acctfin@camosun.cfor more information before continuing in the registration process.

- 2. Register as a CVITP volunteleryour answer to 1) above is yes (you have filed your personal Canadian tax return in a previous year), then register as a CVITP volunteer at the following website: https://www.canada.ca/en/revenu@gency/services/tax/individuals/communityolunteerincometax-program/lenda-hand-individuals/volunteer.html
 - x UnderRegisterasa tax preparer, complete the steps for "If you are transmitting returns electronically using the CVITP certified tax preparation software and do not intend to use the fillutory return service, you must:
 - 1. registerfor the CVITP
 - x Complete the registration by following the instructions provided and then click "Submit". Below are answers to help with your registration:
 - 1. Youwill useyour home address and personal contact information, not Camosun's.
 - 2. Yourcommunityorganizationis CamosurCollege
 - 3. Will you be handing taxpayer information? Yes; Will you be preparing or filing income tax returns? Yes; How will you be filing taxes Electronic
 - 4. Will you use the CRA's Auffid my return? -No
 - 5.
- . Please note that your CVITP volunteer registration must be completed bre your EFILE

renewal/application can be approved.

- 3. Apply for a RepD
 - x If you do not have a Rep ID, then go to the following bsite <u>https://www.canada.ca/en/revenue</u> <u>agency/services/eservices/representa-client.html</u>