



# T4/T4A Paper Tax Forms Request

**Step 1:** Sign into My page > Employee Services > Tax Forms > Request to receive a paper tax form

**Step 2:** Uncheck the box to receive your tax forms in a paper format

**Step 3:** Submit your request – you will receive a message that your submission was received

**Employee Services** Step 1

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## Paper Tax Forms Request

Uncheck the box below to receive your tax forms in a paper format.

You may revoke your request at any time and receive an electronic T4 tax form by checking the box below.

Please contact the Payroll Office at 250-721-7034 or payroll@uvic.ca with questions or concerns.

Selection Criteria

My Choice

**Request to receive Tax Forms electronically:**  Step 2

I understand the instructions provided to me for accessing and printing my electronic Tax Forms.

**Submit** Step 3


Release: 8.0.1

**Employee Services**

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## Paper Tax Forms Request

 Your request is submitted successfully. You have revoked your consent to receive the tax form electronically.