



Downloading your tax forms

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About tax forms

The tax year begins in January and ends in December. For example, the 2024 tax year consists of the following academic periods:

- 2023-24 Winter Term 2 (January to April)
- 2024 Summer Session (May to August)
- 2024-25 Winter Term 1 (September to December)

Where to access tax forms

Tax forms for 2024 are stored in [Workday](#) in the “Finances” app. For tax forms for the seven years prior to 2024, follow the link from the “Finances” app to “UBC Official Documents”.

Alumni and individuals who don't have access to Workday can access tax forms prior to the 2024 tax year on the [UBC Official Documents Tool \(ODMT\)](#).



T2202 – Tuition and Enrolment Certificate

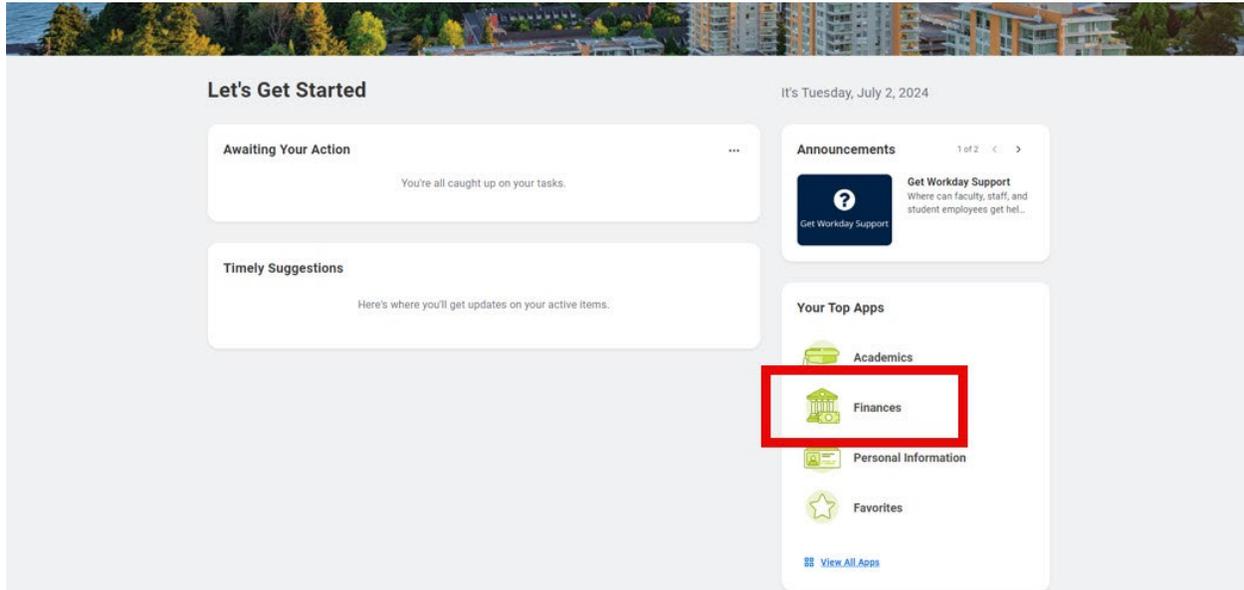
- A T2202 is used to claim a credit for income tax deductions. Students receive a T2202 slip for paid tuition fees (more than \$100) in qualifying courses that are eligible to be claimed on an income tax return. The T2202 also reports the months of full- or part-time study the student was engaged in during the tax year.
- Exclusions apply if fees or charges are not yet paid by the student, or if they are reimbursed and therefore not included in the student's income.
- If the original tax slip has already been submitted to the CRA, and there is an adjustment to totals, then an amended tax slip is required and must be submitted to the CRA.

T4A – Statement of Pension, Retirement, Annuity, and Other Income

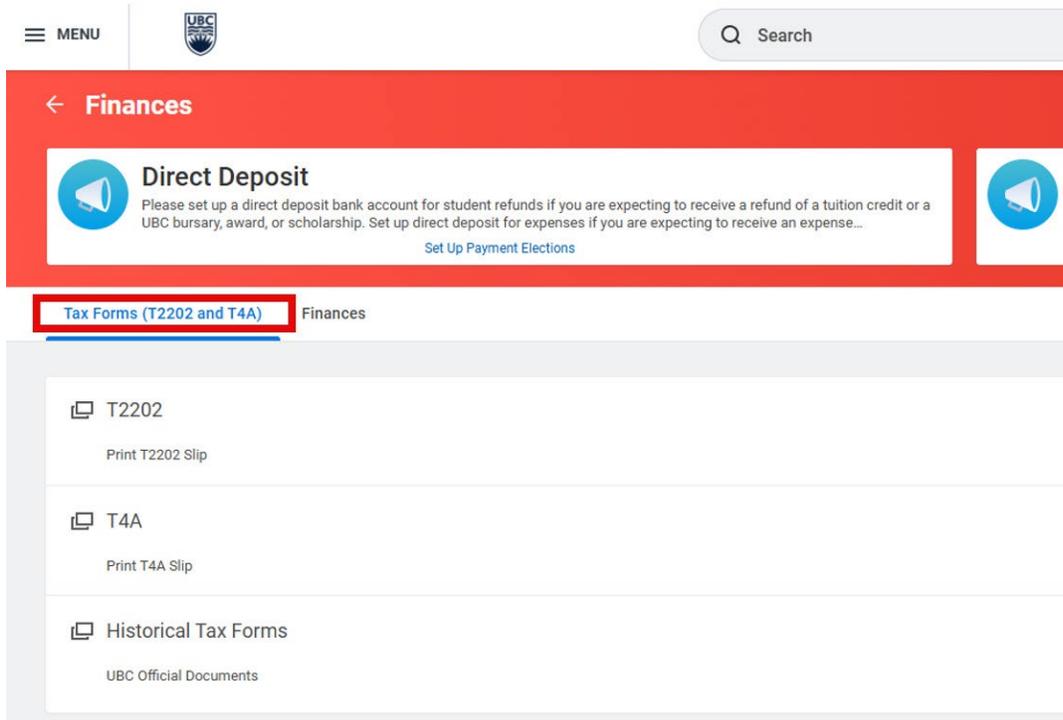
- A T4A is used to report additional income. Students receive a T4A slip if they have received a bursary, scholarship, award, Teacher Certificate, Passport to Education or faculty/staff tuition fee waiver as a dependent of a UBC staff or faculty member.
- Tuition paid by a sponsor is considered taxable income. However, the sponsoring organizations issue the T4A slips for this income, not UBC.

