

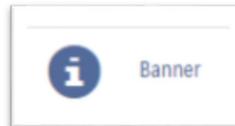
To Update Mailing Address in Banner

Each student should have both a “Mailing” address and a “Permanent” address showing in banner.

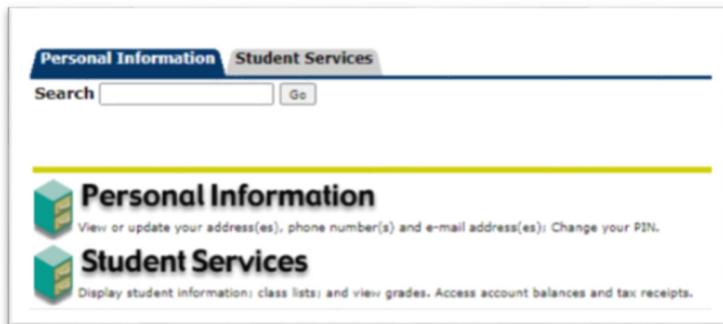
“Mailing” address is used for transcripts, cheques (for refunds), and other official documents that may be sent via post mail. Mailing addresses should always be a valid Canadian address.

“Permanent” address is where you lived prior to coming to Loyalist and show where you are from originally. Generally this is the address used in our convocation booklets at time of graduation.

1. Log in to the myLoyalist portal and select the ‘Banner’ icon.



2. Click on **Personal Information**



3. Update Address(es) and Phone(s)

*****Make sure you update your mailing address*****

4. Click on **current** address and enter your end date at that address (today's date), click submit

A screenshot of the Banner system's 'Update Address(es) and Phone(s) - Update/Insert' form. The title is 'Update Address(es) and Phone(s) - Update/Insert'. Below the title, there are instructions: 'To End an old address: Enter a date in the "Until This Date" field and then click submit.' and 'When Inserting a new address, the following fields must be filled in: -Valid From This Date, -Address Line 1, -City, -Province, -Postal Code'. A note states: 'If you are entering a non-Canadian address, Nation is also required. Note: non-Canadian addresses should only be entered for "Permanent" address'. At the bottom, there are two date fields: 'Valid From This Date:MM/DD/YYYY' with the value '07/26/2014' and 'Until This Date:MM/DD/YYYY' with the value '05/22/2020'. A red arrow points to the 'Until This Date' field.

