

Student Center: How to Download Your Income Tax Slips

This step-by-step tutorial explains how to download your income tax slips (**T2202A**, **T4A**, **Relevé 8** and **U-Pass** slip).

Note: Before you start, enable pop-ups in your browser.

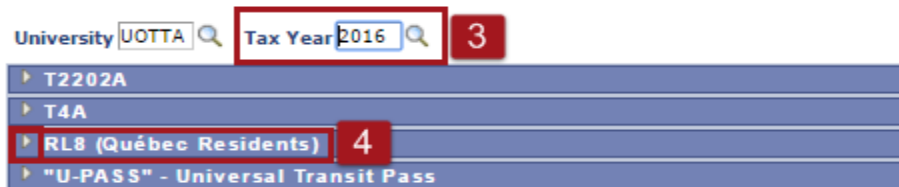
You can access uoCampus by going in Saint Paul University's **Intranet** (<http://www.ustpaul.ca/intranet>). In uoCampus go the finance tab, click **Income Tax Form** and:

1. In the **Account Summary** screen, click the **Income Tax Forms** tab.

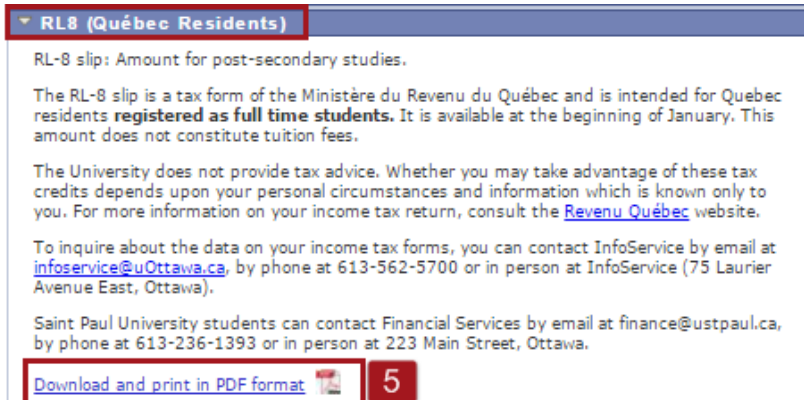


2. **Note:** The University of Ottawa is selected by default.
3. Click the magnifying glass near the **Tax Year** box to choose the tax year.
4. Click the arrow to the left of the tax slip you want (T2202A, T4A, RL8 or U-PASS) to expand the section.

Income Tax Forms



5. At the bottom of the section you selected, click **Download and print in PDF format** (a PDF version of your tax slip will automatically be displayed in a new window.)



Need assistance?

- To access SPU's Intranet (user ID and password), contact CDES at extension 2234.
- To access uoCampus (user ID and password), contact the University of Ottawa help line at 613-562-5800, extension 6555.

(End of tutorial)