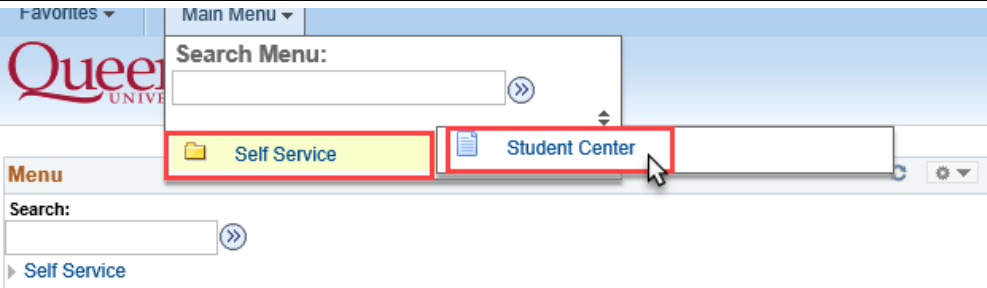
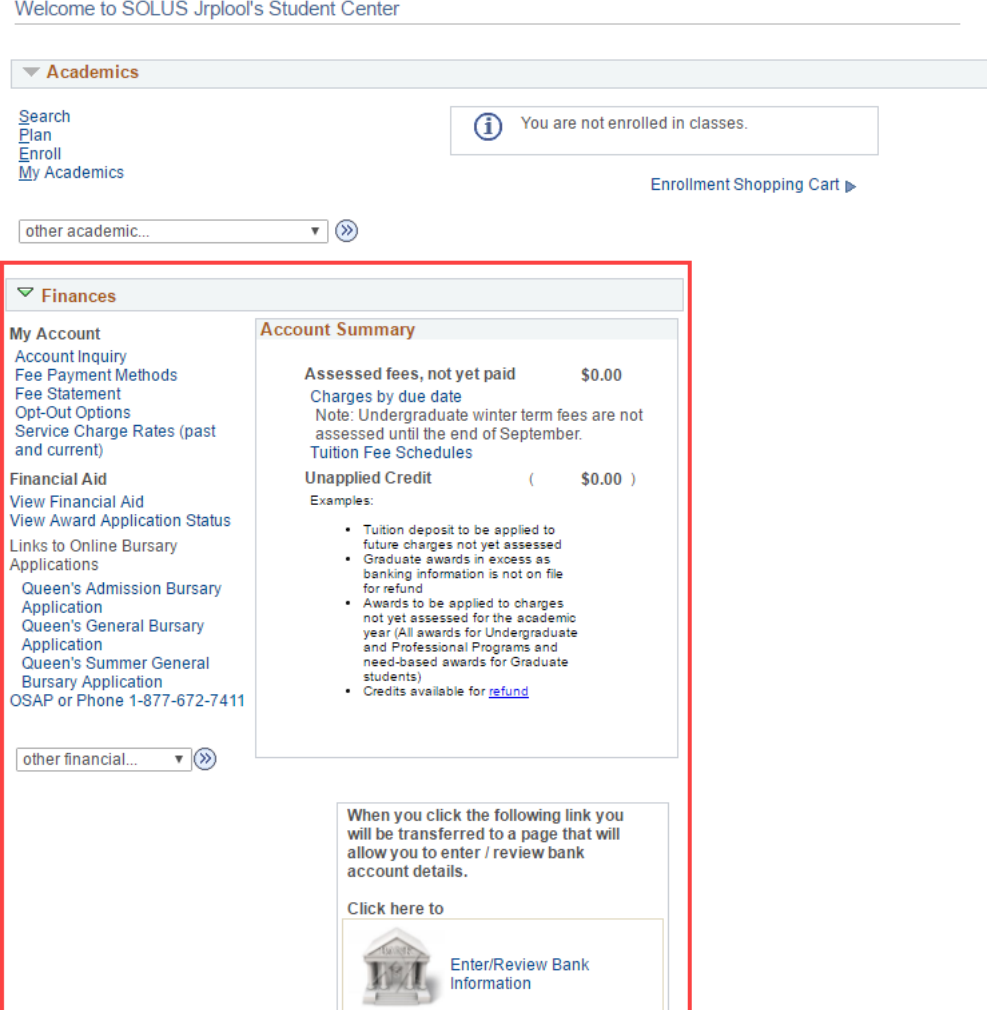
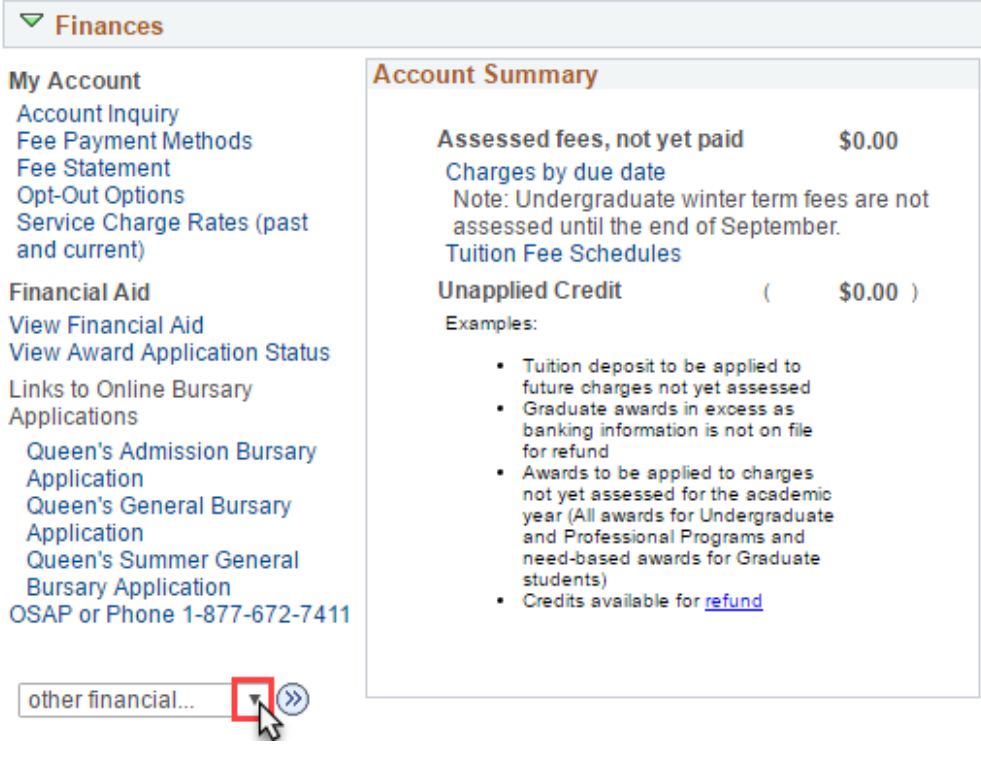
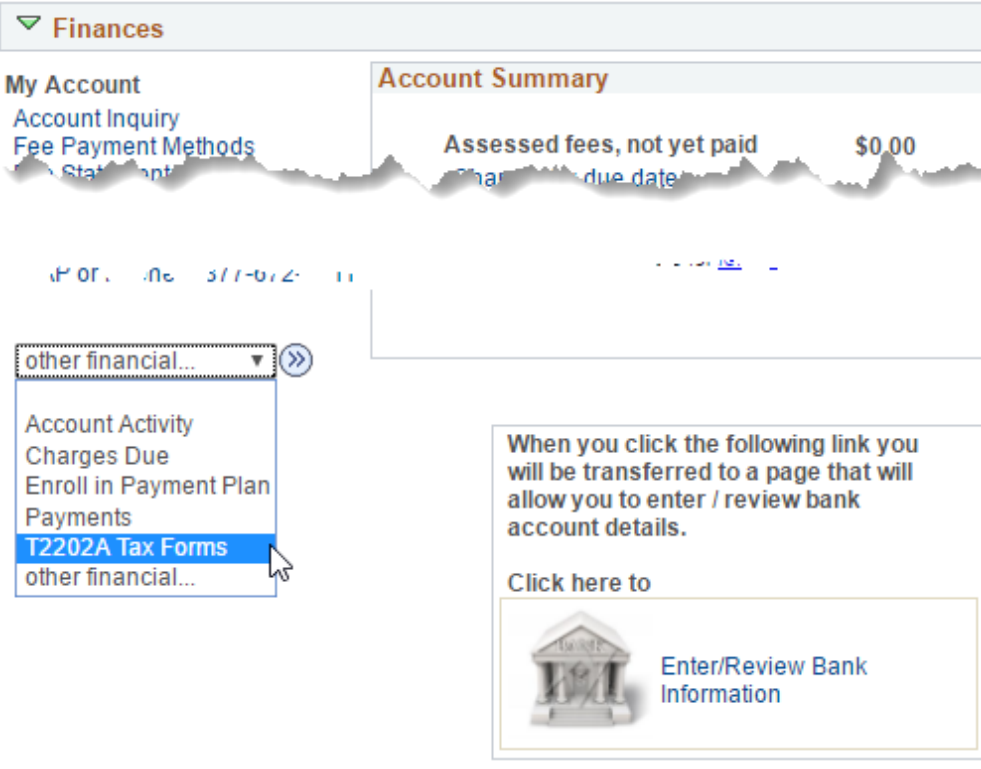
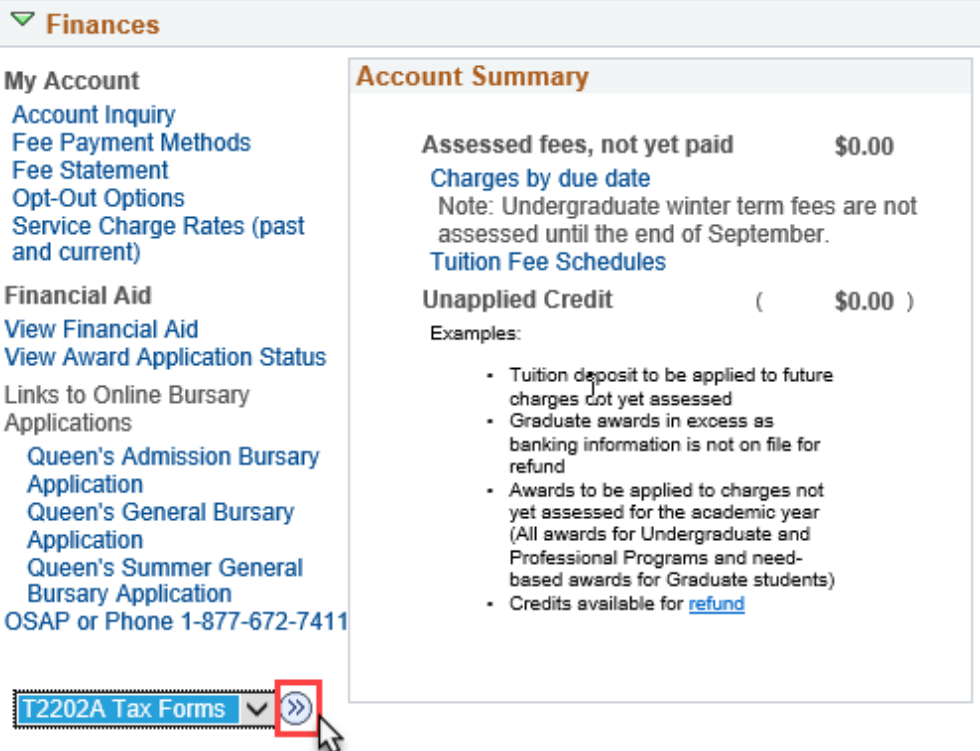
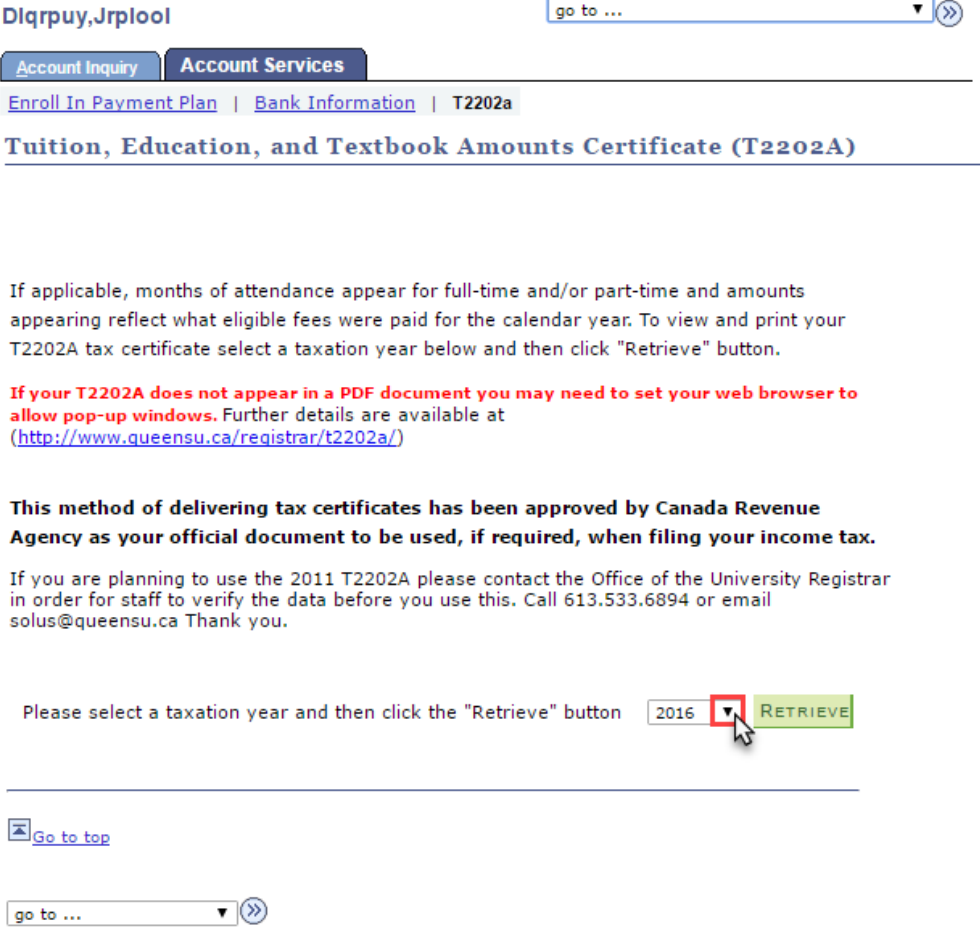


HOW TO GET YOUR T2202A




- **T2202A Income Tax Certificates** for the past **Taxation Year** will be available for downloading from the **SOLUS Student Centre** no later than February 29th.
- If you are planning on printing forms from SOLUS, please ensure that your browser allows pop-ups.
- If your web browser is set to block pop-ups, your T2202A will NOT produce.
- Forms will appear in a new window in .pdf format.
- After you have allowed pop-ups, and have generated a form command, please look for additional tabs below the browser menu bar.
- Your document may not automatically load on the screen, and may be located under a new tab, or screen.
- If your certificate does not generate, please review the previous steps to ensure that your browser is allowing the new window to be created.

Processing Steps	Screenshots
<p>Step 1:</p> <p>Access the main page of SOLUS via the following navigation:</p> <p>Main Menu > Self Service > Student Center</p>	
<p>Step 2:</p> <p>Scroll down to the Finance section.</p>	

Processing Steps	Screenshots
<p>Step 3:</p> <p>Click on the other financial... drop-down list box to access the list.</p>	 <p>The screenshot shows the 'Finances' section with a dropdown menu open for 'other financial...'. The menu items include: Account Activity, Charges Due, Enroll in Payment Plan Payments, T2202A Tax Forms (highlighted), and other financial... A red box highlights the dropdown arrow, and a mouse cursor points to the 'T2202A Tax Forms' option.</p>
