Documents To Have for Your Appointment

*** Bolded Documents Are Required ***

Required:

1. **Government Photo ID**: An original copy of a government-issued ID with a photo. Foreign equivalents are acceptable. Examples of acceptable ID's are a provincial photo id, driver's license, or passport.

2. **Social Insurance Number**: Needs to be the original card/document and match the info listed on your T4 or other tax slips.

3. **For international students:** the date of arrival in Canada if you entered Canada in the tax year

4. **For parents or spouses:** a list of your dependents, exact dates of birth, and SINs, and spouse's income info

Needed (If applicable to your tax situation):

5. Employment Income Slips (T4): For individuals who were employed and worked in the tax year of filing. This will be given by an employer to an individual for filing or found in your CRA account. You must report all income received in the tax year.

6. Other Income (T4A): For income sources like pensions or scholarships.

7. Investment Income Slips (T5): For individuals who earned interest income from sources like bank accounts.

8. Tuition Amounts(T2202): For Students attending Post-Secondary Education. Usually released from Registration by March 2nd. For students who were enrolled in 2025 it can be found on your Seneca Student Home. (Financial Account > Account Services > View T2202 Tax Receipt > 2025)
9. Any other tax slips you received (RC210, T5008, T4E, T5007, etc.)

Common Support Documents / Information (If applicable to your situation):

10. Previous year's Notice of Assessments: Mailed or notified by email to individuals who have filed in the previous year. This does NOT apply to individuals filing for the first time.

11. Rent Receipts: Received from the landlord for rent paid that was subject to property tax in the tax year between Jan 1- Dec 31 of the tax year. If you don't get rent receipts, bank statements of rent paid are also acceptable. This increases your tax credit refunds paid out to you.

12. Registered Retirement Savings Plan (RRSP) Contribution Receipts: for individuals who have an RRSP

13. Medical Expense Receipts: Paid out of pocket and not reimbursed by insurance

14. Donations: Donation receipts / letter from a registered charity organization

15. Child Care Expenses: Examples include daycare and summer camp expense receipts that have provider information and amounts

16. Previous year's Ufile file (**.u24** extension or tax return pdf): For those who used a CVITP tax clinic to file their 2024 tax return

17. Any documents for other income sources or information you like to report on your tax return not mentioned (social assistance, disability benefits, etc.)