

Friday May 1, 2020

Dear Ruth Clarke Activity Centre Member,

As a result of the COVID-19 facility closure, the Ruth Clarke Tax program had originally suspended its service. A number of Ruth Clarke members who were scheduled for appointments in March and April had their appointments cancelled. We recognize that members are concerned about meeting the extended filing deadline on June 1, 2020.

After much consideration, it has been decided that the Ruth Clarke Centre will be delivering the Community Volunteer Income Tax Program (CVITP) remotely. George, our volunteer tax professional, has agreed to run the program from his home. This program will now follow a 'drop-off only' model whereby participants bring documents to George's residence for him to complete the return without any physical contact.

In order to run the tax program, strict health, safety and privacy guidelines must be followed. Please read the following guidelines very carefully:

1. Only current members with a paid 2019/2020 Ruth Clarke Membership can partake in this program. If you have not paid your \$20 membership, we ask that you pay with a cheque in an effort to reduce the risk associated with cash handling. Make cheques payable to the Ruth Clarke Activity Centre Board. No payment is required for the service itself.
2. Members are to drop-off their paperwork to George's residence. Paperwork must be placed in a dated envelope or file folder and submitted as one package to ensure there is no loose papers.
3. It is imperative that social distancing is practiced at all times while dropping off and picking up documents. Should there be more than one individual present during drop-off or pick up, a distance of at least two meters must be kept between individuals at all times.
4. Privacy must be respected. Documents are to be respectfully dropped off and picked up at the volunteer's home between 9:00AM and 4:00PM; the times in which the bins will be outside. There will be 2 large tote bins; one for dropping off your documents and one for picking up your documents.
5. Email or telephone communication must be used in lieu of physical meetings. Please note that email communication is the preferred method of communication. Participants should email rclarkecentre@porthope.ca if they have any questions/concerns. If a participant does not have access to email, they may phone (905)-373-6344. Please note that the phoning option is reserved for those without email. If you would like to get into contact with George directly, your contact information will be passed on and he will get in contact with you.
6. When the return is completed, the participant will be notified to sign and pick up their paperwork which will be available in the designated pick-up bin.
7. Those who are suspected or confirmed of having COVID-19 and are self-isolating must isolate in their home setting and not go out in public. Such individuals will not be permitted to participate in the tax program during their self isolation.

Please use the following checklist to ensure you are correctly following protocol:

- I have included my prior year's return, notice of assessment and property tax or rent receipts as part of my paperwork.
- I have indicated my date of birth, phone number and marital status along with my documents as I understand these are mandatory fields that are needed on the tax return.
- If applicable, I have indicated if I receive the disability tax credit and the reason for the disability as this information is necessary to complete the return.
- I have placed all of my tax documents into an envelope or file folder and have dropped them off as a single package. I understand that no loose papers are permitted.
- I have written the date that I have dropped off my documents on the document envelope or file folder. For example: Date of drop off: May 4, 2020.
- I agree to practice physical distancing while dropping off and picking up my documents.
- I understand that I am encouraged to wash my hands or use hand sanitizer after dropping off and picking up documents.
- I understand that I may email **rclarkecentre@porthope.ca** with my questions and if I don't have email I can phone 905-373-6344. I understand that email is the preferred method of communication.

Thank you for carefully reading the above points. Paperwork can be dropped off to:

**Mr. George Waller
65 Huffman Ave
Port Hope, ON
L1A 4J9**

The deadline to file taxes is June 1, 2020. As of now, the Community Volunteer Income Tax Program has not been notified of a further extension. Please continue to regularly monitor the information released by the Canada Revenue Agency.

Thank you,

Rebecca Persaud

Interim Older Adult Activity Coordinator
Department of Parks, Recreation and Culture
Municipality of Port Hope