



EMAIL SENT FEBRUARY 28, 2017

Dear Brescia Student,

Tax season is quickly approaching so please make note of the following:

1) **T2202A's** are tuition tax receipts issued to all students for tuition related to the calendar year. These show the amount of tuition that can be deducted for income tax purposes as well as the number of months eligible for the education deduction. These receipts can be accessed online through your [Student Center](#), which allows you to view and download your T2202A - Tuition and Education Amounts Certificate(s) from Taxation year 2000 and onwards.

2) **T4's** are tax receipts issued for employment income by Brescia's Payroll Department. If you received any employment income from Brescia in 2016, please be aware that T4's will be mailed to the most recent address on file as of the last day of February, under Canada Revenue Agency (CRA) legislation. Questions regarding your T4 can be directed to brescia.payroll@uwo.ca.

3) **T4A's** are tax receipts issued for scholarships, bursaries, or other monetary awards issued in 2016. These slips will be mailed to the most recent address on your official file as of the last day of February under Canada Revenue Agency (CRA) legislation. Questions regarding your T4A can be directed to brescia.payroll@uwo.ca.

4) **Bus Pass Receipts:** There are no special tax forms issued for the bus pass. If you are claiming the bus pass amount charged with your Brescia tuition charges, you can use the online statement of account found at <https://bucsf.adt.its.uwo.ca/default.aspx> as proof of amounts paid.

5) **30% Off Ontario Tuition Grant:** Students are sent a single T4A statement by the Ministry showing the combined total amount of 30% Off Ontario Tuition grant payments they received during the calendar year (January 1st to December 31st). This document is mailed to each recipients mailing address.

6) **Free Tax Clinics** are organized by the Western USC every year in March. All tax returns are prepared and electronically submitted to CRA by CRA trained and authorized volunteers. For more information visit <http://westernusc.ca/income-tax-clinic/>.

7) **International Students:** Brescia is required to report this information to all students to enable them to complete their Canadian tax returns. For information on whether you need to file a Canadian tax return and/or a tax return in your country of origin, as well as information on how to file a Canadian tax return as an international student visit International & Exchange Student Centre at http://www.uwo.ca/international/iesc/current/Money%20and%20Taxes/income_tax/index.html. The IESC also offers income tax clinics for international students every year in March.

8) If you require a **Replacement Copy** of your T4 or T4A, you may request a printed or electronic copy at no charge. Please provide 5-7 business days notice for a replacement copy of your information slip(s). As they are being mailed out today, please allow at least 7-10 business days to be received in the



mail PRIOR to confirming the need to request any replacement or duplicate. Students can access the replacement request through the Work Study Payroll information link here: <http://brescia.uwo.ca/tuition/financial-aid/work-study/work-study-payroll/>

Regards,
Ariel