

## 2023 T4 and T4A Distribution

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## 2023 T4 and T4A Distribution

All T4 and T4A slips for the 2023 tax year will be mailed **to individuals' current address** on file no later than February 28.

- Active employees, including students currently on payroll, should check and update their current address on file through the [Employee Self-Service portal](#) [1].
- Inactive employees and students can update their current address on file by contacting Human Resources at 519-824-4120, Ext. 53374 or [hr@uoguelph.ca](mailto:hr@uoguelph.ca) [2].

All address changes must be made in the Employee Self-Service portal no later than 4:30 p.m. on February 15.

T4As for student awards (scholarships, bursaries, travel grants) will be sent to the student's address on WebAdvisor.

If for any reason you 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](#) [3]

For assistance and information regarding CRA My Account, refer to [CRA MyAccount help information](#) [4] ; or

2. Request another paper copy be mailed to you by contacting [hr@uoguelph.ca](mailto:hr@uoguelph.ca) [2] or call 519-824-4120, Ext. 53374 after March 15. 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](mailto:hr@uoguelph.ca) [2] or call 519-824-4120, Ext. 53374 after March 15. Once your reprint is ready, it can be picked up from Human Resources, 5<sup>th</sup> Floor, University Centre, Monday to Friday between 8:30 a.m. and 4:30 p.m.

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**Source URL:** <https://www.uoguelph.ca/hr/staff-faculty/pay/2023-t4-and-t4a-distribution>

### Links

[1] <https://hr.uoguelph.ca/EmployeePortal/> [2] <mailto:hr@uoguelph.ca> [3] <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html> [4] <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals/about-account.html>