



EMAIL SENT MARCH 3, 2018

Dear Brescia Student,

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

1) **T2202A's** are tuition tax receipts. Please note these receipts are issued by calendar year not academic year. These receipts can be accessed online through your [Student Center](#). Make sure there is no active pop-up blocker or virus protector that is preventing the form from loading.

2) **T4's** are tax receipts issued for employment income by Brescia's Payroll Department. Active Work Study students will have their T4s uploaded to OWL. An email will be sent to those specific students with instructions. For all others these slips 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 2017. Students who provided consent to have this form sent electronically (by the requested deadline) will receive these slips via their UWO email account. For all other students 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, generic fee schedules can be found [here](#) as proof of amounts paid. Undergraduate students have bus pass charges that cross tax years and can claim the following:

- For students who were registered full time and paid for a 12 month bus pass, one half of that cost can be claimed in the current tax year.
- For students who were registered full time in two consecutive academic years and paid for a bus pass in both academic years, one half of the cost from the previous academic year and one half of the cost from the current academic year can be claimed when doing your tax filing.

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 the International & Exchange Student Centre at



<http://www.uwo.ca/international/iesc/>. 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 many of these slips are being mailed out today, please allow at least 7-10 business days for delivery in the mail PRIOR to confirming the need to request any replacement or duplicate. Replacement requests can be sent to brescia.payroll@uwo.ca.

Regards,

Rachel

Rachel Bruijns

Financial Aid Officer

Business Office