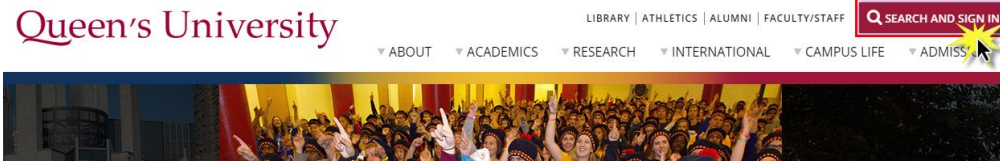
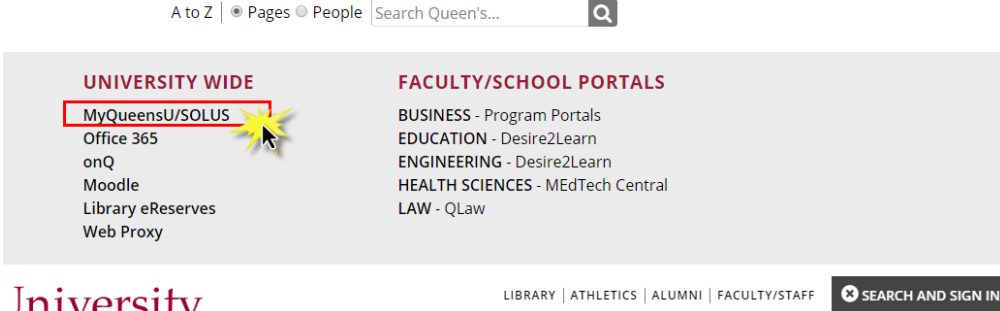


View and Print T4 / T4A Forms

- All employees that receive a Queen's T4 and/or T4A form will now have the ability to receive an electronic form rather than a mailed printed form.
- Employees must consent to receive electronic T4 and T4A forms and will have the ability to revoke consent.
- Employees will have the ability to view and reprint current and previous year T4 and T4A forms from the 2015 tax year forward.

Processing Steps	Screenshots
<p>Step 1:</p> <p>Navigate to http://www.queensu.ca/</p> <p>Click the Search and Sign In button.</p>	
<p>Step 2:</p> <p>Select MyQueensU/SOLUS from the list of University Wide links.</p>	
<p>Step 3:</p> <p>Enter your NetID and Password into the respective fields.</p> <p>Click the Log In button.</p>	