



How do I view my tax statements?

TotalAccess

View Tax Statement:

Tax forms like T4 and T4A summarize your employment earnings, deductions, and contributions for the past year. This screen displays the annual tax statements available to view for the company codes in your statement setup. Your payroll administrator determines when tax forms are made available.

The table of tax statements is organized according to:

- **Taxation Year**
- **Statement Type**
- **Company Code**

Statement types include: Relevé 1, Relevé 2, T4, and T4A.

To view full details of a tax statement, click the underlined tax year. You need to have Adobe Reader 6.0.1 or later installed on your computer to view electronic tax statements. Tax statements can be viewed online for up to two years, depending on when ADP started processing payroll.

By default, tax statements are sorted according to Taxation Year, with the most recent tax statement appearing on top. To toggle the sort order of a column, click the column header. A total of 10 tax statements are displayed per page.

You can also download tax statements from this page. You must have a file compression utility installed such as WinZIP to view your downloaded tax statements, which are saved as ZIP files containing PDFs.

To view full details of a pay statement:

1. Click **View Tax Statements** in the main menu.
2. Click the checkbox to select tax statement to view.
3. Click **Download**
4. An acknowledgement window appears which you will close once the process is complete.
5. Select **Open** on the File Download window.

Some points to consider

Tax statements are only available in Portable Document Format (PDF). You need to have Adobe Acrobat Reader installed to access these files.

Your notes:



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The screenshot shows the TotalAccess web portal interface. On the left, there is a navigation menu with three main sections: Profile, Statements, and My Account. The Statements section is highlighted, and 'View Tax Statements' is marked with a red circle containing the number 1. The main content area displays a welcome message for 'CWOLLOEM' and a 'TotalAccess to your Latest Pay Statements' section with a 'View Statement for XYZ' button. To the right of this section, there is a summary of account information including the date and time (Tuesday, Nov 22, 2011 3:49:34 PM), Client # (C15), Client Name (Autopay external client 456), and current company code (XYZ).

TotalAccess

Profile
View Personal Information

Statements
View Pay Statements
View Tax Statements **1**
Statements Setup

My Account
Change User Profile
Change Password

Welcome CWOLLOEM to TotalAccess

TotalAccess to your Latest Pay Statements
[View Statement for XYZ](#)

Tuesday, Nov 22, 2011
3:49:34 PM

Client #
C15

Client Name
Autopay external client 456

Your current company code is
XYZ

Step 1

Click **View Tax Statements** in the main menu.



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Profile
View Personal Information

Statements
View Pay Statements
▶View Tax Statements
Statements Setup

My Account
Change User Profile
Change Password

View Tax Statements

This page displays the annual tax forms available for viewing. Click the underlined tax year to view the full details.
[Why can't I see all my tax statements?](#)

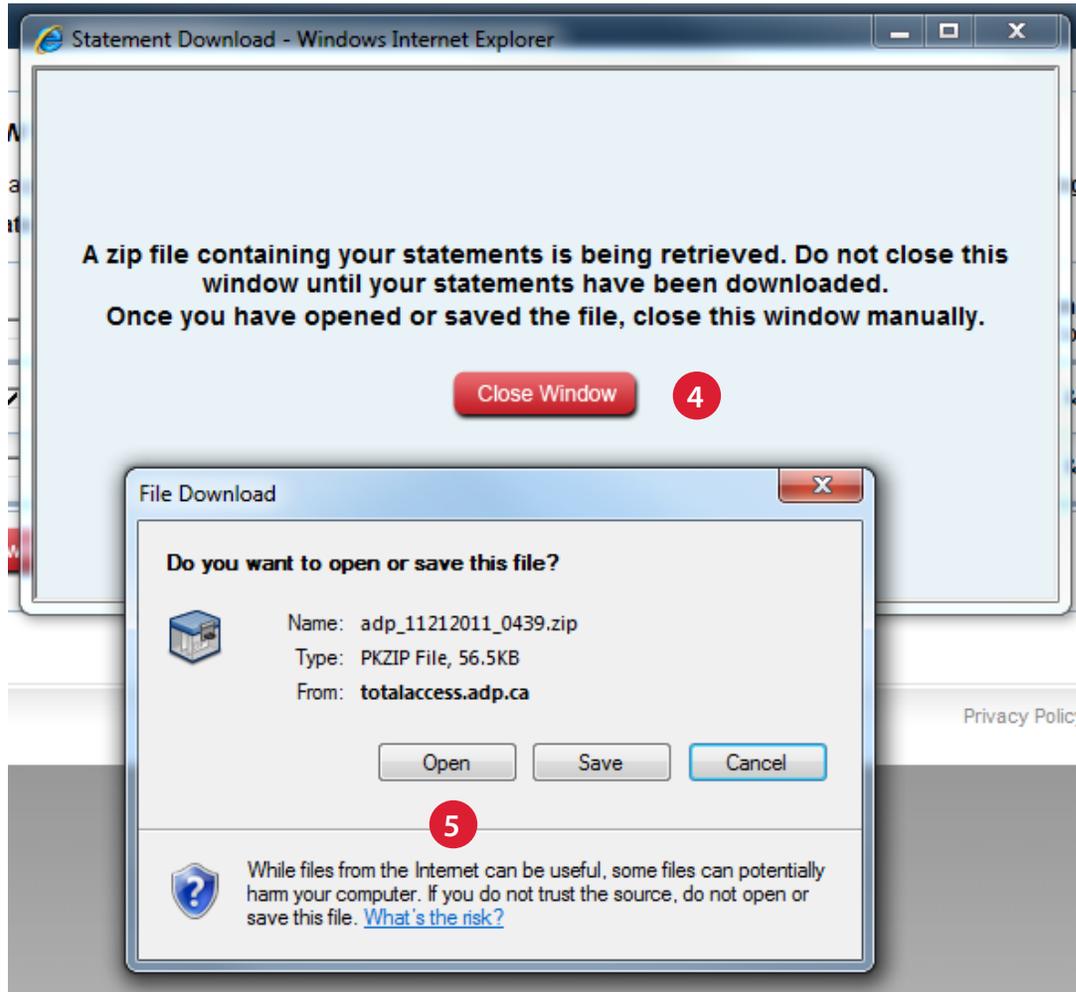
[Tax Instructions\(Adobe PDF Format\)](#) ▼

<input type="checkbox"/>	Taxation Year ▼	Statement Type	Company Code
<input type="checkbox"/>	<u>2011</u>	Releve1	XYZ
<input type="checkbox"/>	<u>2011</u>	Releve1	XYZ
<input type="checkbox"/>	<u>2011</u>	Releve1	XYZ
<input type="checkbox"/>	<u>2011</u>	T4	XYZ
<input type="checkbox"/>	<u>2011</u>	T4	XYZ
<input type="checkbox"/>	<u>2011</u>	T4	XYZ

[Download](#) | [Cancel](#)

Step 2
Click the checkbox to select tax statement to view.

Step 3
Click **Download**.



Step 4

An acknowledgement window appears which you will close once the process is complete.

Step 5

Select **Open** on the File Download window.