



One University. One World. Yours.

Name:	Payroll – T4 and T4A
Policy Number:	6-1003
Origin:	Human Resources
Approved:	1 April 1992
Issuing Authority:	Director, Human Resources
Responsibility:	Director, Human Resources
Effective Date	19 January 2010
Revision Date(s):	1 March 1993 1 September 2007 19 January 2010

Your T4 is a valuable document. The University is required by law to send you your T4 and/or T4A by February 28th.

The T4 and/or T4A's will be distributed to your department. If the T4 and/or T4A's are not picked up they will be mailed to your permanent address. Please verify that your mailing address is correct before January 1 by logging into [Employee Self-Service](#). (<http://selfservice.smu.ca/>) Failure to maintain a current permanent address will result in a delay in receiving your T4 and/or T4A.

If you lose this document a copy may be obtained by accessing [Employee Self-Service](#). (<http://selfservice.smu.ca/>).