

Institution	1. Contact	2a. Do you deliver your T2202s from a database or by means of stored document images (e.g. PDFs)?	2b. Do you deliver historical T2202s through the same system?	3a. How is the format you deliver this in approved by CRA?	3b. If you deliver historical T2202s through this system, to you preserve it in the format issued, or use the current format?	Notes:
Kwantlen University College	Kathy Wainman, Manager of Scheduling and Registration, 604.599.2292. Kathy.Wainman@kwantlen.ca					Banner Institution
Alberta College of Art + Design	Susan D. MacKenzie, Registrar, 403.284.7673, Susan.Mackenzie@acad.ca	DATABASE	Yes, back to 2002	YES, THIS WAS FACILLITATED BY THE BANNER CANADIAN SOLUTIONS CETNRE	CURRENT FORMAT. WE RESORT TO PHOTOCOPIES OF PRE-2002 T2202As	Banner Institution
University of Western Ontario	Ken VanderWal, Student Records Team Leader - Registrarial Services, 519.661.2111x85153, kvander6@uwo.ca	We generate and house the T2202a data in our Peoplesoft HE system. This data is created, stored, and extensively tested and verified before the student gets access to it. From there our team has technology that 'fills' the pdf forms on-the-fly from the database and delivers the output through the student portal. Historical forms are available through the same service (for the past years that we have data in this fashion) and they are generated using only the 'current' tax form.		This used to be a difficult process but has been streamlined by CRA about two years ago.  Download the up-to-date forms from CRA (Looks like there is a revision to T2202 for 2007) <a href="http://www.cra-arc.gc.ca/formspubs/forms/customized-e.html">http://www.cra-arc.gc.ca/formspubs/forms/customized-e.html</a>  Next you need to produce a sample then submit it for approval to: PA/AP Customized Forms/Formulaires hors-série [customized-hors-series@cra-arc.gc.ca]  Once you have a suitable form ready to go, they will give you an authorization code that must be printed on each form. We have typically generated the sample using last year's code and then updated upon approval.  Full detail on all this is at: <a href="http://www.cra-arc.gc.ca/E/pub/tp/ic97-2r6/ic97-2r6-e.html">http://www.cra-arc.gc.ca/E/pub/tp/ic97-2r6/ic97-2r6-e.html</a>  Once you have everything ready to go for the students, consider: - system support during peak student download time. We found that generating the pdf's on the fly quite demanding on the servers. - not all internet browsers give equal results. Check on IE, Mozilla, PC vs MAC,		Peoplesoft Institution
UPEI	Tara MacCallum, Student Information Systems Support, 902.566.9655, tmacallum@hollandc.pe.ca	T2202A's come from the database not PDF.	No, we don't display historical data.	Our forms capture the same info as before and have the same look. We haven't experienced any difficulties with Revenue Canada.	We don't display historical data.	
