



# Request for Replacement T4A Tax Receipt

Complete this form to order a replacement T4A Tax Receipt for Scholarships, Bursaries and Awards received from The Office of the Registrar that is not already available online on your Student Center. T4A's for 2013 and onwards are available for printing on your Student Center. T2202A Tuition Receipts from 1999 and onwards are available for printing on your Student Center. Prior to 1999, you must order an Official Western Letter. Please contact Student Central if you have any questions about how to access your receipts on your Student Center.

**PRIVACY:** The personal information on the form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. The information is collected to process your request, settle the required fee payment, and for record-keeping purposes. For further information about this collection, use and disclosure of your information, please contact the Student Central Manager, Office of the Registrar, Western University, London, ON, N6A 3K7; 519-661-2100.

<b>Name on Record:</b> _____	<b>Student Number:</b> <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
<b>Email:</b> _____	<b>Phone Number:</b> _____										
<b>Address:</b> _____											
_____											
City	Prov										
Postal Code	Country										

*\*Personal information is used only for the purpose of this order. To update, please log on to your Student Center.*

**Student Authorization**

I certify that I am the student as stated. The information provided is true and correct in all respects. I hereby authorize The University of Western Ontario to release the Replacement T4A Tax Receipt as indicated.

\_\_\_\_\_

*Student Signature (digital signatures are not accepted)*

**Reason for Request:** \_\_\_\_\_

**Calendar Years Needed:** \_\_\_\_\_

**Delivery Methods:**

Pick Up at Student Central, WSS 1120

Mail to the address provided above

### Payment Information

**FEES: \$25.00/copy** (includes the cost of regular mail). All fees payable at time of request & are subject to change.

- Cash
- Cheque
- Debit Card
- Mastercard
- Visa

# of copies x \$25.00 =	
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**Processing Time**— Two weeks during peak periods and one week for regular times

*The Office of The Registrar reserves the right to not process this request based on the assumption of a falsified release, a negative seal on the student's record, or lack of identifying information.*

I hereby authorize The University of Western Ontario to charge the applicable fees to my credit card:

Cardholder's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Cardholder's Name as it appears on card \_\_\_\_\_

Credit Card # 

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 Expiry Date: 

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