



UNIVERSITY
OF MANITOBA

Financial Services

Request Form for Paper T4 Slip

Payroll Services
Rm. 414 Administration Bldg.
Winnipeg, Manitoba
Canada R3T 2N2

We are pleased to provide our employees with a secure electronic access to T4 slip(s) via Employee Self Service Portal (ESS). All you need to do to print your T4 is:

Log-in to ESS <https://vip.umanitoba.ca> and click

My Pay → *2020 T4* → *View, Print or Download*

We encourage you to use electronic T4 slips, enjoy the security and convenience of accessing and viewing/printing your T4 quickly from anywhere at any time through ESS. Electronic T4s also eliminate the need to wait for the mail and the risk of your tax slip getting lost or misplaced.

Despite many benefits of electronic T4s, University of Manitoba acknowledges that some of our employees may require a Paper T4 slip. Please see instructions below if you would like us to send you a Paper T4 at the end of February.

Please complete the following and **mail the original signed copy** of this form to the Payroll Department.

All request forms must be received by 4:30pm (CST) on Friday, 5th February 2021. Any requests received after 5th February will not be processed until after the third week of March.

Payroll Services – Paper T4
Rm. 414, Administration Bldg.
Winnipeg, Manitoba
Canada R3T 2N2

I would like to request my T4 slip(s) in paper format

Employee Name: _____ Employee Number: _____
(Please Print)

Employee signature: _____ Date: _____

*****Paper T4 will be mailed by the end of February. Please ensure your home address is updated in our system prior to 5th February, 2021. Address update can be made via ESS directly or by contacting HR help desk*****

For additional information:

General Payroll Inquiries	Payroll Services	(204) 474 – 6632
Address Change	HR Help Desk	(204) 474 – 9400
Technical Inquiries	IT Help Desk	(204) 474 – 8600

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of authenticating your identity and providing you with a paper copy of your T4 slip. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.