<p>Step 4:</p> <p>Select T2202A Tax Forms.</p>	 <p>The screenshot shows the 'Finances' section with the 'T2202A Tax Forms' option selected in the dropdown menu. A text box on the right contains the following text: 'When you click the following link you will be transferred to a page that will allow you to enter / review bank account details. Click here to' followed by a button that says 'Enter/Review Bank Information' with a small icon of a building.</p>

Processing Steps	Screenshots
<p>Step 5:</p> <p>Click the Go button.</p>	 <p>Finances</p> <p>My Account Account Inquiry Fee Payment Methods Fee Statement Opt-Out Options Service Charge Rates (past and current)</p> <p>Financial Aid View Financial Aid View Award Application Status</p> <p>Links to Online Bursary Applications Queen's Admission Bursary Application Queen's General Bursary Application Queen's Summer General Bursary Application OSAP or Phone 1-877-672-7411</p> <p>Account Summary</p> <p>Assessed fees, not yet paid \$0.00 Charges by due date Note: Undergraduate winter term fees are not assessed until the end of September. Tuition Fee Schedules</p> <p>Unapplied Credit (\$0.00)</p> <p>Examples:</p> <ul style="list-style-type: none"> Tuition deposit to be applied to future charges not yet assessed Graduate awards in excess as banking information is not on file for refund Awards to be applied to charges not yet assessed for the academic year (All awards for Undergraduate and Professional Programs and need-based awards for Graduate students) Credits available for refund <p>T2202A Tax Forms [dropdown arrow] [right arrow]</p>
