

Request to Withdraw Consent of Electronic T4/T4A

Instructions: You may print the form and complete it by hand (please print clearly), or you may type in all fields (except the signature and date areas), then print and sign. Some versions of Acrobat Reader will not allow you to save the form after you enter your information.

Please note:

- Please be aware that this form requests personal information that allows us to confirm your identity. Options for submitting this form are listed at the bottom of the page.
- We can only provide copies of those T4/T4A forms produced by Human Resources. Some T4A forms are also distributed by Western's Office of the Registrar.

Name: _____

Western employee ID number: _____

Last four digits of Social Insurance Number: _____

(N.B. – If SIN has changed, you must also submit a [Personal Data Form](#) and documentation)

Canada Revenue Agency rules allow employers to deliver tax slips electronically.

Check here to withdraw your consent for electronic delivery of T4/T4As and receive paper slips by mail. The deadline to withdraw consent for the prior tax year is February 15th.

Email: _____

Signature: _____ Date: _____

When complete, please do one of the following:

- Fax form to 519-661-4104
- Submit the form to Human Resources
using **ASK HR**.
- Mail to: Human Resources - T4s

Western University
Room 4159, Support Services Building
London, Ontario N6A 3K7

Questions? [Visit our FAQ](#).