Download tax forms for the 2024 tax year

1. Log into your Workday account at myworkday.ubc.ca.
2. On the right side of the page, in the “Your Top Apps” menu, click the “Finances” app.

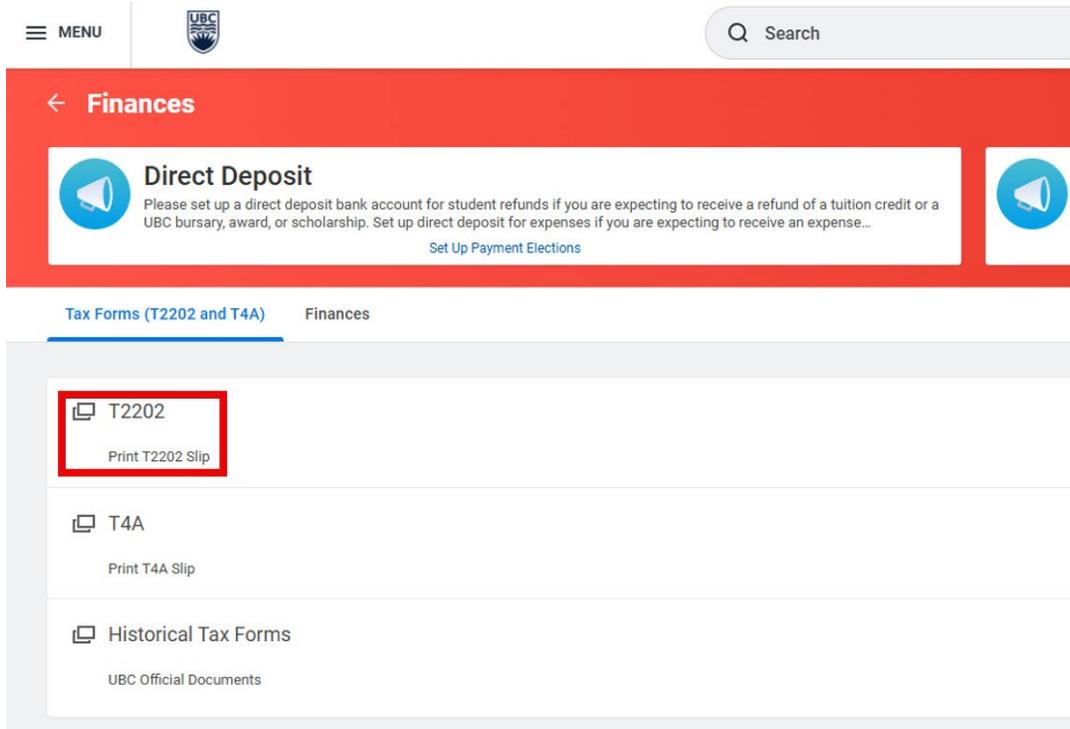


3. In the toolbar, select “Tax Forms (T2202 and T4A)”.



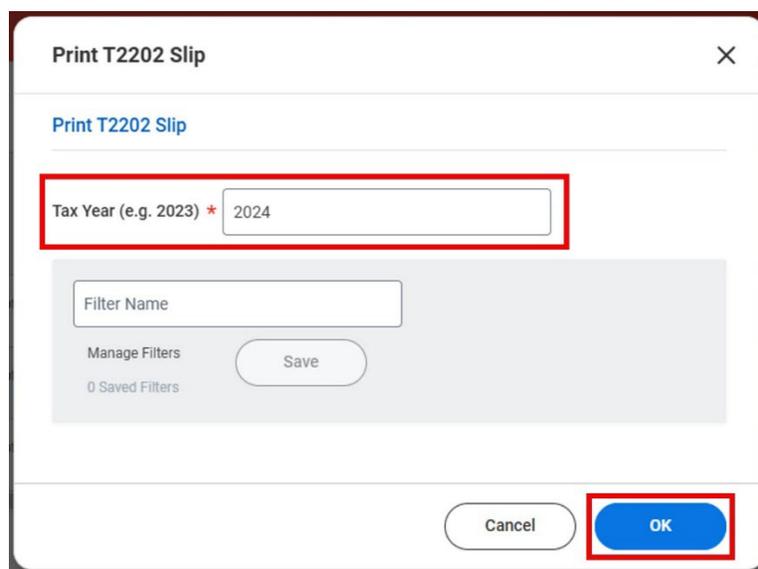
T2202 (tax year)

