

## **T4s for income tax returns**

University of Ottawa retirees must include the following documents and/or information with their income tax returns:

1. **The T4 slips** (one for Revenue Canada and one for Revenue Québec) that are sent to you by mail and that specify your pension income and the amounts withheld at source.
2. Another slip, the **T4A**, which indicates on **Box 119** the amount paid by the University as premium for **life insurance**. This premium is taxable both at the federal and provincial levels.
  - Retirees must declare it as “Other income” in Box 10400 of their income tax return.
  - You can find this slip in your HR profile on the Human Resources (HR) website. HR mails the T4A slip to those who have indicated that this is their preference.
3. **The letter** sent by the University only to retirees residing in Québec, indicating the amounts (taxable in Québec) paid by the University for medical and dental insurance and the **health care spending account**. Québec residents must include this letter with their return.
  - This letter is sent to retirees by e-mail unless they explicitly ask HR every year to receive it by mail.

### **How to access documents on the HR website**

The University of Ottawa HR Service provides income tax documents exclusively through its website. Documents are mailed only upon specific request from the retiree. To access your documents, go to [https://erpssb.uottawa.ca/BANPRODE/twbkwbis.P\\_WWWLogin](https://erpssb.uottawa.ca/BANPRODE/twbkwbis.P_WWWLogin)

Follow the instructions for identifying yourself using the identifier from your @uottawa.ca e-mail and your unique password (the same one as for your @uottawa.ca e-mail). For assistance, call 6555.

After identifying yourself, click on “**Employee**”, then on “**Income tax forms**”, then on “**Slips for income tax purposes**”, then select the year and click on “**T4A – Statement of pension, retirement, annuity, and other income**”. Once there, click on “**Printable version**” which opens a PDF that you can save and/or print.

If you are a Québec resident, HR sends an e-mail to your @uottawa address, indicating the amount to be included in your retirement income based on your insurance benefits such as the health spending credit.