How to access your T4 through Employee Self-Service

- Go to www.mun.ca and click “Log In”. Select my.mun.ca. Use your MUN login ID or university email along with your password to sign in. If you are unsure about how to log in, please click on “Can’t login?” at the bottom right of the screen for assistance.

- Select the following tabs:
  - Employees
  - Current Pay, Leave, Equity and Employee Self Service Data
  - Employee Services
  - Tax Forms
    - Benefits and Deductions
    - Pay Information
    - Tax Forms
      - View T4/T4A tax slips.
  - Slips for Income Tax Return

- Click on “T4-Statement of Remuneration Paid” to select your T4(s), and/or “T4A-Statement of Pension, Retirement, Annuity, and Other Income” to select your T4A(s) (for pensions, scholarships and research grants)

(see over)
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- Click on “Printable Version” to open the T4 so you can print or download it. If nothing happens, you need to turn off your pop-up blocker. If you need assistance with turning off your pop-up blocker, please contact the ITS Help Desk at 864-4595.

- **Please note**: depending on your circumstances, you may have two or even three tax slips.
  - If you see a T4 and a T4A next to “Tax Slips for Year 20xx”, please ensure you retrieve both slips and include them both when preparing your tax return.

  ![Image of Slips for Income Tax Return](image)

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  - You may also see a message telling you that you have two T4s. In this case, please click on the drop-down arrow (circled in yellow) to retrieve both slips. Be sure to include both when preparing your tax return.

  ![Image of T4 Statement of Remuneration Paid](image)

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