

2016 T4A Information



Whom do I contact if I have any questions?

For questions regarding your tax slips please contact Payroll and Benefit Services in Human Resource Services at payroll.operations@ualberta.ca.

Please provide your 7 digit Person ID number in order to reference your record.

What period of time is the T4A slip for?

The 2016 T4A includes amounts and deductions paid within the taxation year (January – December 31, 2016). Earnings, deductions and taxes for the last semi-monthly pay period (December 16-31, 2016) were paid on January 10, 2017 so will appear on the 2017 tax slips in February 2018.

The following will appear on a T4A:

- Scholarships
- Bursaries
- Fellowships
- Research Grants

T4A's can also include the following:

- Honorariums (some) & Taxable Benefits

What if I don't consent to receive an online tax slip in Bear Tracks?

Employees who have CCIDs must grant consent on Bear Tracks in order to receive their T4 or T4A. For instructions on how to grant consent refer to the Bear Tracks: Employee Self Service page on the HRS website at: www.hrs.ualberta.ca/MyEmployment/ESS.

What am I granting consent to with online tax slips?

When you grant consent you will be able to view and print your tax slips from Bear Tracks.

Are online tax slips accepted by Canada Revenue Agency?

If you file your taxes by mail, PeopleSoft generated online self-printed tax slips are approved by the Canada Revenue Agency.

What are taxable benefits and how do I know what the total is?

Taxable benefits include all employer paid group life insurance premiums (Box 119), and in certain instances, employer paid parking premiums. The total of these premiums can be found on the paycheque/advice in the Employer Year to Date deduction column.

On the **T4A** slip, these benefits are reported in Box 28 (Other Income)

I am receiving bridge benefits, what tax slip will I receive?

The Employer paid group life insurance premium is a taxable benefit and will appear on a T4A. (Box 119)

Why did I receive a T4 and a T4A?

If you received a scholarship, bursary, fellowship, or research grant and were in receipt of employment earnings from the university you will receive both a T4 and T4A. All slips must be added together when filing your 2016 tax return.

While working part time for the University I was given a scholarship in 2016. Why are my job earnings not listed on a T4A?

All earnings and deductions from your part time position will be reflected on a **T4**. Scholarship, bursary, and fellowships are reported on a **T4A** slip. You will receive both slips separately.

Where can I find the deduction and amount totals on my paycheque/advice?

All of the deduction and amount totals will appear on your final paycheque/advice received in 2016 under the Year to Date columns. (Pay period December 1 -15, 2016 for semi-monthly paid employees and December 1 - 31, 2016 for monthly paid employees).

T4A Box 28 (Other Income) will include the following:

- Scholarships
- Fellowships
- AHFMR Research Prize
- Taxable Benefits
- Honorariums (some)
- Research Grants
- Bursaries

Payroll and Benefit Services, Human Resource Services

2-60 University Terrace · University of Alberta · Edmonton, Canada T6G 1K4

Website: www.hrs.ualberta.ca · Email: payroll.operations@ualberta.ca

Telephone: 780-492-4555 · Fax: 780-492-3800