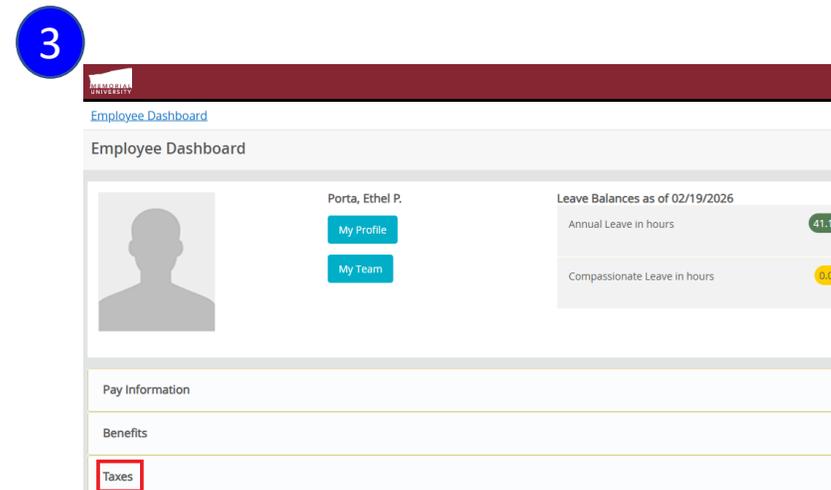
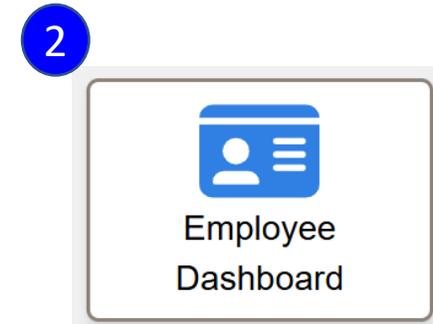
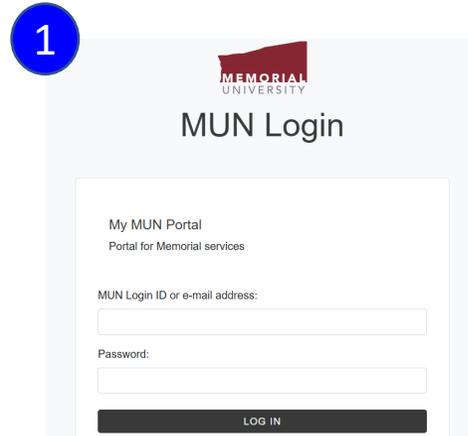


# How to access your T4/T4A through Employee Self-Service



**IMPORTANT: YOU MAY HAVE MORE THAN ONE TAX SLIP. PLEASE ENSURE YOU RETRIEVE THEM ALL!**

1. Go to [my.mun.ca/employee](https://my.mun.ca/employee) and login using your MUN login ID or university email and password.
2. Click on the “Employee Dashboard” icon. This will bring you to the dashboard landing page.
3. On the left-hand side of your dashboard, click on the “Taxes” section beneath your photo.