<p>Step 6:</p> <p>Click on the change year drop-down list to select the appropriate year.</p>	 <p>Diqrpuv,Jrplool <input type="text" value="go to ..."/></p> <p>Account Inquiry Account Services</p> <p>Enroll In Payment Plan Bank Information T2202a</p> <p>Tuition, Education, and Textbook Amounts Certificate (T2202A)</p> <p>If applicable, months of attendance appear for full-time and/or part-time and amounts appearing reflect what eligible fees were paid for the calendar year. To view and print your T2202A tax certificate select a taxation year below and then click "Retrieve" button.</p> <p>If your T2202A does not appear in a PDF document you may need to set your web browser to allow pop-up windows. Further details are available at http://www.queensu.ca/registrar/t2202a/</p> <p>This method of delivering tax certificates has been approved by Canada Revenue Agency as your official document to be used, if required, when filing your income tax.</p> <p>If you are planning to use the 2011 T2202A please contact the Office of the University Registrar in order for staff to verify the data before you use this. Call 613.533.6894 or email solus@queensu.ca Thank you.</p> <p>Please select a taxation year and then click the "Retrieve" button <input type="text" value="2016"/> [dropdown arrow] <input type="button" value="RETRIEVE"/></p> <p>Go to top</p> <p><input type="text" value="go to ..."/></p>

Processing Steps	Screenshots
