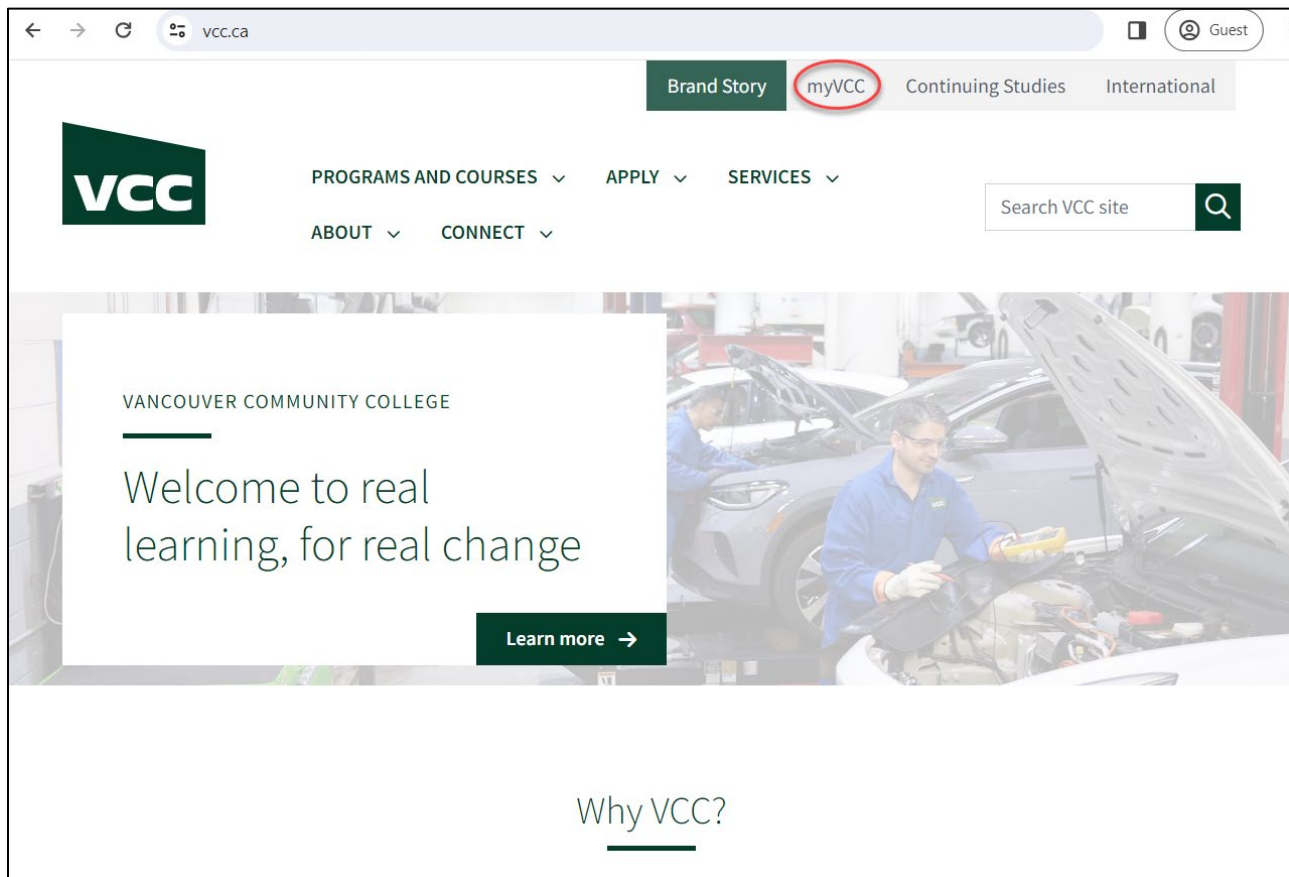




## T2202 INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS

### 1. Login Instructions

- a) Visit <http://www.vcc.ca>.
- b) At the top right corner, click **myVCC**.





c) Enter your **Student ID** in the username field and **Password** in the password field. Then, click **Submit**.