1. Click "Print T2202 Slip".



The screenshot shows the UBC Finances portal. At the top, there is a 'MENU' button and a search bar. Below this is a red banner with a 'Direct Deposit' notification. Underneath the banner, there are two tabs: 'Tax Forms (T2202 and T4A)' and 'Finances'. The 'Tax Forms (T2202 and T4A)' tab is active, and it contains three items: 'T2202' (with a red box around it and 'Print T2202 Slip' below it), 'T4A' (with 'Print T4A Slip' below it), and 'Historical Tax Forms' (with 'UBC Official Documents' below it).

2. Enter "2024" in the Tax Year box.

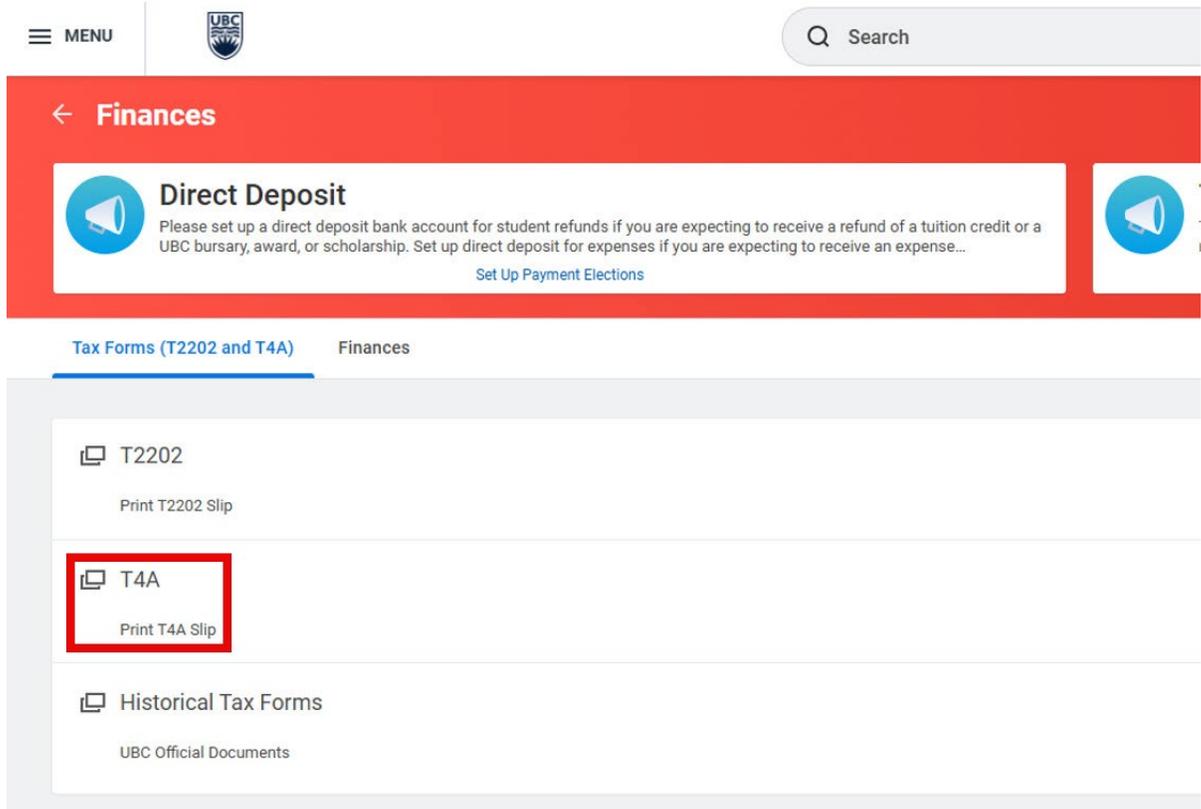


The screenshot shows a dialog box titled 'Print T2202 Slip'. It has a close button (X) in the top right corner. Below the title, there is a blue link 'Print T2202 Slip'. The main content area contains a 'Tax Year (e.g. 2023) *' label and a text input field containing '2024', which is highlighted with a red box. Below this is a 'Filter Name' input field, a 'Manage Filters' button, and a 'Save' button. At the bottom of the dialog, there are 'Cancel' and 'OK' buttons, with the 'OK' button highlighted with a red box.

