

2020 T4 and T4A Distribution

In previous years, paper T4 and T4A slips for active employees have been distributed through an individual's department or, for inactive employees to their home address on file. Due to the current COVID-19 pandemic and following guidelines from Public Health, many University of Guelph faculty and staff, continue to work- from-home.

Given this, all T4 and T4A slips for the 2020 tax year, will be sent **to an individual's current address** on file no later than February 28, 2021.

- **Active employees, including students**, should check and update their current address on file through the [Employee Self-Service portal](#) [1].
- **Inactive employees** can update their current address on file by contacting Human Resources at x53374 or hr@uoguelph.ca [2].

All address changes must be made in the Employee Self-Service portal no later than 4:30pm on February 12, 2021.

T4As for student grants, awards & bursaries will be sent to the student's address on WebAdvisor.

At this time, it is not anticipated that Human Resources will be available for face-to-face T4 and T4A pickups. If for any reasons 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:

- [Canada Revenue Agency's secure 'MyAccount' website](#) [3]
- [CRA MyAccount help information](#) [4]

Please note, the CRA now issues security codes via text or voice message to the phone number you provide when you complete the initial set up steps. For any assistance with setting up your 'MyAccount' you can also phone the CRA's "Individual tax enquiries" telephone support line: 1-800-959-8281 (Canada and United States); or

2. Request another paper copy by contacting Human Resources at hr@uoguelph.ca. [2] Please ensure you include an updated address if required.

Individuals seeking information on the 2020 – T2200S (Declaration of Conditions of Employment) Process should see the [2020 Tax Year - T2200S](#) [5] web page for more information.

Source URL: <https://www.uoguelph.ca/hr/staff-faculty/pay/2020-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>

[5] <https://www.uoguelph.ca/hr/staff-faculty/pay/2020-tax-year-t2200s>