<p>Step 7:</p> <p>Select the appropriate year.</p>	<p>Tuition, Education, and Textbook Amounts Certificate (T2202A)</p> <p>If applicable, months of attendance appear for full-time and/or part-time and amounts appearing reflect what eligible fees were paid for the calendar year. To view and print your T2202A tax certificate select a taxation year below and then click "Retrieve" button.</p> <p>If your T2202A does not appear in a PDF document you may need to set your web browser to allow pop-up windows. Further details are available at (http://www.queensu.ca/registrar/t2202a/)</p> <p>This method of delivering tax certificates has been approved by Canada Revenue Agency as your official document to be used, if required, when filing your income tax.</p> <p>If you are planning to use the 2011 T2202A please contact the Office of the University Registrar in order for staff to verify the data before you use this. Call 613.533.6894 or email solus@queensu.ca Thank you.</p> <p>Please select a taxation year and then click the "Retrieve" button</p> <p>2016 2015 2016 RETRIEVE</p> <p>Go to top</p> <p>go to ...</p>
<p>Step 8:</p> <p>Click the RETRIEVE button to access the T2202A Forms.</p>	<p>Tuition, Education, and Textbook Amounts Certificate (T2202A)</p> <p>If applicable, months of attendance appear for full-time and/or part-time and amounts appearing reflect what eligible fees were paid for the calendar year. To view and print your T2202A tax certificate select a taxation year below and then click "Retrieve" button.