  - **Final 2020 Property Tax Bill**, if you own the house or condo you live in
  - **Receipts for medical expenses, donations to charities, political contributions or digital media subscriptions** (with an QCJO number on the receipt) in 2020
  - **OC Transpo receipts**, if you were over 65 in 2020
  - Income Tax Return for 2019, if you have it
2. Fill in the **FORM** on the back of this page. You must complete every section of the form and sign it at the bottom, or we will not be able to do your tax return. We need a copy of this form completed for each taxpayer and dependant. Married and common-law couples, and dependants should write their information onto another copy of the form and sign it.  
**Note:** There are blank FORMS in the black mailbox beside the door at The Olde Forge.
3. Put the completed FORM(s) into an envelope/ziplock with your T-slips and receipts. Couples and families with dependents must put all their documents into **one** envelope.
4. Put the sealed envelope / ziplock through the **slot in the door** at **The Olde Forge, 2730 Carling Ave.** Due to Ottawa Public Health rules, you cannot come into the building.

A volunteer will complete your return and file it electronically with CRA. Your Notice of Assessment will be mailed to you from CRA. The Olde Forge will mail all your tax documents back to you, along with a summary of your 2020 return. It may take up to 6 weeks for your documents to be returned to you.

*The Olde Forge is a registered charity.*

*Your donation supports services to seniors, including our volunteer income tax clinics.*

**THE OLDE FORGE**  
**2020 INCOME TAX DROP-OFF FORM**

*IMPORTANT: Please complete every section of this form and SIGN at the bottom*

<b>First Name</b>		<b>Last Name</b>	
<b>Date of Birth</b>	Month	Day	Year
<b>Language</b>	<input type="checkbox"/> English	<input type="checkbox"/> French	<b>Social Insurance Number (SIN)</b> _____
<b>Phone number</b>		<b>E-mail</b>	
<b>Address</b>		Has your address changed since 2019? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, has CRA been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Postal Code</b>			
<b>Marital Status</b> (check one) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated		Has your Marital Status changed in 2020? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, on what date? _____	
Are you filing taxes in Canada for the first time?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you own foreign property valued at over \$100,000?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you sell your principal residence in 2020?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a Canadian Citizen?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, may Elections Canada put your name on the Voters List?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you were an employee in 2020, who worked from home at least 50% of the time for at least 4 consecutive weeks, and your employer did NOT reimburse home office expenses, how many DAYS did you work from home in 2020? _____ Days			
How much rent did you pay in total for all of 2020? \$ _____ (attach receipts) To whom did you pay rent? NAME: _____			
If you own your home, how much municipal tax did you pay?		\$ _____	
If over 65, how much did you pay for Public Transit for all of 2020?		\$ _____	
If you paid for a digital news subscription with a QCJO number, total cost for 2020 \$ _____			
If you have a disability, does CRA have a form T2201 on file for you?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did The Olde Forge prepare your 2019 Tax Return?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**CRA ACCESS AUTHORIZATION**

I am the Taxpayer or legal representative for this taxpayer.

(please print) \_\_\_\_\_  
**Name of Taxpayer or Legal representative**
**Signee's Telephone Number**

**Certification**

By signing and dating this page I authorize the Canada Revenue Agency to interact with The Olde Forge CVITP volunteer preparing my taxes until such time as my 2020 tax return is filed.

\_\_\_\_\_  
**SIGNATURE of Taxpayer or Legal representative**

\_\_\_\_\_  
**DATE of signature**