Your 2018 T4/T4A tax forms, which report payroll payments, are now available online.

To obtain your tax forms, log into SFU myINFO at https://myInfo.sfu.ca/ with your Computing ID and Password.

1. Click on Payroll and Compensation Home
2. Click View T4 and T4A Slips
3. Click 2018 Year End Slip

Reminder:
The 2017 Federal Budget allows T4 slips to be distributed electronically without having to obtain express consent from the employee. This applies to T4 slips issued for 2017 and subsequent years, **this does not apply to T4A slips**. Thus, for those who did not provide consent in myINFO, you will be able to view your T4 online and will also receive a paper copy in the mail.

For Students receiving T4A slips:

- If you are receiving scholarship payments from Student Services, obtain a T4A slip by visiting goSFU
- If you are receiving scholarship payments in payroll, a separate T4A slip is issued in myINFO

A paper T4A slip will be sent to your mailing address, if you have not consented to view online.

****If you have an active appointment, you may grant consent to receive T4A's online****

1. Click on Payroll and Compensation Home
2. Click on T4/T4A Consent
3. Check Box to Confirm Consent

Once you have completed these steps you will be able to view your 2018 T4A slip online.

Please Note:

If you do not see your tax forms when you click on View 2018 Slip, it is likely that your PC or MAC “pop up” blocker is turned on. You will need to turn this off in order for your Tax Forms to appear. The link below contains instructions on how to turn off the "pop up" blocker for most browsers.

http://www.sfu.ca/content/dam/sfu/finance/Resources/Configuring%20Your%20Web%20Browser%20to%20Allow%20Pop.pdf

If you are still unable to see your tax forms, contact your local IT support or payroll@sfu.ca

Printed Tax Forms will be mailed to those individuals who have not “Accepted” online delivery. Payroll will mail the printed forms no later than February 28, 2019.

If you have questions, please contact Payroll at 778 782-8486 or payroll@sfu.ca.