

Accessing Tuition and Scholarship Tax Information Slips available through Student Portal

You may have one, two or three .pdf images available (T2202, T4A and/or T4) through the Student Portal. See below for specific information about each one.

To access your tax slip information online:

1. Login to your Student Portal using **IE, Safari, Firefox or DuckDuckGo**.
2. Select **My Tax** from the left side menu.
3. Click on IMG link; document will open in Adobe.
4. Save to personal drive or print as desired.
5. If choosing to login using **Chrome**, right click on the document (IMG), save link as..., and download to personal location; Adobe will open the .pdf.

Blocked access to Student Portal OR expired password?

1. Send email to: ITTicket@burmanu.ca
2. Include your Student ID number and request a password reset.
3. IT personnel are remotely monitoring these requests and respond quickly.

Important Note: As the tax info slips are available online, Burman University will not be mailing out individual tax information.

T2202A

Tuition, Education, and Textbook Amounts Certificate

This statement can be issued only for post-secondary courses taken for credit in a qualifying educational program, the applicable months of attendance and for the dollar value of tuition paid during the calendar year.

T4A

Statement of Pension, Retirement, Annuity and Other Income

If you received scholarships or student aid in the calendar year, you will have a T4A slip. These dollars may count as other income for your tax return. The second page of the T4A slip provides information: "Report these amounts on your tax return."

T4

Statement of Remuneration Paid

If you earned wages in the calendar year, you should have a T4 slip. If you had **tithe** deducted by the school and remitted on your behalf, that amount appears in Box 46, Charitable Donations.

Questions about the **T2202A or T4A**? Call the Student Financial Services at 403/782-3381 x4022 and have your Student ID number ready.

Questions about the **T4**? Call the Accounting Services at 403/782-3381 x4123 and have your Student ID number ready.

Remember your password for the T4 is: a combination of the **last three digits of your SIN followed by your year of birth**.

Accounting Services also provided two other methods of retrieving your T4: (1) through your email using same password as for the monthly pay detail slips and (2) through the hard copy mailed to the address on record in the payroll program.