Georgian Tax Clinic

Information for ***domestic*** students for 2018 income tax returns

If you are a domestic student who meets the qualifications, the Georgian Tax Clinic will be able to do your taxes free of charge

- You must file an Income Tax return if you worked at any point in 2018 including co-ops. Your employer should provide you with a T4 which you need to bring with you. If you had more than one employer during the year, each workplace will send you a T4.
- As a student you receive a T2202A form for the tuition you have paid during the year. This form can be found on your Georgian College Banner account. You will need to print and bring this form with you.
- If you paid rent you need to provide a rent receipt, or we can provide you with a form to be filled out by your landlord that will provide the same information.
- If you paid child-care expenses, you will need to provide the name and SIN# of the child-care provider.
- If you gained interest income from a financial institution you will be provided a T3/T5.
- If you received a scholarship or money from an RESP you will be provided a T4A.
- Whether you have worked or not it is beneficial to file a return to receive government benefits like the GST credit and the Ontario Trillium Benefit. By filing you can also carry forward tuition tax credits that will save you money in the future.

The Clinic will be open from March 4 to April 26. Hours and days will vary. Please check the schedule posted outside room H204-205 at the Barrie Campus, or check out our Facebook page @GeorgianTaxClinic. We will be taking appointments at *GeorgianTaxClinic@georgiancollege.ca* or walk-in service will be available and we will be providing a drop-off/pick-up service so that the return can be completed while you are in class.

**If you have a spouse or dependent that earns an income, please email or visit H204 to discuss details for filing*

WHAT TO BRING CHECKLIST

- ☐ **Social Insurance Number – you cannot file a tax return without one**
- ☐ **Tuition receipt (T2202A) from Georgian College (print from Banner)**
- ☐ **T4 from your employer (if you had paid employment during 2018 which includes co-op positions)**
- ☐ **T4A from Georgian if you received a scholarship or money from an RESP**
- ☐ **T5/T3 from a financial institution for investment income earned**
- ☐ **Rent receipts for 2018 (if you do not have a receipt, ask your landlord to complete the form we provide)**
- ☐ **RRSP contribution receipts**
- ☐ **Child-care expenses (Requires the SIN# of the child-care provider)**
- ☐ **Banking information – bank #, branch # and account # to set up direct deposit**
- ☐ **USB – so that we can give you a copy of your return**

*Not all of the above forms are held by everyone. Only SIN# and at least one of the described forms are required to file your tax return but please bring all that apply to you.

Questions? GeorgianTaxClinic@georgiancollege.ca

If you have multiple years of returns to be filed, please book an appointment with the tax clinic so we can make sure there is time to meet all your needs.

Qualifying factors
➢ If your personal income is less than $35,000
➢ If you are not self-employed or claiming employment expenses
➢ If you have less than $1,000 in interest income
➢ If you do not collect rental income
➢ If you do not have capital gains or losses
➢ If you have not filed for bankruptcy