

Accessing Your T2202



St. Lawrence College

This manual contains pertinent information about accessing your T2202 through the new SLC.me Portal.

February 2020

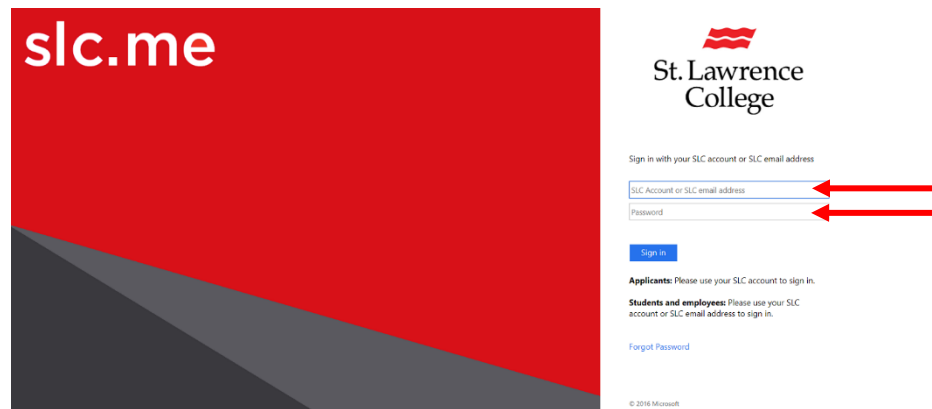
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About

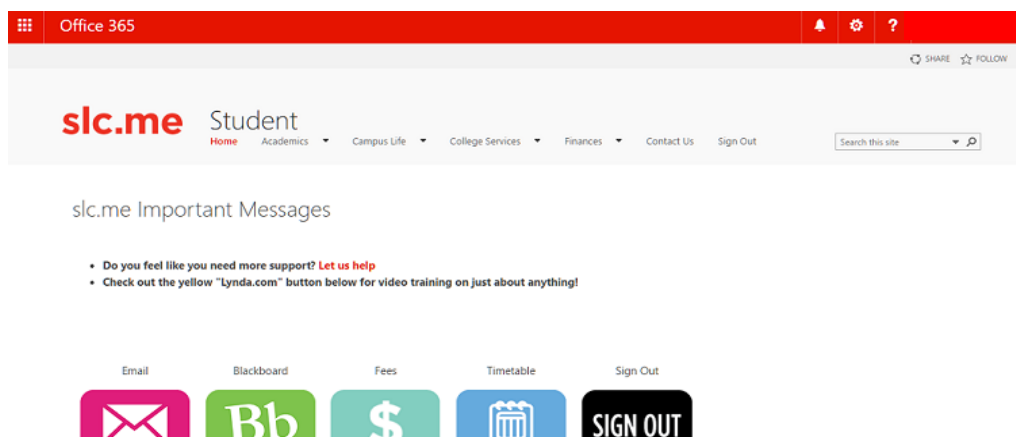
As Students prepare to file tax returns each year, they will be asked for information about their tuition and book expenses. To facilitate this information demand, St. Lawrence College prepares and releases electronic **T2202 tax forms** each year for students to access through their Slc.me Student portal. T2202 tax forms are typically released to students near the end of February for the previous year.

How to Access

1. To access your T2202, you will need to log in to Slc.me by going to [Http://slc.me/](http://slc.me/)? You will be presented with the login screen. On the right-hand side, you will be asked for your **username** and **password**. Enter the information and click the **login** button



Once logged in, the Slc.me Student Portal Homepage will display like below.



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- By clicking the **Fees** icon, you will be brought to your **Account Summary**.



Account Summary

- This page will show any outstanding balances on the account, and has tabs for activity, charges due, payments, and T2202. The **T2202 Tab** page will display asking for the tax year that is required. The year can be selected by entering the year or by clicking the magnifying glass. Once the year is entered, the **preview/print your T2202** button will become available. *Before clicking the preview button, please ensure that your pop-up blocker is turned off.* Enter the previous year (i.e. if it's now 2020, enter 2019 in this field) and click **Generate Tax Receipt**, this will then open another tab displaying the document required.



The screenshot shows the "T2202 Student Self Service Print and Display" page. At the top is a navigation bar with tabs for "summary", "activity", "charges due", "payments", and "t2202", with "t2202" highlighted. Below the navigation bar is a large information box with a blue header and a magnifying glass icon. The text inside the box states: "As of 2019, the Canada Revenue Agency (CRA) has made it mandatory for all post-secondary institutions to include your Social Insurance Number (SIN) on the T2202 Tuition and Enrollment Certificate tax forms and file submissions. The Canada Revenue Agency (CRA) information bulletin outlining this requirement can be found by clicking the button 'CRA INFO BULLETIN'. In order for St. Lawrence College to comply with this new requirement, we are providing notice of disclosure of your SIN we hold on file to the CRA." Below this text, it says: "Submitting a T2202 tax form without a SIN number may result in your tax return being rejected by the CRA. Additional information for students who do not have a SIN or who are required to provide a SIN for our records will be communicated via email." At the bottom of the box, it says: "If you wish to update your SIN, please click on the 'UPDATE YOUR SIN' button below." Below the information box are two buttons: "CRA INFO BULLETIN" and "UPDATE YOUR SIN". Below these buttons are the "Instructions:" section, which includes two numbered steps: "1. Make sure to unblock pop up from your browser. Click below if you need instructions to unblock pop up for the browser." and "2. You must have an adobe reader installed on system in order to view your tax receipt. Click below if you wish to download one for your system." Below the instructions are two buttons: "DOWNLOAD ADOBE READER" and "UNBLOCK POP UP". Below the buttons is a section titled "Choose from one of your eligible Tax Year(s)." with a dropdown menu showing "2019" and a red arrow pointing to it. At the bottom is a button labeled "GENERATE TAX RECEIPT", which is highlighted with a red box.