



# ON TRAINING ALLOWANCE?

We are encouraging you to elect to have your T4A available to you electronically instead of receiving a paper copy in the mail. You will be able to access, view and print your T4A (past and present) via Banner Self Service.

In order to receive your T4A electronically, you must provide your consent by the end of day February 10<sup>th</sup> for the 2016 T4A. To do so, please follow the steps below:

- Go to [www.yukoncollege.yk.ca/student\\_info](http://www.yukoncollege.yk.ca/student_info)
- Click on Banner Student Log-in
- Enter your User ID. Your User ID is your 9-digit student number (eg. 000012345) as listed on your student card or registration form.
- Enter your PIN. On your first visit, your PIN is your date of birth (ddmmyy). Repeat visitors will have changed their PIN to another six-digit number. If you forget that number, click on **Forgot PIN** and answer the security question that you entered on your previous visit.
- Click on Employee Services
- Click on Tax Forms
- Click on Electronic Tax Forms Consent
- Tick the Box 'consent to receive Tax Forms electronically'

Accessing the T4A on Banner Self-Service is just as easy. You will do the steps above except for the last two.

For help getting access to Banner Student Web, call 456-8610 or e-mail [computer\\_help@yukoncollege.yk.ca](mailto:computer_help@yukoncollege.yk.ca)

**NOTE:** If you are a student who also received a bursary or scholarship from Yukon College, you will receive a separate T4A in the mail