

## Self Service T4- Withdrawing Consent

Employees who wish to receive a printed T4 can withdraw consent for the Self Service T4. This must be completed prior to February 8<sup>th</sup>, 2019 to ensure a printed T4 will be provided to you.

### Steps:

1. Navigate to Self Service>Payroll and Compensation>T4/T4A Consent
2. Click in the box – **Check here to withdraw your consent to receive electronic T4 and T4A slips.**

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > T4/T4A Consent

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Navigator ▾ Search >> Advanced Search

### T4/T4A Consent

Sunny Day

Submit or withdraw your consent to receive electronic T4 and T4-A slips.

Should you require a printed T4, you may withdraw your consent for electronic T4. The T4 will then be included with printed T4s and will be provided to you via your payroll administrator.  
To withdraw consent, Click on the box next to text - "Check here to withdraw your consent to receive electronic T4 and T4A slips".  
If for any reason, you require a reprint of your T4, you will continue to have access to the "View T4 page" and can print a copy of the T4 once opened in Adobe reader.  
You may navigate back to this page at any time to consent to Electronic T4.

Your Current Status Consent received.

Check here to withdraw your consent to receive electronic T4 and T4A slips.

Submit

3. Click on submit
4. You will be asked to enter your password to verify identity.

### Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: SNDAY

Password:

Continue Cancel

5. Click on Continue after entering your password.
6. You will receive an email to confirm that T4 Consent has been withdrawn. Your T4 will be printed and sent to your payroll office for distribution.