

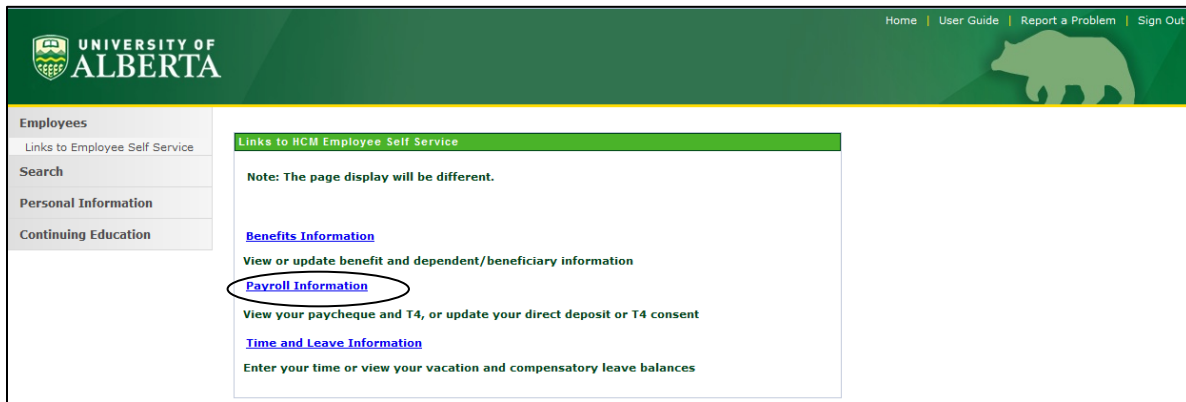
Tax Slips – Printing

Human Resource Services (HRS)

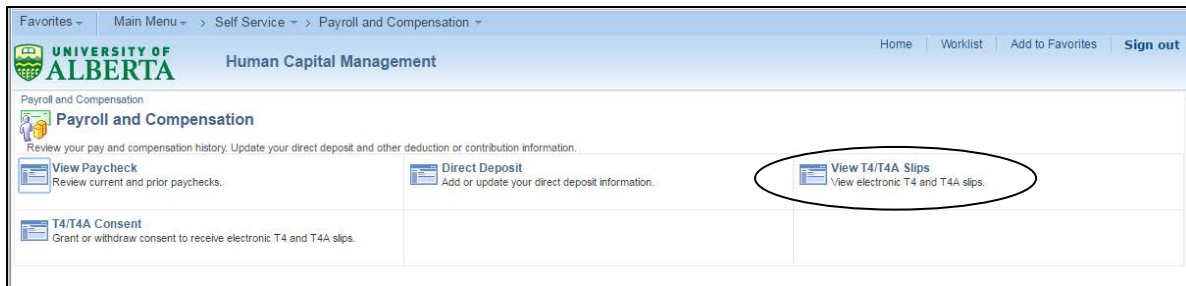
If you have granted consent to access your T4 and T4A slips online, review your available slips under the tax slips tab. If you have more than one tax slip, please make sure that you view and print each one.

1. Sign in to **Bear Tracks**

2. Click **Payroll Information** from the list of Employee Self Service options.



3. Click **View T4/T4A Slips** from the menu items.



4. Click the **Year End Slip** link to view the most recent tax slip.
5. Click **View a Different Tax Year** to access your tax slip from a prior year.

View T4/T4A Slips

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If you have **granted** consent to access your **T4** and **T4A** slips online, review your available slips below.

If you have **more than one tax slip**, please make sure that you **view** and **print** each one, since they will only be displayed one at a time.

Current Status: [View a Different Tax Year](#)

Tax Year	Company	Province	Waqe Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions
2014	UOA	AB	ERR	T4 Slip	0		Year End Slip	Filing Instructions

Consent does not have to be granted each year. Consent remains in effect until withdrawn.

6. Your Tax Slip will open as a PDF in your browser. To print the file, click on the **Print** icon . Once you have reviewed your printing options and properties, click **OK** and your selected tax slip will be sent to the printer.

For questions regarding your tax slips please contact your department/faculty [HR Contact](#).

See the T4 and T4A information sheets on the [Tax Slips](#) page of the HRS website for answers to common questions, such as, “Why does the Year to Date earnings total on my paycheque statement not match Box 14 (Employment Income) on my T4?”