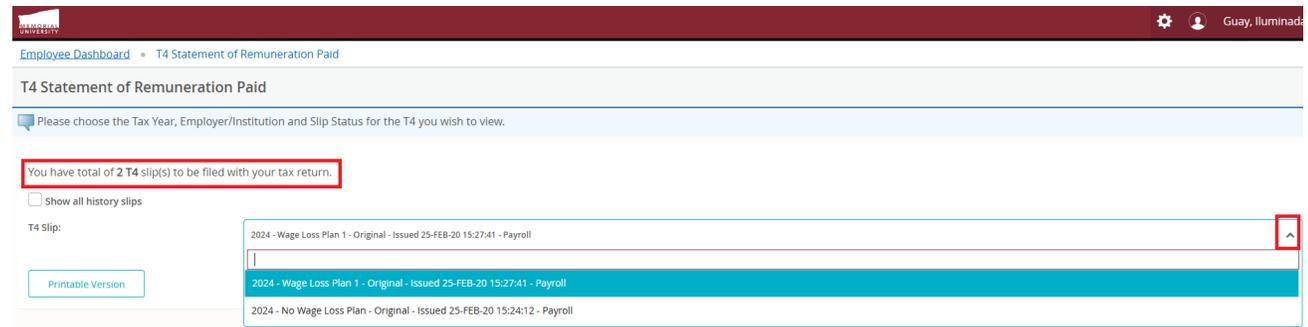
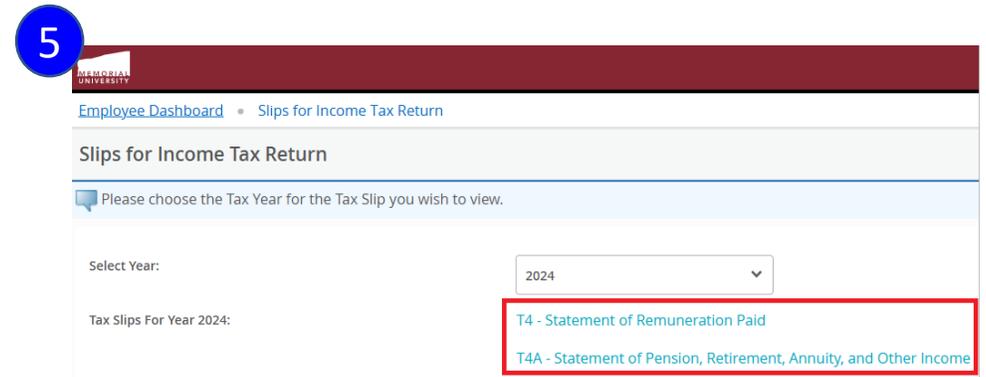
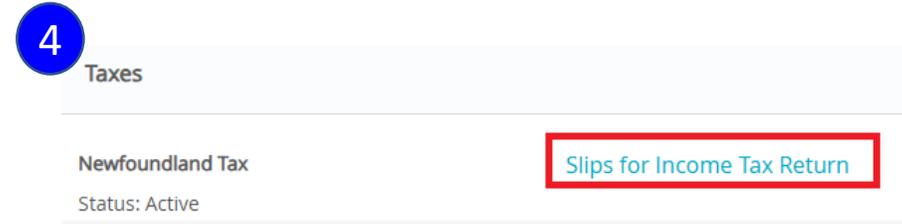


4. Click on “Slips for Income Tax Return”.
5. Choose the desired tax year, e.g., “2025” and click:
  - T4 – Statement of Remuneration Paid to select your T4(s) **and/or**
  - T4A – Statement of Pension, Retirement, Annuity, and Other Income (for pensions, scholarships, and research grants)

