

Module 2 - Income and Taxes

HANDOUT 2-4

Filing your taxes

Government benefits

The Working Income Tax Benefit (WITB), Canada Child Benefit (CCB) and GST/HST credit are only some of the benefits you can only get once you have filed a tax return. There may be even more benefits you can get in your province if you file a tax return, such as deductions for the rent you pay or for your medical expenses.

Where do I get the tax forms?

Between February and May each year, you can get your income tax package at the post office, from a Service Canada location, or online from the Canada Revenue Agency or you can call **1-800-959-2221** to get a printed copy sent to you.

More and more people use software that allows them to do the forms on their computers. The CRA keeps an up-to-date list on NETFile certified products.

How do I get help with doing my taxes?

If you are on a low income, you can get free help with doing your taxes at a community tax clinic.

To find a Community Volunteer Tax Preparation program near you, visit <https://www.canada.ca/en/revenue-agency/services/tax/individuals/community-volunteer-income-tax-program/tax-preparation-clinics.html>

If you have problems with your taxes, it is best to call the Canada Revenue Agency.

There are tax professionals who can help you with your taxes for a fee. Some tax preparation services charge **very high** fees, even on a simple tax return.

You are responsible for your tax return even if someone has prepared it for you. **Never** sign a blank tax return.

Deductions and credits

Your tax return includes a range of deductions from your gross income. These are amounts that will lower the amount of income you must pay tax on. Deductions include things like child care expenses and transit passes and you must keep your receipts in order to claim these.

The tax return form also has credits. This is an amount you can deduct from the tax you owe. For example, if your employer has been taking taxes out of your pay all year, those taxes are a credit on your tax return.

When you subtract your tax credits and deductions from your gross income, you find out if you owe taxes or if you will receive a refund.

Activity: Tax Deductions and Tax Credits

1. Break participants into two groups.
2. Give each participant a handout.