

**Community Volunteer Income Tax Program**  
**Client Information Sheet**  
**Tax Year: 2025**

Name: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date of Birth (dd-mm-yyyy): \_\_\_\_\_

Most recent address on file with Canada Revenue Agency:

| House/Apt. # | Street Name | City | Province | Postal Code |
|--------------|-------------|------|----------|-------------|
|--------------|-------------|------|----------|-------------|

Marital Status:

☐ Married    ☐ Living Common-law    ☐ Widowed    ☐ Divorced    ☐ Separated    ☐ Single

**Spousal/Common-law Partner Information:**

Please Note: In certain situations, your spouse's or common-law partner's net income must be stated even if your marital status has changed. If you separated during the tax year and are unable to get this information, it may affect some claims. Please use your best estimate of your ex-spouse's net income.

Name: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Date of Birth (dd-mm-yyyy): \_\_\_\_\_

\*Net Income (only if filing separately): \$ \_\_\_\_\_

1. Do you have Canadian Citizenship? ☐ Yes ☐ No  
*If yes, do you authorize the CRA to give your name, address, date of birth, and citizenship to Elections Canada to update the National Register of Elections?* ☐ Yes ☐ No
2. Is this the first year that you are filing a Canadian tax return? ☐ Yes ☐ No
3. Did you sell a principal residence in 2025? ☐ Yes ☐ No  
*If yes, please see section: Sale of Principal Residence*
4. Did you own foreign property of over \$100,000 CAD? ☐ Yes ☐ No

**Indigenous:**

1. Are you a status Indian with right to exempt income? ☐ Yes ☐ No

**Newcomer:**

1. Did you immigrate to Canada in 2025? ☐ Yes ☐ No

If yes, please answer the following questions:

- What is your date of entry? (dd-mm-yyyy): \_\_\_\_\_

## Canada Revenue Agency in Partnership with Village of Belledune

- Did you earn any Canadian sourced income while you were not a resident of Canada? ☐ Yes ☐ No

❖ Income: \$ \_\_\_\_\_

- What is your foreign sourced income earned for the portion of the year where you were not a resident of Canada?

❖ Country: \_\_\_\_\_

❖ Income (please include the currency): \$ \_\_\_\_\_

### Dependant Information:

Please Note: A dependant is someone reliant on another individual, on a regular and consistent basis, for support. They must be one of the following persons by blood, marriage, common-law partnership or adoption:

- Parent or grandparent
- Child or grandchild
- Sibling
- Uncle or aunt
- Niece or nephew

### Eligible dependant

Must be one of the following persons by blood, marriage, common-law partnership or adoption:

- A parent or grandparent.
- A child, grandchild or sibling under 18 years of age.
- A child, grandchild or sibling 18 years of age or older with an impairment in physical or mental functions.

| Last Name | First Name | Date of Birth<br>(dd-mm-yyyy) | Relationship to you | Net Income<br>(If applicable) |
|-----------|------------|-------------------------------|---------------------|-------------------------------|
|           |            |                               |                     |                               |
|           |            |                               |                     |                               |
|           |            |                               |                     |                               |
|           |            |                               |                     |                               |

### Deductions:

|            |  |
|------------|--|
| Medical    |  |
| Child Care |  |
| Donations  |  |

### Sale of Principal Residence

Please Note: Capital Gain Taxes do not apply if the home you sold was your primary residence for the entire time you owned it. If the home that you sold was not your principal residence, you may have to report all or part of the Capital Gain and are therefore **NOT** eligible for the Community Volunteer Income Tax Program this year.

If you sold a house in 2025, please provide the following information:

1. Civic address of the primary residence you sold: \_\_\_\_\_  
\_\_\_\_\_
2. Was this your principal residence for the entire time you owned the property? ☐ Yes ☐ No
3. Date you purchased the property:  
Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_
4. Purchase price of property:  
\$ \_\_\_\_\_
5. Were you a non-resident of Canada during any of the time you owned the property? ☐ Yes ☐ No  
If yes, please provide the dates you were a non-resident:  
\_\_\_\_\_
6. Date you sold the property:  
Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_
7. Selling price of property:  
\$ \_\_\_\_\_
8. If you have a spouse or common-law partner, who will claim the proceeds of the sale on their income tax return?
  - a. One individual will claim the entire proceeds? ☐ Yes ☐ No  
Name of person making the claim: \_\_\_\_\_
  - b. Each individual will claim a portion of the proceeds? ☐ Yes ☐ No  
Name of both individuals: \_\_\_\_\_  
\_\_\_\_\_