

SUBMITTING TAX DOCUMENTS TO SSS: TIPS FOR CANADIAN APPLICANTS

OVERVIEW:

Canadian families may have different tax documents than the standard US forms required by schools. For example:

- The T1, General Income Tax Form or Income Tax and Benefit Return, is similar to the US 1040 Form.
- A T4 is the similar to the US W2 form.
- Some dual residents of the US and Canada may also file a US 1040 or 1040-NR form and/or have a W2.

WHAT TO DO:

Canadian families who do not receive a US W2 or 1040 tax form should take advantage of the Required Documents “N/A” feature in the My Documents section of the Family Portal to indicate that a particular document is not applicable to you.

Using this feature, you can request that the school waive a document requirement for a W2 and/or a 1040 since you don't receive or file US tax forms.

To do so, simply click the “N/A” button next to the required document and explain why the document does not pertain to you.

IMPORTANT: This button is to be used only if the document does not apply to you at all; it is not to be used if you simply don't have a document available yet, such as your 1040 prior to filing their taxes.

Schools will respond to your N/A request, and if your request is accepted, the document requirement is waived. You will be able to see whether or not the school has accepted your request by checking back in the “My Documents” section of your Family Portal.

As part of the school's response, the school may add specific requirements for the T1 and T4 for your family.

If the school does not add a specific requirement, then you can upload your T1 & T4 in the Additional Documents section, and add the message to the school.

Finally, you can inform the school that you have uploaded these documents using the Messages feature of the Family Portal. Simply click on Messages, then “New Question to School” and write your message to the school in question.

