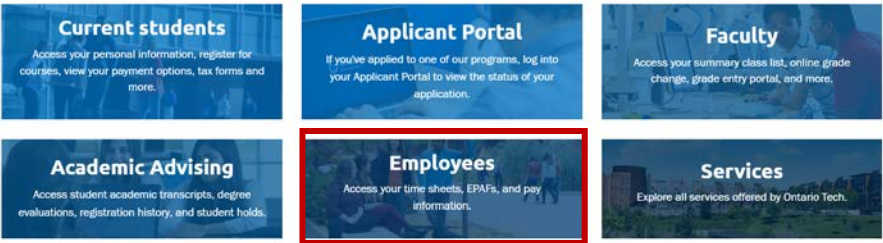

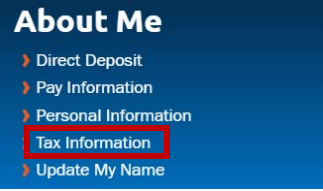


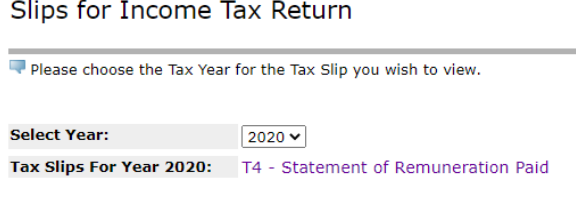
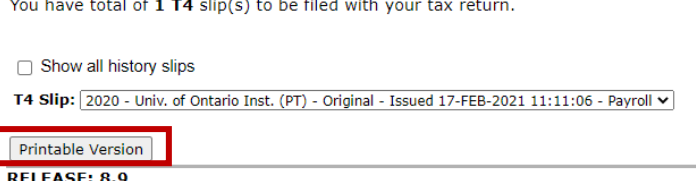


How to access T4 forms through MyCampus

Steps	Page View
<p>1. Go to MyOntarioTech and click on Employees</p>	 <p>The screenshot shows the MyOntarioTech homepage with several service tiles. The 'Employees' tile, which says 'Access your time sheets, EPAFs, and pay information.', is highlighted with a red border.</p>
<p>2. Click on Current Employee or Former Employee</p>	 <p>The screenshot shows two blue buttons: 'Current Employee' and 'Former Employee', each with a person icon.</p>
<p>3. Click on Tax Information located under About Me</p>	 <p>The screenshot shows the 'About Me' menu with options: Direct Deposit, Pay Information, Personal Information, Tax Information (highlighted in red), and Update My Name.</p>
<p>4. Sign in using your 100xxxxxx number and network password.</p> <p><i>* If you are a former employee, sign in with your 100 number and MyCampus password.</i></p>	 <p>The screenshot shows the MyCampus login page with fields for Banner/Student ID and Network Password, and a 'Sign In' button. Logos for Durham College and Ontario Tech University are visible.</p>
<p>5. Click on Slips for Income Tax Return</p>	 <p>The screenshot shows the 'Tax Forms Menu' with a link for 'Slips for Income Tax Return' highlighted in red. A release version of 8.9.1.3 is noted below.</p>
<p>6. Select Year and Click on T4-Statement of Remuneration Paid</p>	 <p>The screenshot shows the 'Slips for Income Tax Return' page. A dropdown menu for 'Select Year' has '2020' selected. Below it, the option 'T4 - Statement of Remuneration Paid' is highlighted.</p>
<p>7. Click on Printable Version and you will then be able to Print or Download your T4 Slips.</p>	 <p>The screenshot shows the details for a T4 slip. It indicates there is 1 T4 slip(s) to be filed. A dropdown menu shows '2020 - Univ. of Ontario Inst. (PT) - Original - Issued 17-FEB-2021 11:11:06 - Payroll'. The 'Printable Version' link is highlighted in red.</p>