SFU	Korina Chu, Director of Student Accounts korina_chu@sfu.ca					
University of Lethbridge	Linda Anderson, Manager, Financial Reporting, andersonl@uleth.ca, 403.329.2058	The University of Lethbridge delivers the T2202a from the database in a PDF format to the students after they have logged into our online services.	The students can access any tax year from we started offering it this way in 1999. After they have viewed the tax form once, a "Duplicate" watermark will appear on the form the next time they view it.	We update the T2202A form each year based on the information on the CRA's website for the current year T2202A and email the revised document to CRA for approval. With their approval, they will give us an approval number that we insert onto the form.	The past tax year forms will use the current form and this is actually something I asked CRA about.	Banner Institution

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Memorial University of Newfoundland	Robin Baggs, Systems Manager, Office of the Registrar: rbaggs@mun.ca; 709-737-2689 OR Jennifer Porter, Enrolment Services Manager, Office of the Registrar: jporter@mun.ca; (709) 737-4410	Database	Yes	We work with SCT Banner (Cdn. Solutions Centre) and the template used is almost identical to that of CRA. Additionally, it is assumed that SCT Banner would remain current with the requirements of CRA.	As of now it would use the current format.	Banner Institution
York University	Lee Smith, Associate Director, Student Accounts 416.736.2100 x 22020, smithl@yorku.ca or Mara Farina	THE DATA IS STORED IN A ORACLE DATABASE. AS THE STUDENTS OR STAFF REQUEST THE FORM, THE DATA IS PUSHED ONTO PDF FORMS. WE ALSO HAVE AN EDITOR TO ALLOW STAFF TO MAKE CHANGES TO THE DATABASE. THESE CHANGES APPEAR ON THE PDF FORM IMMEDIATELY.	WE HAVE LOADED FORMS BACK TO 1998 ON THIS SYSTEM.  PRIOR TO THAT WAS CONSIDERED BUT THE NEWER FORMS ASK FOR MORE INFORMATION THAN WE HAVE IN THE DATABASE.	I DON'T RECALL A SIGN-OFF, THEY WERE INTERESTED IN THE ABILITY TO LOCK THE INFORMATION DOWN.	WE USE THE CURRENT FORM AND THE SYSTEM ADDS THE YEAR ON THE FORM AND IN THE MONTHS DEFINITION ON THE FORM ITSELF. ALL THIS IS PASSWORD PROTECTED AND WE HAVE HAD MORE ISSUES WITH FIREWALLS, SOFTWARE COMPATIBILITY (YOU NEED THE CORRECT BROWSER AND VERSION), LOST PASSWORDS AND SO ON. THE SYSTEM WORKS VERY WELL.	
Northern Alberta Institute of Technology	Neil Hackl System Analyst 780.471.8418 neilh@nait.ca	We deliver the t2202a from the database. We create ~ 35,000 t2202a's per year. The storage of that many at would be very large.	Yes, the mechanism to generate historical t2202 is the same. We only do this with data we currently have in the PeopleSoft system. Older than 1998 we have a different database with manual creation.	We had a prototype approved by CRA for web delivery and online printing.	Each year format is preserved.	PeopleSoft Institution
University College of the Fraser Valley	Warren Stokes Manager, Student Records & Systems 604.854.4504 Warren.Stokes@ucfv.ca	DATABASE, dynamically rendered when the user asks for it.	BACK TO 1999, YES. Prior to that, no.	WE USE BANNER FROM SUNGARDHE. THEIR CANADIAN OFFICE GETS EACH YEARS FORM APPROVED FOR ALL CLIENTS.	FORMAT APPROPRIATE FOR THE YEAR BACK TO 1999. PRIOR TO THAT, A "LETTER" IS ISSUED TO THE CCRA STATING PERTINENT DETAILS.	Banner Institution
Athabasca University	James Haubrich Senior Systems Analyst / Programmer james@athabascau.ca 780.675.6113 or Pat Haines From the financial end, Herb Hetze	Database... mostly... We have one PDF file per year stored on the webserver. When the student accesses their T2202A, we open the PDF and write the student's data onto it then spool it to the browser. Every time they access it, we re-generate it.	Yes, since we went live in 2001.	Every year we download the PDF from CRA, change ours to be identical then send ours back to CRA to be "blessed". They give us an RC number which we place at the bottom.	We re-generate with the form applicable to that year.	
St. Francis Xavier University	Ted Holden Manager Financial Systems & Reporting 902.867.3453 tholden@sfx.ca	Our T2202's are accessible through Banner our student information system. The T2202 is generated dynamically as they are requested.	Yes. Second printings are flagged as duplicate.	Yes.	All T2202's are generated on the fly. The only thing saved between printings is the detail on whether this is an original or duplicate printing.	Banner Institution
Dalhousie University	Tim MacInnes Registrar's Office Tim.MacInnes@dal.ca  Chris Currie Student Accounts C.Currie@dal.ca	As mentioned before this is functionality delivered by our student information system. T2202A's are available to students through the BANNER "Student Self Service" module	Students can print old forms for as long as we've had this functionality in BANNER. That's been since the 2000 tax year. Prior to that hard copy forms would be kept at Student Accounts.	To my knowledge we get an electronic version of the form each year it is revised by CRA and use this. The form looks identical to what would be produced if hard copies were issued.	That's probably a question for Chris Currie. My guess would be that historic data would be displayed on the new format.	Banner Institution
Saskatchewan Institute of Applied Science and Technology	Pat Power Assistant Registrar, Student Information Systems power@siast.sk.ca 306.953.5320 or Maureen Wild at wild@siast.sk.ca	from a data base. Our process stores the data and the T2202a is formatting for web access and printing through our secure portal. We no longer mail them.	they are available on our portal for 2002 and forward. Before that we access the data in our system and hand write up a duplicate as required	our software provider does this approval before shipping us the code	the original format is preserved in our system and used as required.	