- For first-time users, your initial password is set to your birthdate in the format MMDDYY. For example, if your birthdate is January 25, 1975, your password would be 012575.
- If you have previously logged into myVCC, use your current password. If you have forgotten your password, click **Forgot Password** to reset your password.

my.vcc.ca/my.policy

**VCC** | **myVCC**

**Welcome**

Enter your username

Enter your password

Login Help

Forgot Password

**Submit**

**Login Information**

*Username Format*

- **Students:** Username is your student ID (e.g. 000123456)
- **Employees:** Username is typically your first initial and last name (e.g. jsmith)

*Password Requirements*

- Password length of minimum 10 characters
- Must contain upper and lowercase letters
- Must include at least one number
- Must include a special character (e.g. ! # \$ % ...)
- Must not contain account holder's first or last name
- Must not be one of the passwords previously used

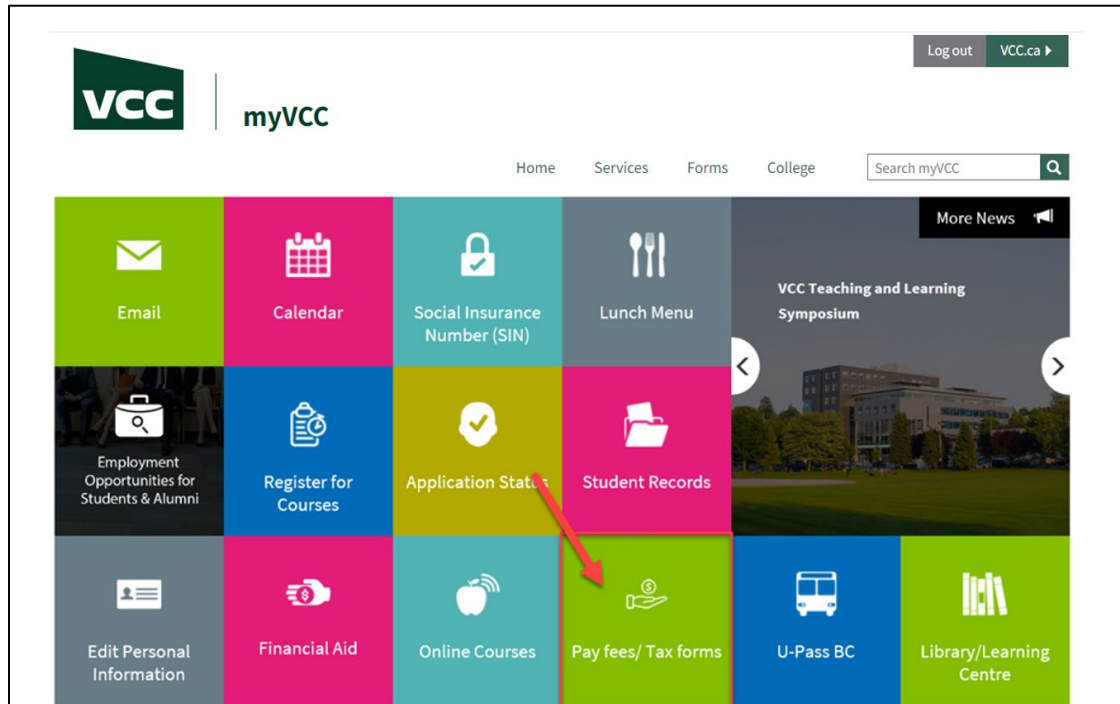
**All students and employees:** reset your own password in the future, by registering at <https://www.vcc.ca/ms-registration> (strongly advised).

Learn more about [myVCC accounts and passwords](#)

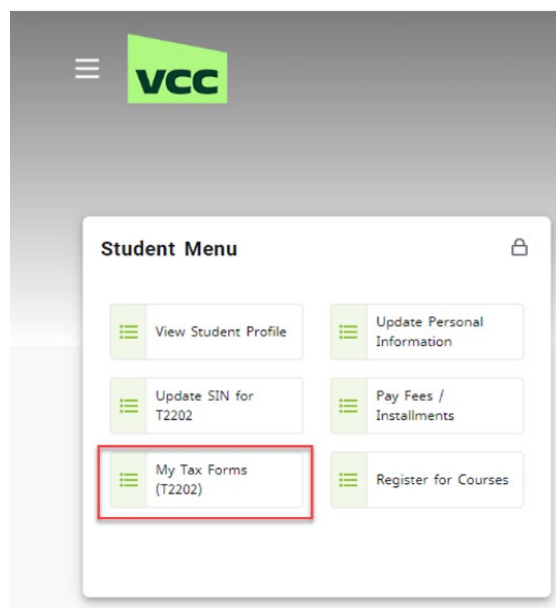


## 2. How To Print Your Tax Form

a) Click **Pay fees/Tax forms** tile. Tile will be accessible at the end of February.



b) Click **My Tax Forms (T2202)**.





c) Click **T2202 Tax Credit Form**.

