

T4 Frequently Asked Questions (FAQ's)

Q: When will I receive my 2021 T4?

A: If you are an active employee with network access, your T4 is available online now. Follow the steps below to access your T4:

- Visit <https://www2.acadiau.ca/myacadia.html>.
- Choose "Self Service".
- **Login** with your Acadia username and network password.
- Click on the "Employees" category.
- Select "Tax Information".

From this screen you can view/print .pdf copies of your T4 forms going back to 2010 (if applicable.)

Q: I am not currently employed and/or do not have network access.

A: Only those employees with active network access will have access to Self Service. If you are not a current employee, a T4 was mailed to the most recent address on file.

If you are a current employee and are not able to log in to Self Service or do not see the *Employee* category, please send an email to payroll@acadiau.ca.

Q: I moved during the year but did not update my address with HR. How do I get my T4?

A: Please send an email to payroll@acadiau.ca. You will need to verify personal information for the status of your T4 to be released. Please note that due to privacy laws, only the person issued the T4 can call or e-mail for further information.

Q: How do I change my address with HR?

A: If you are currently employed, once you log in to Self Service you will see a User Options link on the left-hand side of the screen. Click on User Profile and adjust your address as needed.

If you are not currently employed, please [complete this form](#), sign, and send back to payroll@acadiau.ca.

Please note that changing your address now will not be reflected on any past T4's, including 2021.

Q: Why did I receive two (or more) T4's for 2021?

A: During the calendar year, changes may be made to how Acadia reports employee deductions to Canada Revenue Agency (CRA). This may result in the creation of two T4's. Both are correct and must each be reported on your personal income tax return to CRA.

Q: Why is Box 22 (income tax) on my T4 blank?

A: If you have exempted yourself from tax deductions on the TD1, no income taxes are deducted from your pay. You are still required to pay CPP and EI as per Canada Revenue Agency regulations.

Q: The Social Insurance Number (SIN) on my T4 is wrong. What do I do?

A: Please contact HR immediately by email to payroll@acadiu.ca to investigate the matter.

Q: Is there another way to get my T4 if none of the above situations apply to me?

A: There is another way to access a T4, T4A and other issued slips online. By signing up for CRA's "My Account" program, you can access slips and personal income tax returns from prior years. Please visit the link below for additional information and to determine if this option is right for you:

<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>

Q: Who do I contact with questions about my T4?

A: Please send an email to payroll@acadiu.ca and our team will assist you further.