Please note that February is T4/T4A Statement time for 2007.

It is important that we have accurate and up-to-date address information for mailing the T4/T4A statement.

Please take a minute to go to "mySFU” and review your home address and your mailing address, to ensure that your T4/T4A statement(s) will be mailed to you at the correct address.

- Go to the SFU Home Page http://www.sfu.ca
- Click on SFU ONLINE
- In the drop down menu Click on mySFU
- At CENTRAL AUTHENTICATION SERVICE Log-in with your “Computing ID” and “Password”
- Scroll down to: STAFF RESOURCES
- Click “View Pay Statement” – myinfo.sfu.ca
- The Employee Self-Service Home page will appear, Log-in with your “Staff Computing ID” and “Password”
- On “myINFO” page follow these steps:
  - Click Personal Information Home
  - Scroll down to: CONTACT INFORMATION
  - Review and edit your home, mailing, and email addresses.
  - Click Home/Mailing Addresses
  - Click EDIT (you MUST edit both the Home and Mailing Address Types)
  - Enter the Correct Home and Mailing Address and SAVE

To confirm the data has been updated, please go back into the Self-Service and verify the changes you’ve made are saved and are correct.

If you are unable to update your home/mailing address online, please email your changes to: payroll@sfu.ca

Please include:
- Full name
- Employee ID
- Home and Mailing Address

City, Province and Postal Code

And/Or, If you no longer have access please email your changes to: payroll@sfu.ca

Please include:
- Full name
- Employee ID
- Home and Mailing Address
- City, Province and Postal Code

Thank you in advance,

SFU Payroll Department