The screenshot shows the myVCC Financial Aid page. At the top is the VCC logo and the text 'myVCC'. Below this is a 'Financial Aid' tab and a search bar with a 'Go' button. The main heading is 'Canadian Tax Forms'. A yellow horizontal line is below the heading. A red box highlights the link 'T2202 Tax Credit Form'. Below this link is the text 'Update SIN for T2202'. At the bottom of the page, it says 'RELEASE: 8.9.1.3'.

d) Select the tax year you would like to print. Then, choose to **View Data** or **Printable T2202 Form (PDF)**.

- Selecting **View Data** will give the information on your tax form.
- Selecting **Printable T2202 form (PDF)** will give the official tax form used for filing your taxes.

e) Click **Submit**.

- Please ensure your printer is in working order. The official tax form will print after clicking **Submit** the first time. Any subsequent printing submissions will produce a form with the word “duplicate” on it.

The screenshot shows the myVCC Financial Aid page. At the top is the VCC logo and the text 'myVCC'. Below this is a 'Financial Aid' tab and a search bar with a 'Go' button. The main heading is 'Select Tax Year'. Below this heading is a dropdown menu with '2023' selected, which is circled in red. To the right of the dropdown menu are two radio buttons: 'View Data' (unselected) and 'Printable T2202 Form (PDF)' (selected). Below the radio buttons is a 'Submit' button. At the bottom of the page, it says 'RELEASE: 8.21.3'.



### **3. Frequently Asked Questions and Answers**

#### **When are T2202s available?**

T2202s are available for viewing and printing by the end of February of the following year.

#### **I took courses at VCC during 2024, why isn't there a tax form for me?**

T2202 forms are issued to students who have paid \$100.00 or more in eligible fees for post-secondary-level courses in a particular tax year. However, not all students qualify for tax forms. For example, ESL courses are not considered to be at a post-secondary level and so they are excluded from the T2202 form. Also, students taking courses in Continuing Education may not qualify if such courses do not lead up to a certificate or a degree.

#### **Why are you providing the T2202 on myVCC?**

VCC is providing this form online as part of our commitment to make it more convenient for our students to access the form through self-service at [myVCC.ca](https://myvcc.ca). This also avoids delays caused by returned mailings due to address changes that the students may not have updated with VCC.

#### **Why doesn't my PDF file containing the T2202 form open?**

The T2202 form will be available as an [Adobe Portable Document Format](#) (PDF) file. Ensure you are using the latest version of Adobe Acrobat. You can also try using a different online browser, such as Edge, Safari, Firefox, or Chrome, and turning off your pop-up blocker.

#### **Why doesn't my T2202 match the amount I paid for my program or course?**

Student tax receipts will reflect only the eligible fees, not all fees paid. For example, your student union fee is not an eligible fee. Please refer to the [Canada Revenue Agency](#) website for information on eligible fees.

Tax receipts are based on course dates, not on payment dates. 2024 tax receipts issued will cover studies taken from January 2024 to December 2024. You will receive a tax form next year for courses carried over into 2025.

#### **Which year's tax forms are available online via myVCC?**

Tax forms are available online for courses taken between the 2004 and 2024 tax years.

#### **I need a copy of my T2202 for tax years before 2004, how do I obtain a copy?**

A copy can be obtained from the Student Accounts office at the VCC Broadway and Downtown campuses for a \$10.50 processing fee. For Continuing Studies students, you must obtain the T2202 from the Continuing Studies office.



**I received my T2202 form but the address is incorrect. Do I need a new one?**

You may submit the T2202 as received even if the address is incorrect. Although you do not need to attach the T2202 form when you file your tax return, you should be able to produce one when requested by the Canada Revenue Agency (CRA).

**My parents need my T2202 form. Will you send it directly to them for me?**

As per the Income Tax Act, students must use the Tuition and Education Credit Certificate (T2202) on their tax return until both the Federal and Provincial Tax payable are reduced to zero, after which the student may then transfer the balance of the credit to another eligible party using the reverse side of the T2202 form. This will require the student's signature. After which, you may provide your T2202 form to your parent(s).

**If I add the tuition for my VCC course together with a course from another college, I would meet the \$100 minimum, why won't you give me a T2202?**

As per the Income Tax Act, students may not combine receipts from other institutions to meet the minimum eligible fee.

**What if I have questions about filing my income tax return or understanding what I can deduct for tax purposes?**

The college does not provide income tax advice. Please refer your questions to the Canada Revenue Agency (CRA) by telephone at **1-800-959-8281** or by visiting <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2202.html>.

CRA also provides a list of free [tax preparation clinics](#) or you may consider a CPA-designated tax accountant for more complex tax situations.

**What if I have questions about the tuition or education months on my T2202?**

Submit questions by email to [T2202Help@vcc.ca](mailto:T2202Help@vcc.ca).