

Viewing and Printing T4 or T4A Tax Slips issued by Human Resources – Quick Guide

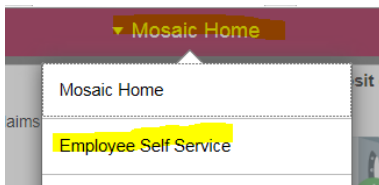
Why Electronic Delivery of T4 Tax Slips?

T4 tax slips for 2018 and subsequent years will be provided to McMaster University employees by electronic delivery through Mosaic. Electronic delivery is fast, secure, and allows employees to print tax slips at their convenience or to download a digital copy of their slip. Recent amendments to the Income Tax Act now allow employers to use electronic distribution of T4 tax slips and the Canada Revenue Agency recognizes electronic delivery as a valid means of providing tax slips to individuals.

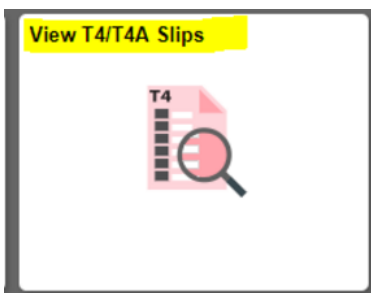
The tax slips will be available on or before the last day of February in accordance with the annual deadline set by the Canada Revenue Agency.

How to access your T4 or T4A tax slips

- 1) Via your web browser login to Mosaic, using your MacID and password, at mosaic.mcmaster.ca
- 2) On the Mosaic homepage, select 'Employee Self Service' from the 'Mosaic Home' dropdown menu:



- 3) Click on the 'View T4/T4A Slips' tile, from the available selection of tiles:



- 4) Select the tax slip you would like to view from your available list of tax slips for the tax year by clicking 'Year End Slip' in the applicable row:

[View a Different Tax Year](#)

| Select Year End Form | | | | | | | | Personalize |
|----------------------|---------|----------|----------------|-------------|----------|----------------------|---------------|---------------------|
| Tax Year | Company | Province | Wage Loss Plan | Tax Form ID | Sequence | Slip Sequence Number | Year End Slip | Filing Instructions |
| 2017 | MAC | ON | RD2 | T4 Slip | 0 | 0 | Year End Slip | Filing Instructions |

- 5) When viewing your tax slip, you then have the option to **download a copy** (file will save in Adobe PDF format), or to **print** the tax slip from your web browser.

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Additional Tips and Information

MacID Support:

- If you are experiencing issues with your MACID, have forgotten your MACID, or need your MACID activated, please visit <https://www.mcmaster.ca/uts/macid/>

Pop-up Blockers:

- In order to view the tax slips, you need to allow pop-ups from Mosaic.
- Pop-up settings vary by browser, so please consult the help documentation for your specific web browser.

Additional Tax Slip Information:

- Once on the "View T4/T4A Slips" screen in Mosaic (see screen shot in Step 4) you can also:
 - View your tax slips from a different tax year by clicking the link "View a Different Tax Year"
 - View the tax slip "Filing Instructions" page by clicking that link (pop-ups need to be allowed, per above).

Viewing T4A slips Online:

- In order to **view T4A slips online**, you must be consented for electronic delivery. To review or update your consent status in Mosaic use the NavBar Navigator to the following path:



- Human Resources > Self Service > Payroll and Compensation > T4/T4A Consent

If replacement tax slips are required for any reason, or you have any questions, please contact your [Human Resources Representative](#) or alternatively dial 222-HR (22247).