2025 T4 and T4A Distribution

For Current Employees (including those on leave of absence):

All T4 and T4A slips for the 2025 tax year will be available electronically on Gryphons at Work no later than February 28. You will receive an email with additional instructions to view/download your T4/T4A slip when they become available.

For Past Employees:

All T4 and T4A slips for the 2025 tax year will be mailed to individuals' current address on file no later than February 28. Please ensure your mailing address is up to date before **4:30 p.m. on February 13**. Please update your current address on file by contacting Human Resources at 519-824-4120, ext. 53374 or hr@uoguelph.ca [1].

If you are a past employee and do not receive your tax slip in the mail you can:

1. View your T4 or T4A tax slips directly on the Canada Revenue Agency (CRA) 'MyAccount for Individuals' website portal [2]

For assistance and information regarding CRA My Account, refer to CRA MyAccount help information [3] ; or

2. Request another paper copy be mailed to you by contacting hr@uoguelph.ca [1] or call 519-824-4120, Ext. 53374 after March 13. If e-mailing, please ensure you include an updated mailing address; or

3. To pick up a reprint of your tax slip(s) in person, contact hr@uoguelph.ca [1] or call 519-824-4120, Ext. 53374 after March 13. Once your reprint is ready, it can be picked up from Human Resources, 5th Floor, University Centre, Monday to Friday between 8:30 a.m. and 4:30 p.m.

Source URL:https://www.uoguelph.ca/hr/staff-faculty/pay/2025-t4-and-t4a-distribution

Links
[1] mailto:hr@uoguelph.ca [2] https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html [3] https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals/about-account.html