

Purpose**Title**

Tax Form Reprint

What You Will Learn

Upon completion of this process, you will be able to view and/or print a copy of your T4.

Overview of the Business Process

- Perform this procedure when you need to view and/or print a copy of your T4.

Note: Your ESS user name is your Personnel Number preceded by a capital P (For example, P4001234).

- If you have multiple Personnel numbers within one school board, or you have multiple Personnel Numbers because you work in more than one school board, then you will have multiple ESS user names. If you have multiple ESS user names, then you will have to log in separately to view the data that corresponds with each Personnel Number.

Procedure

Employee Self-Service

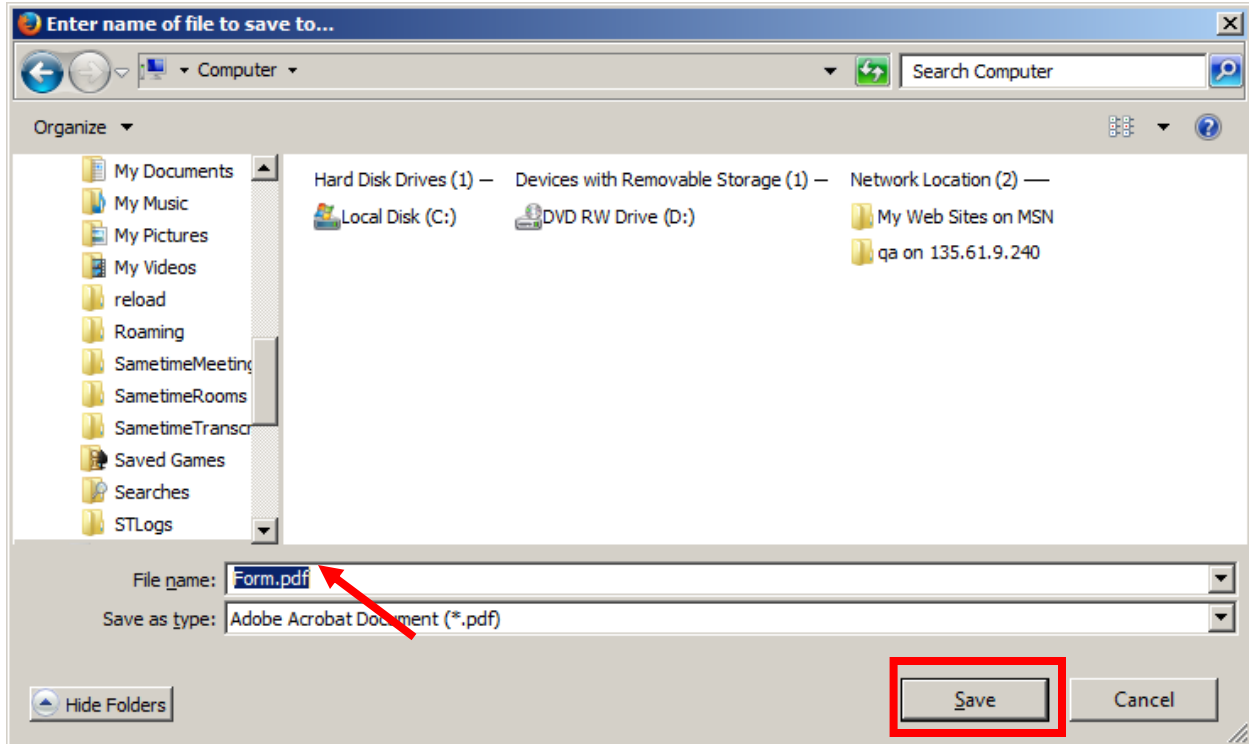


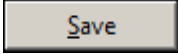
1. Click the **Tax Form Reprint** button.



A new window or tab will open.

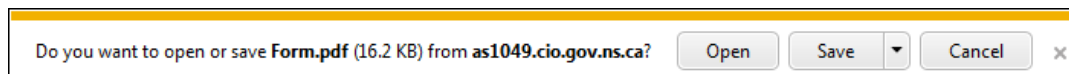
Enter name of file to save to ...



2. Enter a name for the file, navigate to the folder where you want to save it, and click the  button.



Please note: Your browser might also display the option to Open the file. This would allow you to view it before you save it.



