Electronic Address Change for Your T4 – Step-By-Step

Step 1:
In my.mun.ca, select the ‘Employees’ tab.

Step 2:
Select the button labelled ‘Current Pay, Leave, Equity and Employee Self Service Data’.
Step 3:
Select the link labelled ‘Personal Information”

Step 4:
Select the link labelled “Update Addresses and Phones”

Please note it is necessary to end your current T4 address before it can be updated. To do this, click on the “Current” link under T4 Address found in the “Update Addresses and Phones” menu.
Add the end date for this address to the “Until this Date: MM/DD/YYYY” field. Then click the Submit button.

Step 5:
Select “T4 Address” in the “Type of Address to Insert” drop-down menu and then click Submit.
Step 6:
Enter your new T4 Address information in the fields below. Once complete, click Submit.

You have now updated your T4 address.