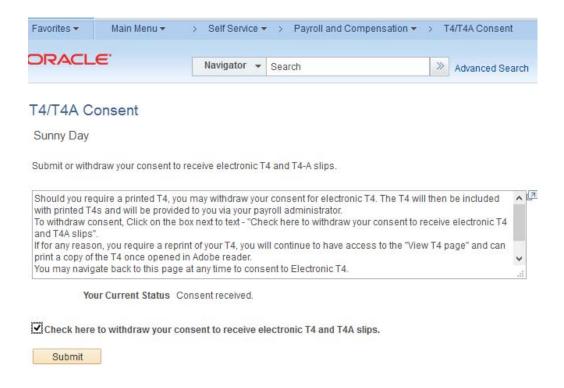
Self Service T4- Withdrawing Consent

Employees who wish to receive a printed T4 can withdraw consent for the Self Service T4. This must be completed prior to February 8th, 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.



- 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 You will receive an email to confirm that T4 Consent has been withdrawn.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.