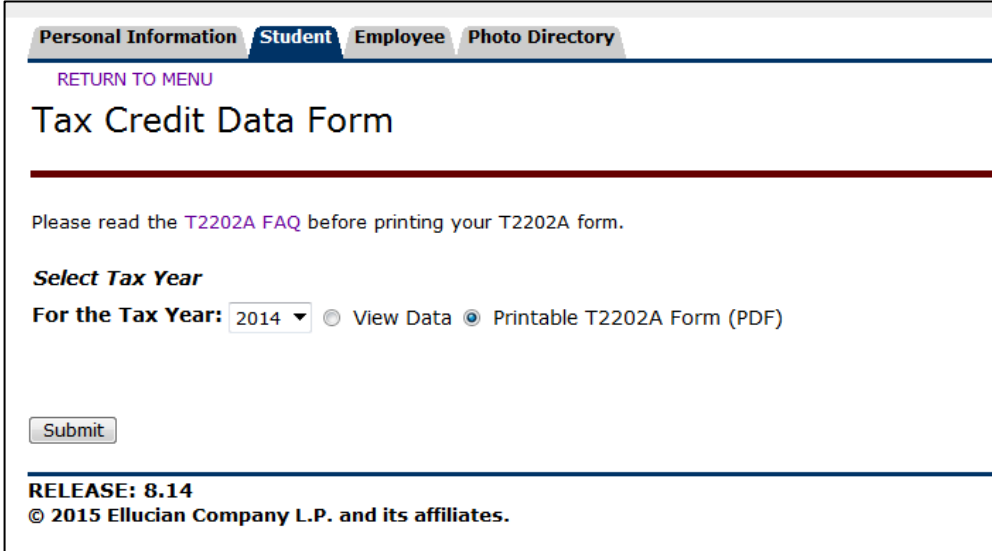


PRINTING YOUR T2202A

1) How do I print my T2202A?

- Log on to mySAIT.ca by entering your 9-digit SAIT ID and password. (Refer to Section 2 of this guide if you do not remember your ID or password)
- Click on the “**myStudent**” tab
- Click on the “**Student Tax Receipts (T2202A)**” link, located in the Finance Information section
- On the Canadian Tax Forms page, click on the “**T2202A Tax Credit Form**” link.
- On the Tax Credit Data Form, there are two options. You can either View Data or print the official copy of the T2202A. Select the desired tax year from the drop down menu.



The screenshot shows a web interface for the 'Tax Credit Data Form'. At the top, there are navigation tabs: 'Personal Information', 'Student' (which is highlighted), 'Employee', and 'Photo Directory'. Below the tabs is a 'RETURN TO MENU' link. The main heading is 'Tax Credit Data Form'. A red horizontal line separates the heading from the main content area. The content area contains the text: 'Please read the [T2202A FAQ](#) before printing your T2202A form.' Below this is the section 'Select Tax Year' with the text 'For the Tax Year: 2014' followed by a dropdown arrow. To the right of the dropdown are two radio button options: 'View Data' (which is unselected) and 'Printable T2202A Form (PDF)' (which is selected). At the bottom left of the form is a 'Submit' button. At the very bottom of the page, there is a footer that reads 'RELEASE: 8.14' and '© 2015 Ellucian Company L.P. and its affiliates.'

Important Note: The View Data option is not the official T2202A form for tax purposes.

Instructions for the Printable T2202A Form (PDF):

Important Note: Ensure that pop-up blockers are turned off before proceeding. Also, please be aware that due to firewall issues, your PDF may not appear if you are trying to print from a laptop or company/work computer. Please try accessing from a home desktop computer or an iPhone.

- Select the “Printable T2202A Form (PDF)” option (this is the default) and click the Submit button
- A page will open with the text “The PDF will open in a new window”
- A new window will open with the PDF version of your T2202A
- Print the T2202A form

If you are having printing issues, please use one of the computers in the SAIT Library.

2) I don't know my 9-digit SAIT ID and password.

If you cannot remember your password and/ or User ID number, you can request a password reset by:

- Going to <http://mySAIT.ca> and click on the link that says, “Forgot Password?” (Located underneath the Secure Access Login box).
- Calling Student Services at 403-284-7248 or toll free at 1-877-284-7248 for assistance.
- Sending an e-mail to advising@SAIT.ca. Be sure to include your Student ID number. If you have forgotten your ID number, include your birth date so they can assist you.
- Coming to Student Services on the 2nd floor of Heritage Hall. If you do not know your Student ID number, be sure to bring some photo identification.