

T2202 Tax Receipts

Version 3

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General Information

You can access and print your T2202 form via [Student Home](#).

If you wish to have a duplicate prepared, there is a \$11.30 (HST included) fee. Requests for replacement receipts must be made in writing, using the [Tuition and Education Credit \(T2202\) Tax Receipts](#) form. You may submit your completed form using one of the options outlined on the T2202 form page. During the busy tax season, (February to April) there may be delay in processing requests.

If Your Address has Changed

There are three ways to advise the College of an address change:

1. Change your address online through [Student Home](#)
2. Complete an [Address Change Form](#) or [Name Change Form](#)

For Children's Programs (camps), retain your original Confirmation of Registration form for income tax purposes. No other receipt will be issued.

Official receipts for income tax purposes for tuition fees paid for qualifying courses taken during the preceding calendar year are available on [Student Home](#), normally in late February. In accordance with Revenue Canada regulations, official receipts (T2202 Forms) are issued only for tuition fees totalling more than \$100.00. Materials and administrative fees are not eligible for tax deduction.

Tax Receipts: Common Questions and Answers

[Frequently Asked Questions](#)

SIN/ITN Number

The Canada Revenue Agency (CRA) requires all designated educational institutions in Canada to file T2202 Tuition and Enrolment Certificate forms as well as T4A (if applicable) with the CRA and to make them available to students by the end of February of the following year. In order to file this information, a SIN/ITN number is required for all students.

Subsection 237 of the Income Tax Act requires that you provide your SIN, upon request, to the preparer of the tax information slip. For more information on this requirement, as well as other information for students and income tax, please visit the CRA website via the following links:

- [Social Insurance Number \(SIN\)](#)
- [Students and Income Taxes](#)

[View our Privacy Notice](#) or access the “SIN/ITN Number” link on Student Home under the “Profile” tile.

You can use this page to enter your SIN number, or in the case of a temporary SIN/ITN, update the number and/or expiry date. If you are experiencing any difficulties with this page or for any other changes, please contact [The Service Hub](#).

Instructions

If the SIN/ITN shown below begins with 999, you will need to enter your current SIN/ITN number. If you have a temporary SIN/ITN with an expiry date in the past, you will need to supply a new number and/or expiry date.

- in Student Home, select the “Profile” tile
- select the “SIN/ITN Information” link
- select the “Edit SIN/ITN” button
- enter your SIN (and expiry date, if applicable) following the format shown on the page. Note: if you have a temporary SIN/ITN (number starts with a 9), you must also enter an expiry date which can be found on your documentation from the Canadian government
- select “Save”

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