</p> <p>If your T2202A does not appear in a PDF document you may need to set your web browser to allow pop-up windows. Further details are available at (http://www.queensu.ca/registrar/t2202a/)</p> <p>This method of delivering tax certificates has been approved by Canada Revenue Agency as your official document to be used, if required, when filing your income tax.</p> <p>If you are planning to use the 2011 T2202A please contact the Office of the University Registrar in order for staff to verify the data before you use this. Call 613.533.6894 or email solus@queensu.ca Thank you.</p> <p>Please select a taxation year and then click the "Retrieve" button</p> <p>2016 RETRIEVE</p> <p>go to ...</p>

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<p>Step 9:</p> <p>The T2202A Forms will open in a new window in PDF format.</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p>Tuition, Education, and Textbook Amounts Certificate Certificat pour frais de scolarité, montant relatif aux études et montant pour manuels</p> </div> <div style="text-align: center;"> <p>Protected B / Protégé B when completed / une fois rempli</p> </div> <div style="text-align: right;"> <p>T2202A (16) For student / Pour l'étudiant 1</p> </div> </div> <p> <ul style="list-style-type: none"> Issue this certificate to a student who was enrolled during the calendar year in a qualifying educational program or a specified educational program at a post-secondary institution, such as a college or university, or at an institution certified by Employment and Social Development Canada (ESDC). 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