

## Request for Duplicate Copy of T4 / T4A Form Western Human Resources

**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 list 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)**

Please provide us with your current mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we update Human Resources records with this new address if it doesn’t agree with our records?    Yes \_\_\_\_\_    No \_\_\_\_\_

T4/T4A tax year(s) requested: \_\_\_\_\_

Do you wish to pick up the T4/T4A copy in the Human Resources Office – Room 4159 Support Services Building?    Yes \_\_\_\_\_    No \_\_\_\_\_ .    If you wish to pick up your new copy please provide your phone number or email address so we may notify you when it is ready, otherwise it will be mailed to the address above:

\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

When completed, please do one of the following:

- Fax form to 519-661-4104
- Scan and email the form to [hrhelp@uwo.ca](mailto:hrhelp@uwo.ca)
- Mail to: Human Resources - T4s

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

Questions? Visit our [FAQ](#).