3. Click OK.
4. A new window will appear. Click "Print".

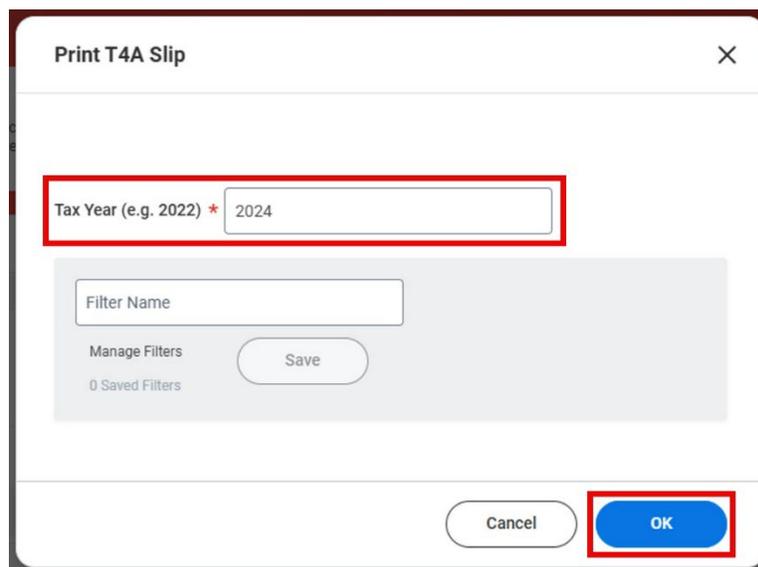
T4A (2024 tax year)

1. Click "Print T4A Slip".



The screenshot shows the UBC Finances portal. At the top, there is a navigation bar with a menu icon, the UBC logo, and a search bar. Below this is a red header bar with a back arrow and the word "Finances". The main content area is divided into sections. The first section is "Direct Deposit" with a blue megaphone icon and text: "Please set up a direct deposit bank account for student refunds if you are expecting to receive a refund of a tuition credit or a UBC bursary, award, or scholarship. Set up direct deposit for expenses if you are expecting to receive an expense..." with a link "Set Up Payment Elections". Below this is a navigation bar with "Tax Forms (T2202 and T4A)" and "Finances". The "Tax Forms (T2202 and T4A)" section is active and contains three items: "T2202" with a printer icon and "Print T2202 Slip", "T4A" with a printer icon and "Print T4A Slip" (highlighted with a red box), and "Historical Tax Forms" with a printer icon and "UBC Official Documents".

2. Enter "2024" in the Tax Year box.

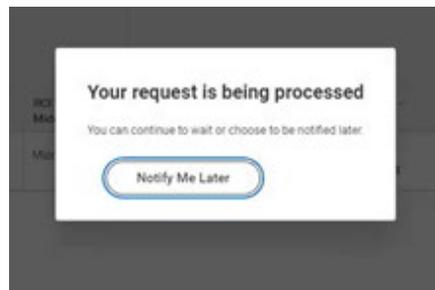


The screenshot shows a "Print T4A Slip" dialog box. At the top, there is a title bar with "Print T4A Slip" and a close button (X). Below the title bar is a form with a "Tax Year (e.g. 2022) *" field containing the value "2024", which is highlighted with a red box. Below this field is a "Filter Name" input field, a "Manage Filters" button, and a "Save" button. At the bottom of the dialog box, there are two buttons: "Cancel" and "OK", with the "OK" button highlighted with a red box.

