Electronic Tax Forms Consent – 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 ‘Employee Services’ tab and choose ‘Tax Forms’

Employee Main Menu

- Benefits and Deductions
- Pay Information
- Tax Forms
- Leave balances
- Employment Equity Survey
- Employee Support Programs
- Graduate Student Payroll Deduction Request

RELEASE: 8.8

Step 4:

Select the ‘Electronic Tax Forms Consent’ link.
Step 5:
Select the check box to consent to receive your tax forms electronically. The box will display a check mark when selected.

After you have selected the check box, click the ‘Submit’ button towards the bottom of the page.

Once submitted, you will see the message “Your request is submitted successfully. You have consented to receive the tax form electronically”