

Last updated February 2025

## Your 2024 T2202 tax form will be available online February 25, 2025

Follow the steps below to successfully download your 2024 tax form

**Step 1** - Navigate to <https://myinfo.nbcc.ca>

**Step 2** –Login to the Student Self-Service using your unique alphanumeric username and your network password. (example JDOE1)



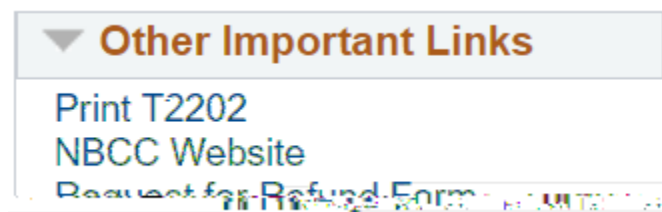
**Note:** If you have not activated your network account, please visit <https://ITStartsHere.nbcc.ca> and follow the instructions provided. You can use the same link if you have already activated and need to reset your password.

If you are experiencing difficulties login in, please contact our IT Helpdesk by phone at 1-855-216- 6688 or online at <https://servicedesk.nbcc.ca>.

**Step 3** – Once you have successfully logged in, click on the **Student Self-Service Center** tile.

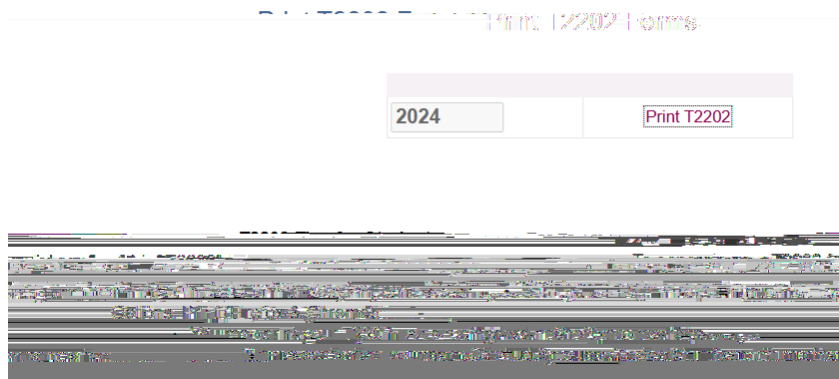


**Step 4** - From the Main Menu, under the Other Important Links section, click on the **Print T2202** link.

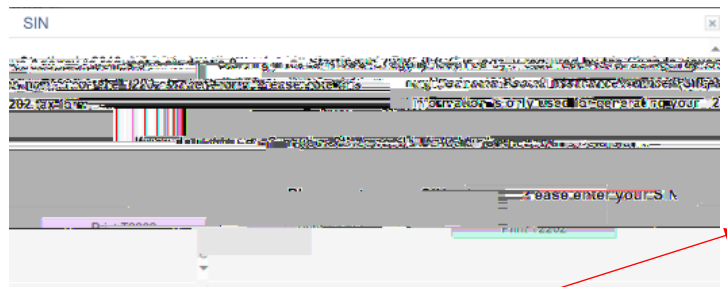


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**Step 5** –On the Print T2202 Forms screen, click the **Print T2202** link for 2024.

The screenshot shows a web interface for printing T2202 forms. At the top, there's a header with the text 'Print T2202 Forms'. Below this, there's a form with a dropdown menu set to '2024' and a button labeled 'Print T2202'.

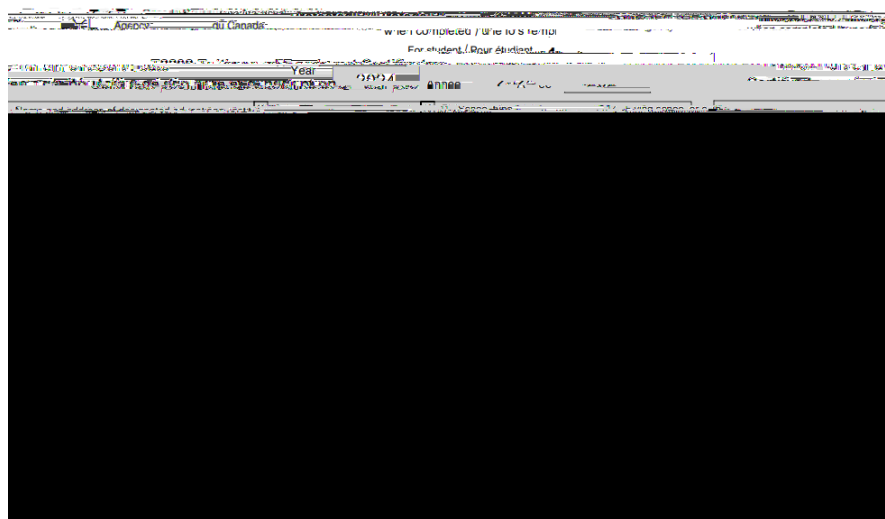
**Step 6** - You will be prompted for your 9 Digit Canadian Social Insurance number (SIN). If NBCC has it on file, your SIN will be populated for you. Please update if required.

The screenshot shows a form for entering a Social Insurance Number (SIN). There's a label 'SIN' and a text input field. Below the field, there's a message: 'Please enter your SIN'. At the bottom right, there's a button labeled 'Print T2202'. A red arrow points from the 'Print T2202' button in the previous screenshot to this one.

Note: NBCC is legally required by the Canada Revenue Agency (CRA) to provide a student's 9-digit SIN and print it on the T2202 tax form. This is for reporting purposes only.

Then select the **Print T2202** button.

**Step 7** – Print the generated pdf file or download and save it to your local device. **Note: turn off your browser pop up blockers if the pdf file does not open**

The screenshot shows a generated PDF of a T2202 form. The form includes fields for 'Name', 'Address', and 'SIN'. The 'SIN' field is populated with the number '123456789'. There are also fields for 'Year' and 'Printed'.

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If you have questions regarding the information displayed on your tax form, contact [nbcc@nbcc.ca](mailto:nbcc@nbcc.ca) and add “T2202 Inquiry – your name and student number” in the subject line.