



QUICK GUIDE: STEPS TAX SLIPS



WHY DID I RECEIVE THESE SLIPS?

MNBC reports all tuition and training supports to the Canada Revenue Agency (CRA).

Each calendar year, you'll receive a tax slip for each funding source used to support your educational goals.

Why did I receive a T4E? If you are eligible for Employment Insurance (EI) and applying for training support, MNBC may utilize a specific funding source that requires us to provide a T4E. This is simply a specialized funding stream available for EI-eligible individuals; *it does not affect* your current or future EI eligibility or benefits.

Why did I receive a T4A? This slip is issued if your training was supported through our standard skills and employment programs.



DID YOU RECEIVE BOTH FORMS?

Don't panic! We issued a slip for each funding source if your contract was renewed or you transitioned between different programs mid-year.



THE T2202: OFFSET DOCUMENT

WHAT IS IT?

The T2202 (Tuition and Enrolment Certificate) is an official tax form issued by recognized educational institutions.

It certifies that you were enrolled in a qualifying program and shows the amount of eligible tuition fees paid during the calendar year.

This form is used by the CRA to calculate your Tuition Tax Credit, which helps offset the income reported on your MNBC tax slips.

WHERE DO I GET IT?

- **Online Portal:** Log in to your school's student portal
- **Tax Forms Section:** Look under "Financial Services" or "Student Accounts."
- **Registrar's Office:** Contact them directly if you cannot access your portal.



UNDERSTANDING THE BOXES



SLIP	LOOK FOR BOX...	WHAT IT REPRESENTS
T4E	14 & 17	Total Funding (Tuition + Supports)
	20	Tuition Portion (Included in Box 14/17)
T4A	105	Tuition/Scholarship/Other Supports
T2202	26	Eligible Tuition Fees

In accordance with CRA regulations, MNBC issues tax slips for any funding amount **exceeding \$500.00**. Please note that these slips are issued for all training supports, whether the funds were paid directly to you or sent to your school on your behalf.

YOUR TAX SEASON CHECKLIST



- MNBC Tax Slips (T4A/T4E)** - Remember to check your junk mail folder.
- Tuition Certificate (T2202)** - Download from student portal or registrar's office.
- Federal Schedule 11** - Make sure your tax preparer has this!
- Other Income Slips** - Employment, bursaries, scholarships, etc.

FUNDING LIMITS & RENEWALS

ANNUAL LIMIT - Up to \$12,500 per 52-week period, some programs are exempt.

LIFETIME CAP - \$50,000 maximum per citizen.

FISCAL YEAR - Funding is allocated April 1 - March 31.



IMPORTANT NOTE ON TAX ADVICE

MNBC and the STEPS Ministry cannot provide professional tax advice. We can only confirm the specific amounts reported on your slips. Please consult a certified tax professional or the CRA for filing assistance.

CONTACT INFO & RESOURCES



Tax Slip Inquiries: taxforms@mNBC.ca



Funding Questions: 1-800-940-1150 (Ask reception to connect you with your TCC)



Website: <https://www.mNBC.ca/STEPS>



CRA Guidelines for Students
Free Tax Clinics