3. Navigate to the file and double-click it to open it.

XXX.pdf – Adobe Reader

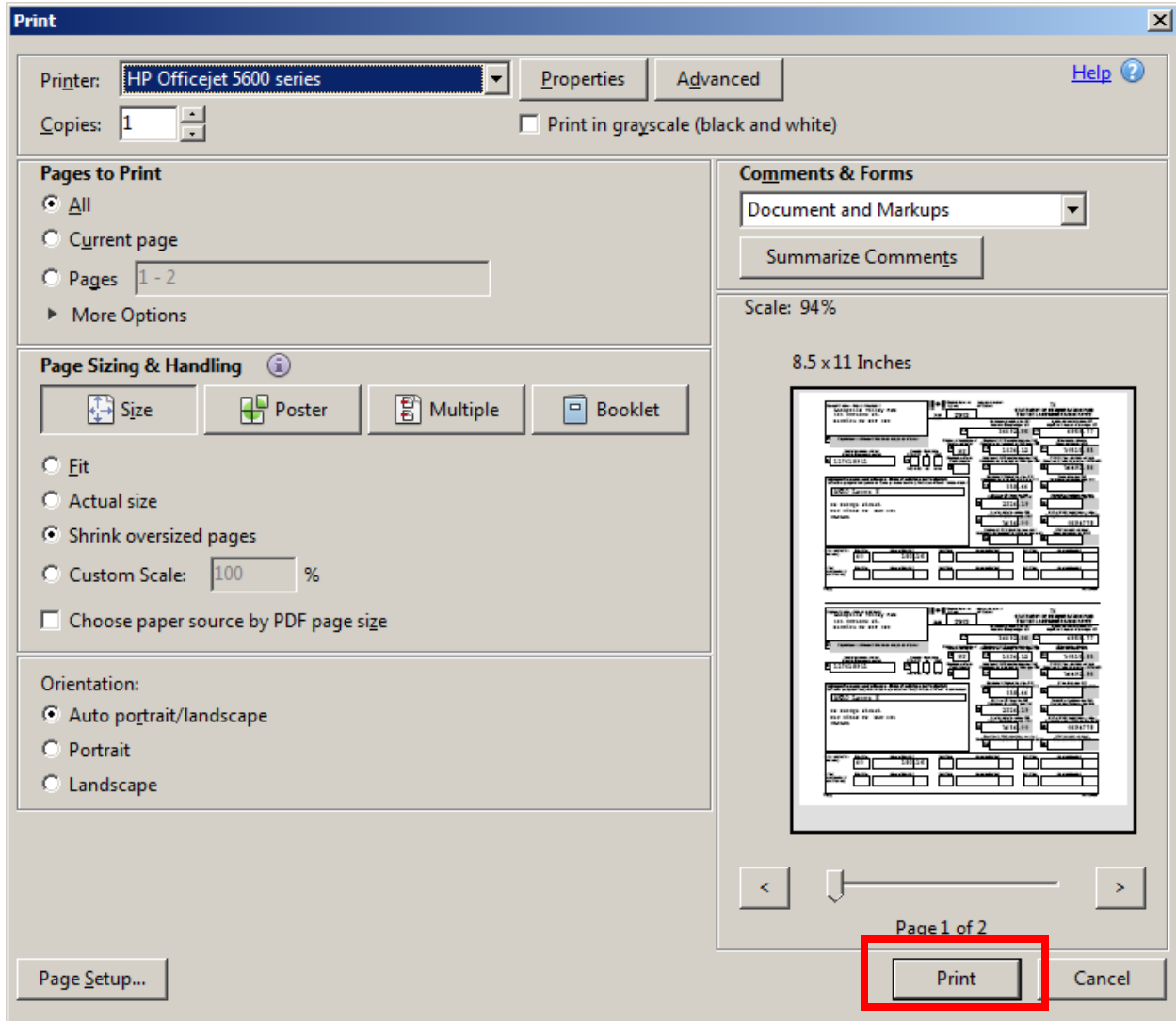
The screenshot shows the Adobe Reader interface with a T4 form open. The toolbar at the top includes icons for Open, Print, and other functions. The Print icon is highlighted with a red box. The form itself is a T4 Statement of Remuneration Paid for the year 2012, issued by Annapolis Valley RSB. It contains various fields for employee information, employment details, and tax amounts.

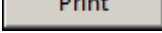

Form Content:

- Employer:** Annapolis Valley RSB, 121 Orchard St., Berwick NS B0P 1E0
- Year:** 2012
- Province of employment:** NS
- Employee's name and address:** [Redacted], New Minas NS B4N [Redacted], CANADA
- Employment Income (line 101):** [Redacted]
- Income tax deducted (line 437):** [Redacted]
- Employee's CPP contributions (line 308):** [Redacted]
- Employee's QPP contributions (line 308):** [Redacted]
- Employee's EI premiums (line 312):** [Redacted]
- RPP contributions (line 207):** [Redacted]
- Pension adjustment (line 206):** [Redacted]
- Employee's PPIP premiums (line 55):** [Redacted]
- Other Information (line 40):** Box-Case 40, Amount-Montant [Redacted]

4. Click the **Print file**  button.

Print



5. Adjust any necessary settings and click the  button.
6. Click the  button to close the window or tab and return to the **Canada Tax Form Reprint** page.

Canada Tax Form Reprint Page

Canada Tax Form Reprint: T4, 2013

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Overview and Selection

Tax Year: 2013

Tax Year	Form Type	Province	Business Number
2013	T4	NS	893922435RP0001

6. Click the drop-down box in order to view T4s from previous years. Once you select the year you wish to display, the appropriate document will appear.

Canada Tax Form Reprint: T4, 2013

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Overview and Selection

Tax Year: 2013

Tax Year	Form Type	Province	Business Number
2012	T4	NS	893922435RP0001

Result

You have completed the process for reprinting a tax form.