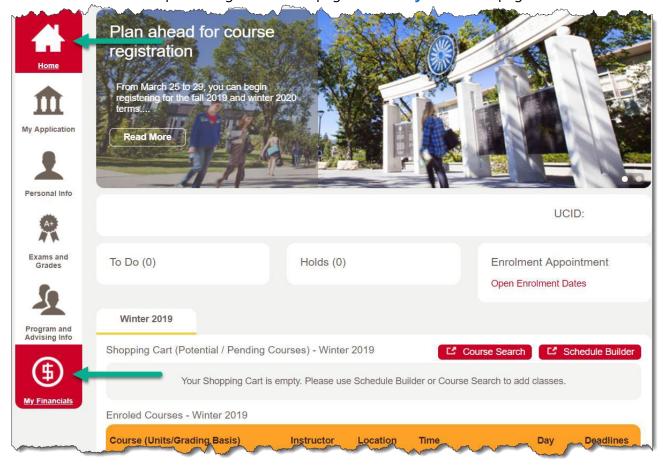


The T4A Tax form concerns Awards, Scholarships or Bursaries you have received from the University of Calgary. Please **ensure that your pop-up blockers are disabled** to allow the receipts to generate in a new tab. The T4A Tax Receipt will be available in your Student Portal at the end of February.

1. Log into your UofC Student Portal (my.ucalgary.ca)



2. You can access tax receipts through the **Home** page OR the **My Financials** page.





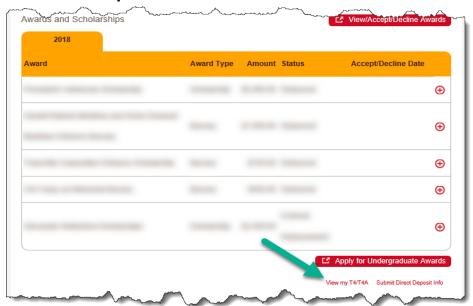
**3. HOME** page access:

Scroll to the bottom of the page to the Quick Links – Student section and select View my T4/T4A.



## MY FINANCIALS page access:

Under Awards and Scholarships, click on the View T4/T4A link.



4. The View T4/T4A link will open the window below.

View Different Tax Year will allow you to view other T4A years, if available.

**Year End Slip** will generate your tax receipt.

Filling Instructions are steps on how to report these amounts in your tax return.



End of Procedure. For further questions, please contact Enrolment Services.