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University of Prince Edward Island	The computer person responsible for setting up the T2202A's on line is Mike Reid, reid@upe.ca	I'm not sure on the this question, you need to contact Mike.	We can only deliver this year and forward on-line, the history is still all paper	The format was approved by the CRA, in which the students can log into their campus ID and pick T2202A. If a student comes into our office we print a T2202A off from looking up their account and choosing the T2202A option this form is actually printed on a T2202A form. We installed an extra draw in our printer. CRA Contact is: Benoit Langevin CUSTOMIZED FORMS Electronic and Print Media Directorate Forms and Publications Management 17th floor, Albion Tower 25 Nicholas Street Ottawa ON K1A 0L5 customized-hors-series@cra-arc.gc.ca	We only deliver the historical T2202A in the old form.	
Georgian College	Bonnie Lee Clarke bclarke@georgianc.on.ca	Students can view and print their T2202As directly off our student information system on the Web; the T2202As are produced and stored in the database.	Since our current information system has only been in place since January 2004, students can only access forms back to 2004. Students must contact the College for requests for receipts prior to 2004. There is a \$10.00 fee for reprint requests.	The vendor (Banner) from whom we purchased our student information system created the T2202A processes and ensured the output met federal requirements. Any changes to guidelines are responded to by Banner and patches to the system are supplied to ensure compliance with CCRA.		Banner Institution
Grant MacEwan College	Florence Choong choongf@macewan.ca Manager, Accounts Receivable 780.633.3961  Ryan Peder peder@macewan.ca IT Project Manager 780.409.3942	We use the fillable pdf form from the CRA website to populate student Data from our ERP (Datatel Colleague). The T2202A request channel lives in our student portal (Sun portal). Once the student is logged into the portal, a student can pick their tax year. The portal uses the student credentials to pull the tuition/demographic information from the appropriate T2202A file in Datatel and populates a fillable pdf living on a separate web server. The student has the option to Open/save to their PC. The student demographic and tuition data is not stored/saved on the web server.	Yes, currently we have T2202A going back to 2004. All that is required is to add the new year to the request form in the portal and add the new fillable pdf for that tax year.	The pdf is right off of the CRA website: <a href="http://www.cra-arc.gc.ca/E/pbg/tf/t2202a_flat/t2202a-flat-fill-07b.pdf">http://www.cra-arc.gc.ca/E/pbg/tf/t2202a_flat/t2202a-flat-fill-07b.pdf</a>	We keep the historical T2202A forms for each tax year. So if a student picks 2004, the portal retrieves the 2004 T2202A file from Datatel and populates the 2004 pdf file on the web server.	Datatel Institution
ONTARIO COLLEGE OF ART & DESIGN	Application Developer Andrew Chang, achang@ocad.ca 416.977.6000	The T2202As are delivered from a stored data file in the database. A program is run every year to capture the data for that year's T2202As.	Historical T2202As are delivered the same way. (We have from 2004 on in the stored files; students needing tax forms for an earlier year would need to request and pay for - a manual form.)	The file is mapped to CRA specifications as published on their website.	Historical T2202As use the format applicable to their year. A new template must be created each year, which then pulls data from the corresponding stored data file.	Moving to on-line tax forms was fairly easy to accomplish, reduced work-load and stress in several departments, reduced costs, and gave our students the ability to print their forms whenever they want them.