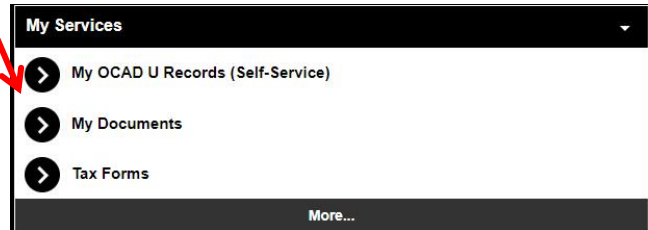


Sign into [myOCADU.ca](http://myOCADU.ca) with your OCAD U student number and password to access **Tax Forms**.

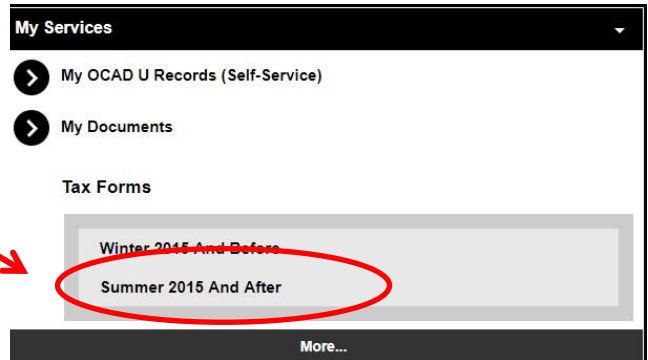
## Tax Forms

In the **My Services** section, click on **Tax Forms**.

**Note:** *T4A and T2202A tax forms are typically available at the end of February each year.*



Choose '**Summer 2015 And After**'.



The **T4A Statement of Pension, Retirement, Annuity, and Other Income** is the official statement for income tax purposes of scholarships, bursaries, awards or other income as defined by the Canada Revenue Agency (CRA) that was provided to you by OCAD U. This statement reflect amounts you have received from OCAD U during the calendar year from January 1-December 31.





## Tax Forms Guide

The **T2202A Tuition, Education, and Textbook Amounts Certificate** is an official statement for income tax purposes of the tuition and fees paid for qualifying courses that are eligible for claim on the income tax return.



Select **View My T4A** or **View My T2202A**.

You may see a log in screen. If prompted, log in again with your myOCADU username and password.



If you have not consented to view your tax slips electronically, you will be asked “To view your consent status and make any changes necessary click the OK button below.”

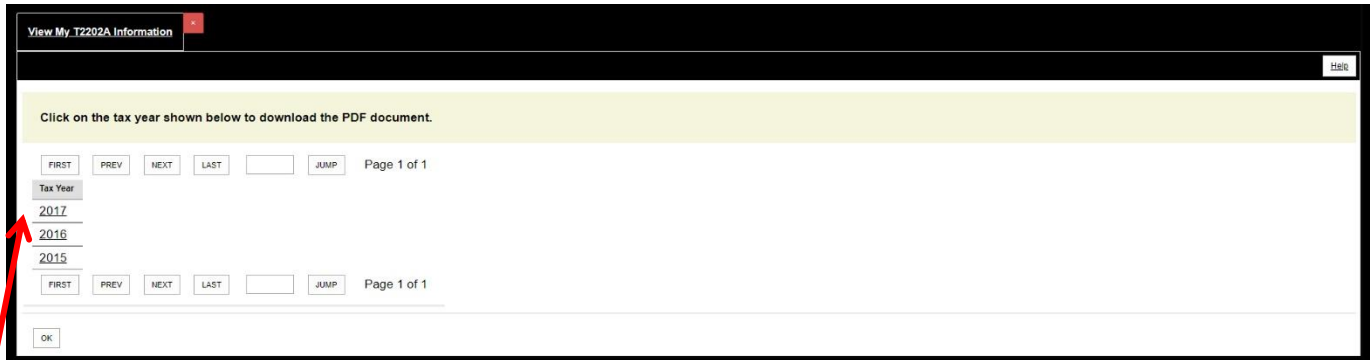
After selecting the OK button, you will be asked for your consent to receive your tax slips in an electronic format.



By selecting this option, I agree to receive my official T4A slip in electronic format. I understand that by consenting I will have access to view and print all of my prior, current and future T4A slips until I remove my consent. I understand that I can return to this form at any time and remove my consent.



I choose to withhold my consent and understand by doing so that I will not receive my official T4A slip in electronic format. I also understand that by withholding my consent, I will not have access to prior or future T4A slips electronically. I understand that I have the ability at any time to return to this form and consent to view my T4A slips electronically.



If you chose to consent to receive your official tax slip in electronic format, you will be prompted to download your T4A statement or T2202A certificate in PDF.

Click on the **Tax Year** link.

A pop-up window will appear when the PDF is downloading. *Ensure that your browser is set to allow pop-up windows.*

Be sure to save or print these documents for your records.