3. Click "OK".
4. A new window will appear. Click "Print".



5. A pop-up window will appear.

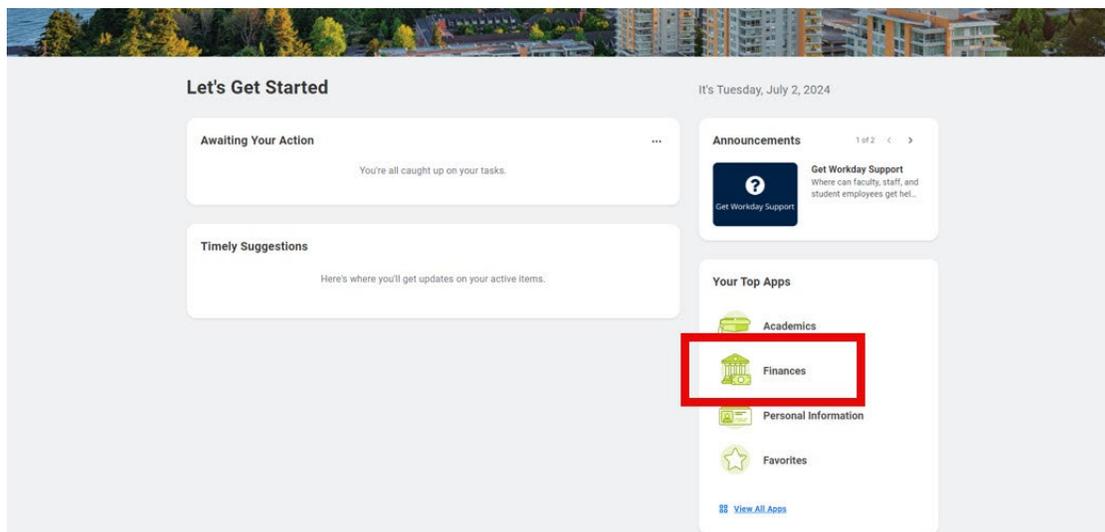


6. Once the tax slip PDF is generated, click the download button in the top-right corner.

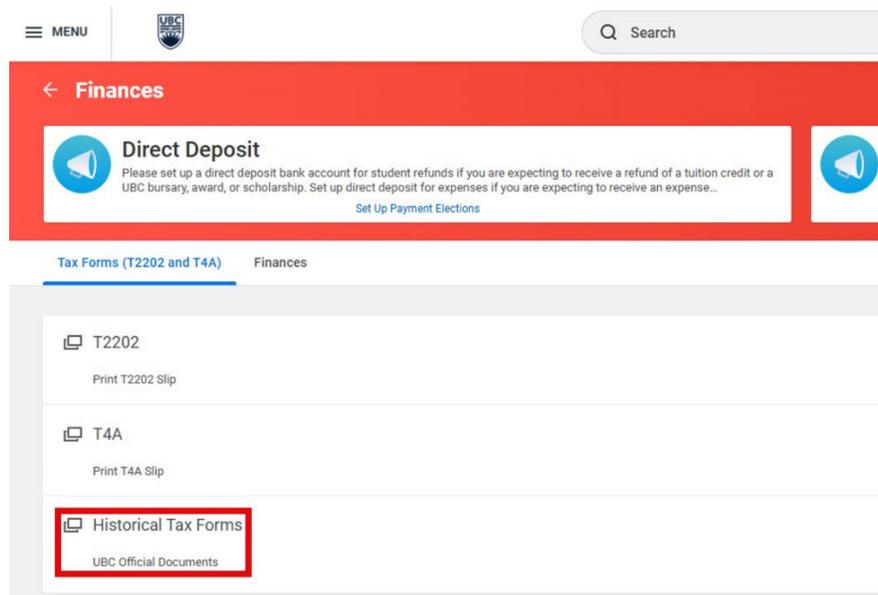
Download tax forms for years prior to 2024

Alumni and individuals who don't have access to Workday can access tax forms prior to the 2024 tax year on the [UBC Official Documents Tool \(ODMT\)](#). Skip to page 10.

1. Log into your Workday account at myworkday.ubc.ca.
2. On the right side of the page, in the "Your Top Apps" menu, click the "Finances" app.

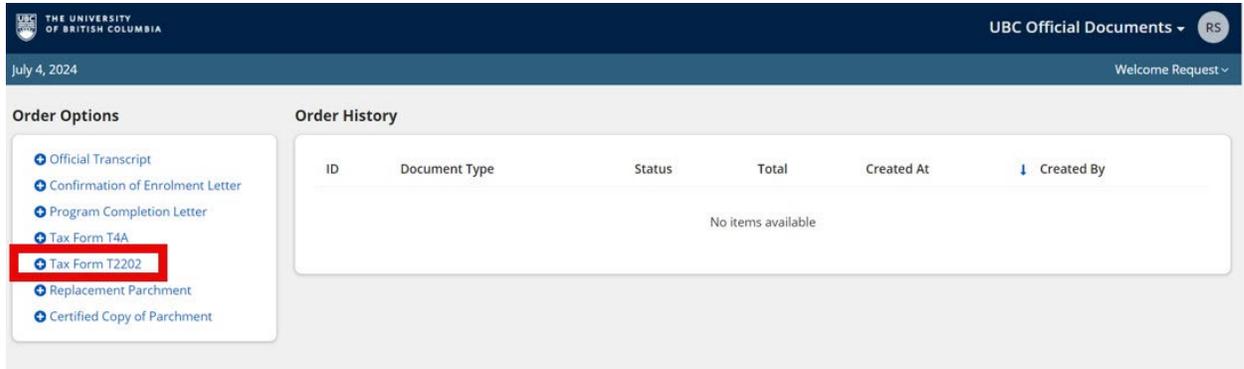


3. Click on "UBC Official Documents" under "Historical Tax Forms".



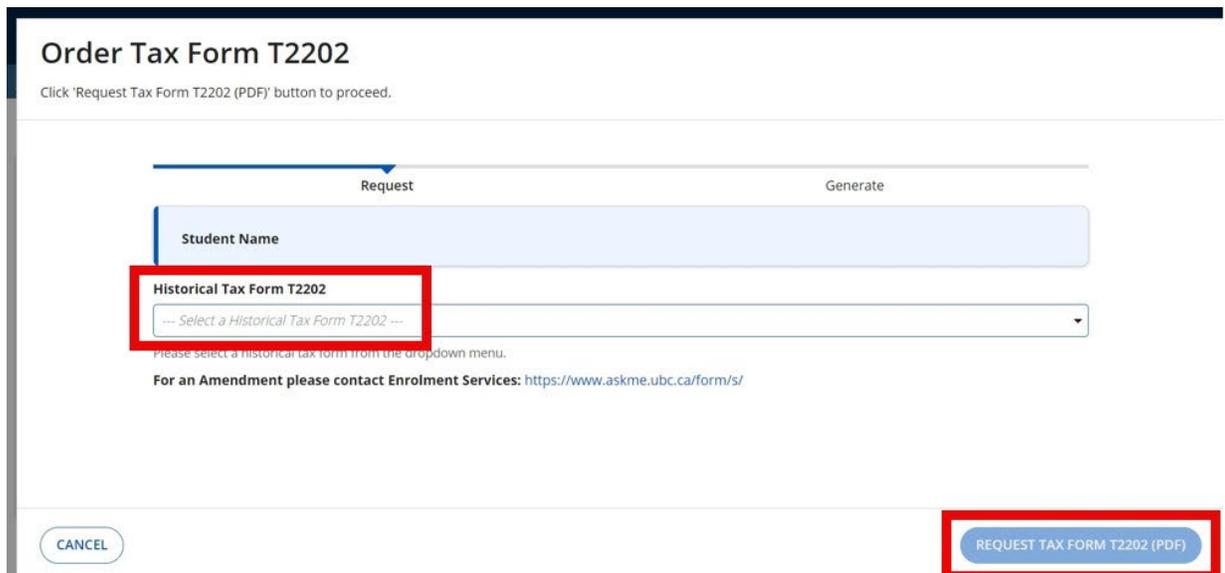
T2202 (prior to 2024 tax year)

