



Community Volunteer Income Tax Program Laptop Donation Application Form

- You **must** meet all of the mandatory requirements set out in **Part 1** of this form to receive a laptop through the Community Volunteer Income Tax Program (CVITP) laptop donation program.
- You **must** complete **Parts 2** and **3**.
- You **must** agree to the **Terms and conditions** in **Part 4**.
- You **must** provide a copy of the signed form to your CRA coordinator.
- Your coordinator will sign the agreement and give you a copy.

Part 1 – CVITP mandatory requirements

My organization:

- Is a registered charity or a non-profit organization. Yes No
- Agrees to prepare and file returns for eligible individuals using the customized CVITP software provided by the CRA. Yes No
- Agrees to participate in the CVITP for the next three years. Yes No
- Has at least one person who knows how to set up and operate a laptop. Yes No
- Agrees to assume all costs associated with the operation, maintenance, repairs, support, and any future upgrades for the donated laptop once it is transferred into our possession. Yes No

Part 2 – Community organization identification

Name of organization			Number of laptops needed _____
Address	City	Province	Postal code
Contact name	Telephone number	Email address	

Part 3 – Signature

I certify that the information given on this form is, to the best of my knowledge, correct, complete and current. I acknowledge that the Canada Revenue Agency (CRA) has access to a limited number of used laptops for donation under this program and that my organization is not guaranteed to be selected to receive a laptop through the submission of this application form. I understand that if my organization merges, amalgamates or enters into a coalition process prior to the completion of the application evaluation process, a new application for a laptop donation will have to be filed with my CRA coordinator. I authorize the CRA to verify my organization's suitability using the information provided on this form and the information already collected and stored about my organization.

Year Month Day

Signature

Print name

Print title

Part 4 – Agreement

BETWEEN **The Canada Revenue Agency**
(hereinafter referred to as the "CRA")

AND **The organization registered under the Community Volunteer Income Tax Program (CVITP)**
(hereinafter referred to as the "Organization")

Subject to the terms and conditions of this agreement, the CRA hereby donates the surplus used laptops described below to the Organization.

Make/model (e.g. Dell D830)	Serial number

Terms and conditions

1. The Organization shall indemnify and save harmless the CRA and its officers, employees and agents from and against any and all claims, damages, losses, costs, and expenses which may occur or suffer at any time as a result of, or arising out of, any injury to persons, or loss or damage to the property of others which may be alleged to be caused or suffered as a result of the possession or use of the laptop donated or part thereof.
2. The Organization must:
 - a) be registered with the CVITP;
 - b) notify the CRA if the device is not received in good condition;
 - c) prepare and file returns for eligible individuals using the customized CVITP software provided by the CRA;
 - d) pay for all required services, components, peripherals, supplies, and all maintenance and repair costs for the laptop.
3. In instances where a return cannot be transmitted immediately to the CRA, all confidential and tax related client information must be saved to an encrypted USB flash drive and **not** to the hard drive of the laptop.

Signature

This agreement supersedes all prior negotiations, understanding or agreements, whether oral or written, between the two parties with respect to the subject of this agreement, and is hereby executed by the parties concerned:

For the CRA (signature)

Print name

Year Month Day

For the Organization (signature)

Print name

Year Month Day