**IMPORTANT:** Depending on your circumstances, you may have multiple tax slips, e.g., a T4 and a T4A or two T4s.

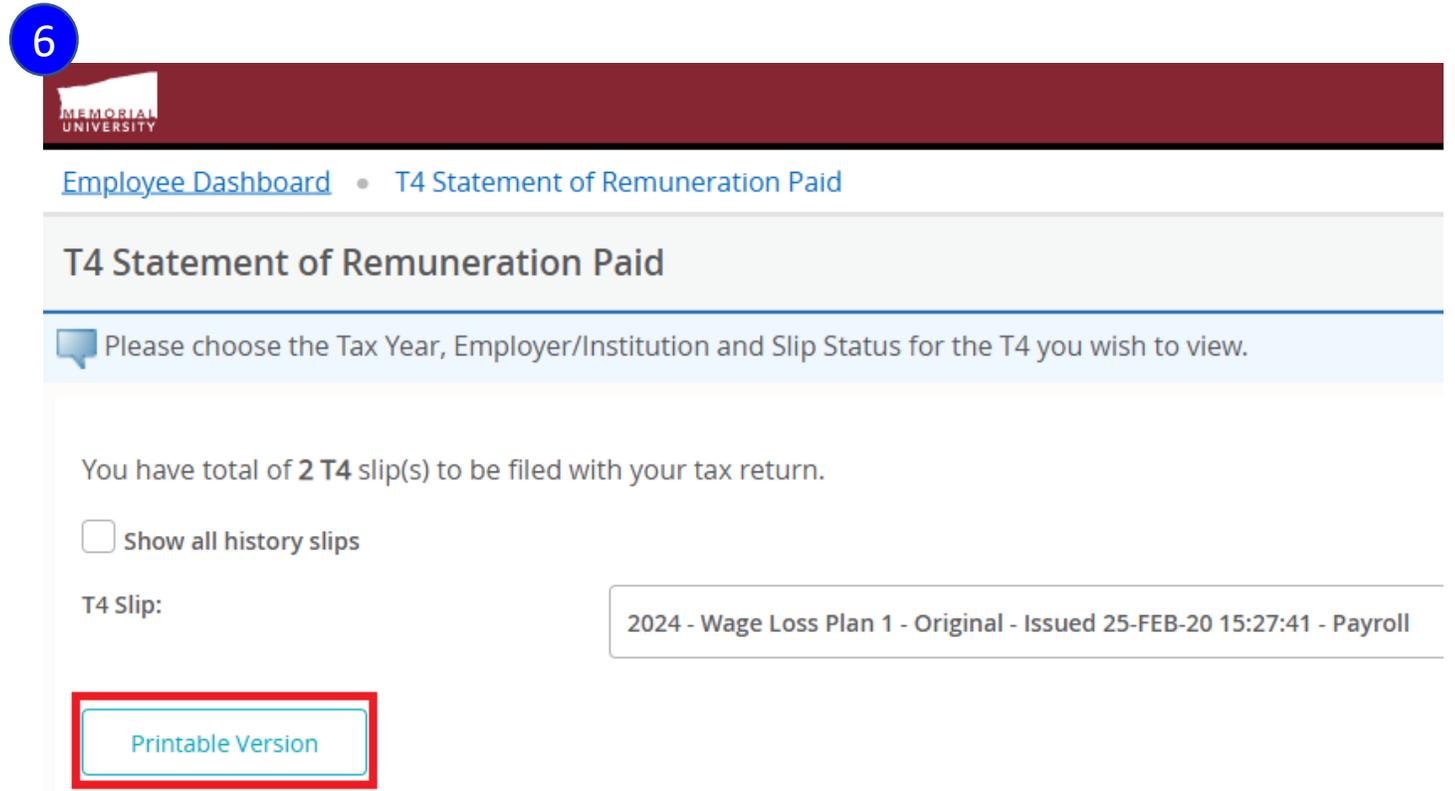
If you see a T4 and a T4A next to “Tax Slips for Year 20xx” or a message telling you that you have two T4s, please ensure you retrieve **both** slips and include them both when preparing your tax return.

In the case of two T4s, please click on the drop-down arrow (highlighted in **red**) to retrieve both slips.



6. Click on “Printable Version” to download your tax slip in PDF format. Go to your Downloads folder on your desktop/laptop and find the file you just downloaded to open or print it.

If you encounter any issues when trying to download, ensure your pop-up blocker is turned off and/or try another browser. If the issue persists, please contact the ITS Service Desk at 709-864-4595 or [help@mun.ca](mailto:help@mun.ca).



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[Employee Dashboard](#) • [T4 Statement of Remuneration Paid](#)

### T4 Statement of Remuneration Paid

Please choose the Tax Year, Employer/Institution and Slip Status for the T4 you wish to view.

You have total of 2 T4 slip(s) to be filed with your tax return.

Show all history slips

T4 Slip:

2024 - Wage Loss Plan 1 - Original - Issued 25-FEB-20 15:27:41 - Payroll

[Printable Version](#)