1. Under “Order Options,” click on “Tax Form T2202”.



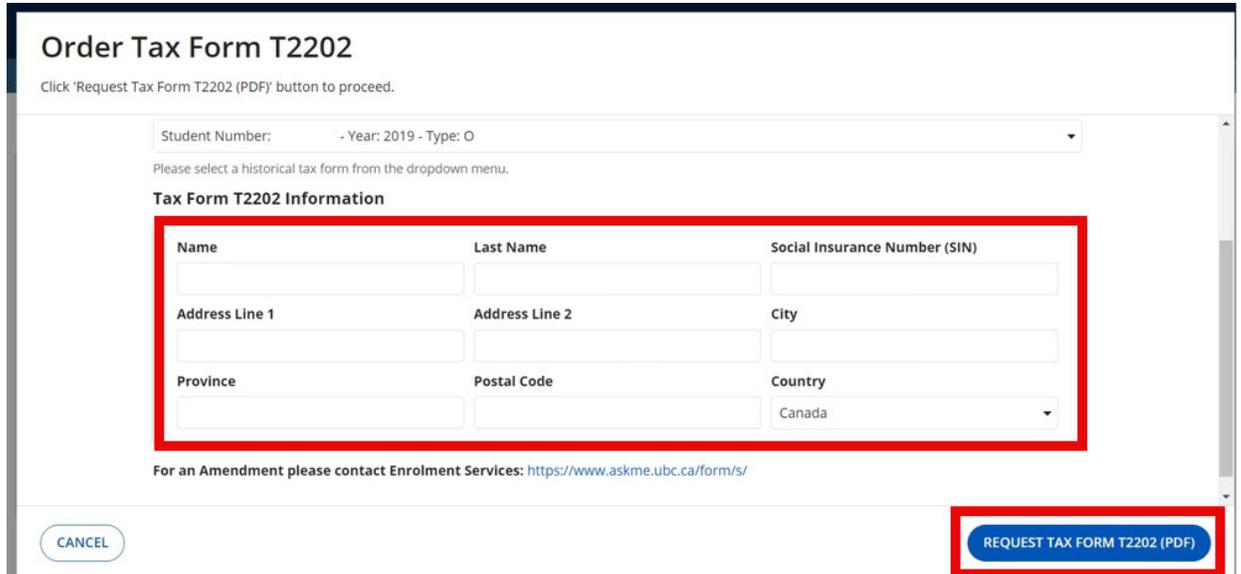
The screenshot shows the UBC Official Documents portal. The top navigation bar includes the UBC logo, the text 'THE UNIVERSITY OF BRITISH COLUMBIA', the date 'July 4, 2024', and the user's name 'Welcome Request'. The main content area is divided into two sections: 'Order Options' and 'Order History'. The 'Order Options' section contains a list of document types: Official Transcript, Confirmation of Enrolment Letter, Program Completion Letter, Tax Form T4A, Tax Form T2202 (highlighted with a red box), Replacement Parchment, and Certified Copy of Parchment. The 'Order History' section is a table with columns for ID, Document Type, Status, Total, Created At, and Created By, and it currently displays 'No items available'.

2. A pop-up window appears. Under “Historical Tax Form T2202” drop-down menu, select the tax year that you want to generate and click “Request Tax Form T2202 (PDF)”.

