

T4 and T4A's

Since the Hamilton-Wentworth District School Board implemented the Employee Self Service Web Portal, we have the ability to post T4 and T4As in it.

If you have provided us with consent to receive your T4 and T4A electronically, you will be able to access your 2011 T4 and T4A electronically.

If you have not provided us with consent, we will mail your hard copy 2011 T4 and T4A to your home address.

If you decide that you do want to access your T4 through the employee web portal, you can consent right in the portal by following the instructions attached.

It is imperative that you understand that if you consent to receive your T4 and T4A electronically, you irrevocably provide your consent to the Hamilton-Wentworth District School Board to provide your T4/T4A in an electronic format for the duration of your employment with the Hamilton-Wentworth District School Board.

Benefits to receiving your T4/T4A electronically:

- It is available now, you do not have to wait for payroll to print, fold and mail it to your home address.
- Can access it at any time.
- If you require another copy, you can access it from the web portal and there is no need to come into payroll and request another copy.
- The T4/T4A will remain in the web portal from year to year, giving you the ability to save, print or look at any year you are looking for (beginning with year 2010).
- Available in the same place as pay statements, therefore providing a one stop shop for staff.