



## **Volunteer Opportunity:**

Community Volunteer Income Tax Program -Tax Preparer Volunteer

Make a meaningful impact in your community by helping low-income individuals file their taxes!

Join United Way Sault Ste. Marie & Algoma District as a **Tax Preparer volunteer** and ensure vulnerable community members access the credits and benefits they deserve.

### **Role Purpose**

Prepare and file simple tax returns for low-income individuals, ensuring accuracy and timeliness.

### **Key Responsibilities**

- Use CRA-provided software (U-File) to prepare and file basic tax returns.
- Communicate with staff about any issues or missing information related to tax preparation.
- Return completed tax packages within one week of receiving them.
- Note: We only file taxes for low-income individuals with simple tax returns (no business or self-employment income).

### **Qualifications**

- Strong attention to detail.
- Comfortable learning and using basic tax preparation software.
- Ability to work independently and meet deadlines.
- Awareness of confidentiality and data privacy standards.
- Must have access to a computer or laptop (unfortunately, the software is not compatible with Mac's).
- Must pass CRA screening and eligibility.

### **Time Commitment**

- Flexible, self-directed scheduling during tax season (February – April).

### **Training Provided**

- A brief orientation of United Way's workflow for the program.
- Access to CRA provided "how-to" training videos for specific tax scenarios.

### **Why Volunteer with Us?**

Becoming a volunteer with our Community Volunteer Income Tax Programs offers a unique opportunity to drive meaningful work and support of the communities most vulnerable citizens. Your efforts will directly support low-income individuals in accessing critical government benefits and credits. You'll gain valuable skills, experience, and the satisfaction of making a difference.

### **Interested? Contact us today to learn more!**

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### **Stronger Together.**

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