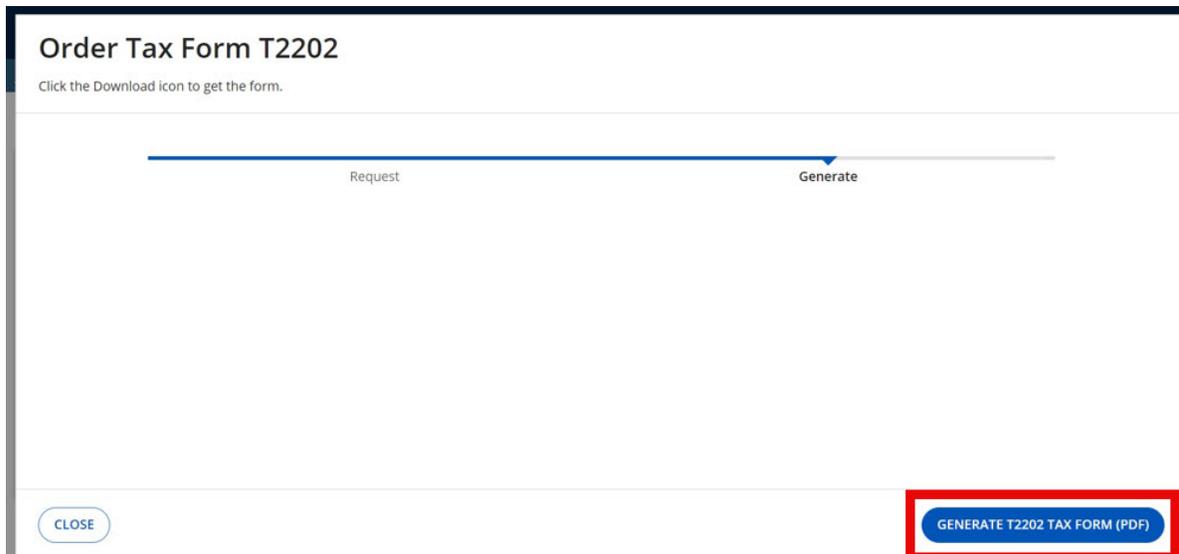


The screenshot shows a pop-up window titled 'Order Tax Form T2202'. The window contains a 'Request' button and a 'Generate' button. Below these buttons is a 'Student Name' input field. Below the 'Student Name' field is a dropdown menu labeled 'Historical Tax Form T2202' with the text '--- Select a Historical Tax Form T2202 ---'. Below the dropdown menu is a note: 'Please select a historical tax form from the dropdown menu.' Below the note is a link: 'For an Amendment please contact Enrolment Services: <https://www.askme.ubc.ca/form/s/>'. At the bottom of the window are two buttons: 'CANCEL' and 'REQUEST TAX FORM T2202 (PDF)' (highlighted with a red box).

3. Enter and review your address under the “Tax Form T2202” Information boxes to ensure it is correct and up to date. Once done, click “Request Tax Form T2202 (PDF)”.



4. Click “Generate T2202 Tax Form (PDF)”.



5. Click "Download Letter (PDF)".

Order Tax Form T2202

Click the Download icon to get the form.

Request Generate

Download Letter (PDF)

CLOSE

6. Click the download button in the top right corner to download the PDF.

1 / 2 | 100% | |

Tuition and Enrolment Certificate
Certificat pour frais de scolarité et d'inscription

Protected B when completed
Protégé B une fois rempli
 For student / Pour étudiant **1**
 Year / Année **2019**

11 School type / Catégorie d'école 1		12 Flying school or club / Ecole ou club de pilotage [Dropdown]	
14 Student number / Numéro d'étudiant [Input]		15 Filer Account Number / Numéro de compte du déclarant [Input]	
13 Name and address of designated educational institution / Nom et adresse de l'établissement d'enseignement UNIVERSITY OF BRITISH COLUMBIA 2016 - 1874 EAST MALL VANCOUVER, BC V6T 1Z1		17 Social insurance number (SIN) / Numéro d'assurance sociale (NAS) [Input]	

13 Name of program or course / Nom du programme ou du cours	19 Session periods / Périodes d'études	20 From / To / De / À		21 Number of months part-time / Nombre de mois à temps partiel	22 Number of months full-time / Nombre de mois à temps plein	23 Eligible tuition fees, part-time and full-time / Frais de scolarité admissibles pour études à temps partiel et à temps plein
		YY/MM	YY/MM			
1	1	1,9	0,1	1,9	0,4	\$3,352.55
2	2	1,9	0,5	1,9	0,6	\$0.00
3	3	1,9	0,7	1,9	0,8	\$0.00
4	4	1,9	0,9	1,9	1,2	\$3,962.19
Totals / Totaux		24	0	25	8	\$7,314.74

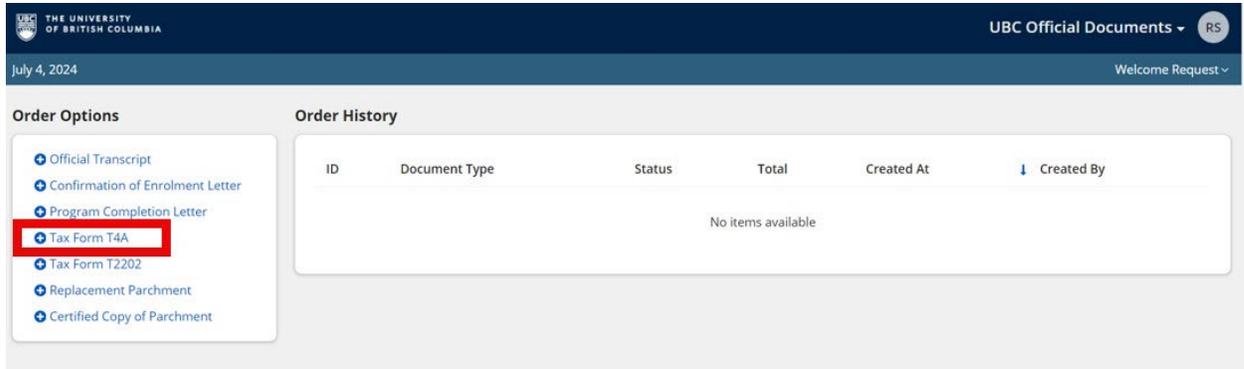
Information for students: See the back of Certificate 1. If you want to transfer all or part of your tuition amount, complete the back of Certificate 2.
 Renseignements pour les étudiants : Lisez le verso du certificat 1. Si vous désirez transférer une partie ou la totalité de vos frais de scolarité, remplissez le verso du certificat 2.

