**Whom do I contact if I have a question?**

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 T4 slip for?**

The 2017 T4 includes earnings, deductions and taxes paid within the taxation year (January – December 31, 2017). Earnings, deductions and taxes for the last semi-monthly pay period (December 16-31, 2017) were paid on January 10, 2018 so will not be included on the 2017 T4.

**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.

**Why did I receive two T4 slips?**

If there have been changes to your employment in the year 2017, or you had more than one appointment at the same time, you may have been issued more than one T4 slip. Examples include a change in affiliation, a move from operating to trust, or a change in employment status. All slips must be added together when filing your 2017 tax return. (Refer to T4 information brochure)