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What comes next

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Individuals may request an adjustment to their tax return. Be aware that although you are not expected to assist with adjustments as a CVITP volunteer, you may still choose to do so and are expected to keep the following information in mind:

- Before any adjustments can be made, the individual must first wait to receive the notice of assessment (NOA) for the year that needs adjustment
- Generally, a change can be made to a tax return for a tax year ending in any of the ten previous calendar years
 - for example, a request made in 2023 cannot apply to a tax return dated earlier than 2013

The individual must have:

- their NOA for the tax year requiring the adjustment
- a copy of their tax return with all amounts reported
- any receipts or tax slips supporting the adjustment

To request a change, the individual must complete, sign and date form T1-ADJ T1 Adjustment Request. Volunteers can choose to assist the individual but may not act as their representative. Instructions on how to complete form T1-ADJ can be found on the back of the form.



Important note

The CRA ReFILE service is now available to volunteers for current-year online adjustments.

If an individual wants to know when they can reasonably expect to receive their notice of reassessment, refer to Check CRA processing times for the most up-to-date information.

If an individual returns to the organization with follow-up questions about their tax return, refer them to the CRA's Individual tax enquiries line, 1-800-959-8281. For any questions about tax refunds, refer them to Tax refunds.

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