See the privacy notice on the next page.
 Consultez l'avis de confidentialité à la page suivante.
 T2202 (22)

Canada
 Protected B when completed
Protégé B une fois rempli
 For student / Pour étudiant **2**
 Year / Année **2019**

T4A (prior to 2024 tax year)

1. Under "Order Options," click on "Tax Form T4A".

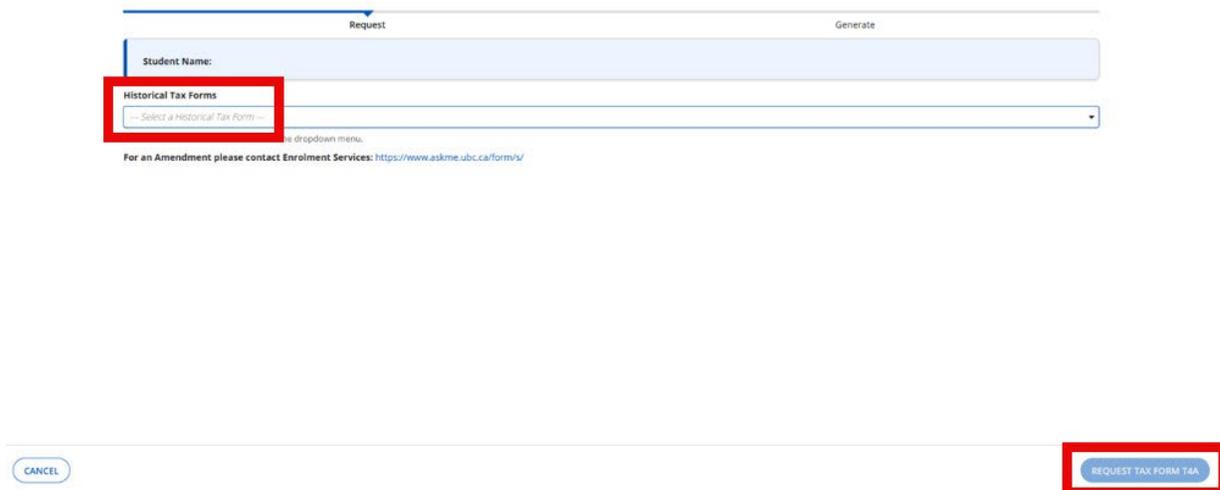


The screenshot shows the UBC Official Documents portal. The top navigation bar includes the UBC logo, the text "THE UNIVERSITY OF BRITISH COLUMBIA", the date "July 4, 2024", and the user's name "Welcome Request". The main content area is divided into two sections: "Order Options" and "Order History". The "Order Options" section contains a list of document types: "Official Transcript", "Confirmation of Enrolment Letter", "Program Completion Letter", "Tax Form T4A" (highlighted with a red box), "Tax Form T2202", "Replacement Parchment", and "Certified Copy of Parchment". The "Order History" section is currently empty, displaying "No items available".

2. Under "Historical Tax Form T4A" drop-down menu, select the tax year that you want to generate and click "Request Tax Form T4A".

Order Tax Form T4A

Click 'Request Tax Form T4A (PDF)' button to proceed.



The screenshot shows the "Order Tax Form T4A" form. It features a "Request" button on the left and a "Generate" button on the right. Below these buttons is a "Student Name:" input field. Underneath the name field is a "Historical Tax Forms" dropdown menu, which is highlighted with a red box. The dropdown menu currently displays the text "Select a Historical Tax Form". Below the dropdown menu, there is a small note: "For an Amendment please contact Enrolment Services: <https://www.askme.ubc.ca/forms/>". At the bottom of the form, there are two buttons: "CANCEL" on the left and "REQUEST TAX FORM T4A" on the right, which is highlighted with a red box.



3. Enter and review your address under the Tax Form T4A Information boxes to ensure it is correct and up to date. Click "Request Tax Form T4A".

Order Tax Form T4A

Click 'Request Tax Form T4A (PDF)' button to proceed.

Request Generate

Student Name:

Historical Tax Forms
Student Number: - Year: 2019 - Type: O - 5 Type: AWRD - Amount: \$
Please select a historical tax form from the dropdown menu.

Tax Form Information

Name *	Last Name *	Social Insurance Number (SIN) *
3/57	9/57	
Address Line 1 *	Address Line 2	City *
0/57	0/57	0/54
Province *	Postal Code *	Country *
0/57	0/15	Canada

For an Amendment please contact Enrolment Services: <https://www.askme.ubc.ca/form/s/>

CANCEL

REQUEST TAX FORM T4A

4. Click "Generate T4A Tax Form (PDF)".

Order Tax Form T4A

Click the Download icon to get the letter.

Request Generate

CLOSE

GENERATE T4A TAX FORM (PDF)

5. Click "Download Letter (PDF)".

Order Tax Form T4A

Click the Download icon to get the letter.

Request Generate

CLOSE

6. Click the download button in the top right corner to download the PDF.

The screenshot shows the T4A form interface. At the top right, there is a toolbar with a download icon (a square with a downward arrow) highlighted in a red box. The form itself is titled "T4A STATEMENT OF PENSION, RETIREMENT, ANNUITY, AND OTHER INCOME" and "ÉTAT DU REVENU DE PENSION, DE RETRAITE, DE RENTE OU D'AUTRES SOURCES". It includes fields for Payer's name (University of British Columbia), Year (2019), and various tax-related boxes (016, 022, 018, 020, 024, 048). The form is presented in a dark-themed window with navigation controls at the top.

Request mailed copies of tax forms

To request mailed copies of tax forms, contact [Enrolment Services](#)