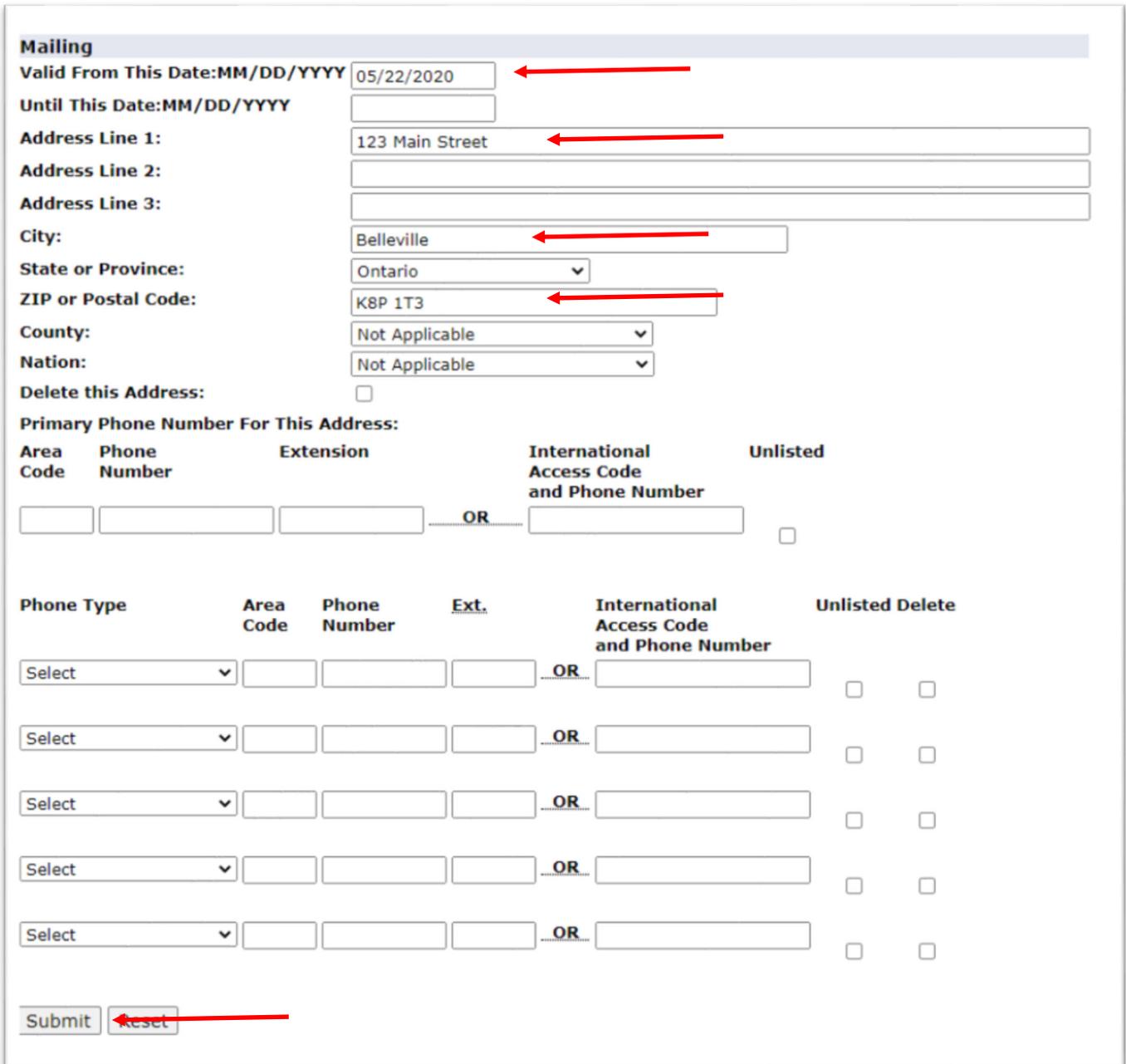
5. Select **Mailing** from the drop down menu and click submit



Type of Address to Insert: Mailing

Submit

6. Enter current date and Canadian Address, click submit



Mailing

Valid From This Date:MM/DD/YYYY 05/22/2020

Until This Date:MM/DD/YYYY

Address Line 1: 123 Main Street

Address Line 2:

Address Line 3:

City: Belleville

State or Province: Ontario

ZIP or Postal Code: K8P 1T3

County: Not Applicable

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
			OR	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

If you have issues please contact servicedesk@loyalistcollege.com

To Update SIN

The Canada Revenue Agency (CRA) requires post-secondary institutions to include each student's Social Insurance Number (SIN) on the T2202 (Tuition and Education Certificate). More information is available on the [Government of Canada's web-site](#).

Loyalist College has created a secure page on the myLoyalist portal where students can provide their SIN and access tax details. To navigate to the page, log in to the [myLoyalist](#) portal and select the 'Education Tax Receipts' icon.



If your SIN is not on file, you will be prompted to provide it. This page also provides links to your Education Tax Forms (T2202 and T4A).

A screenshot of a web page titled "Tax Information" with a blue header. The page contains a form for entering a Social Insurance Number (SIN). The form includes a header "Please Enter the 9 Digit SIN Number Below" and a text input field with a "Submit" button. Below the input field is a graphic of a SIN card showing the fields: "SOCIAL INSURANCE NUMBER" and "IN MEMO OF RECORDANCE SOCIAL", with "000 000 000" and "FIRST NAME, LAST NAME" as placeholders. At the bottom of the page, there are links: "Click here to receive your T2202" and "Click here to receive your T4A".

To learn more, visit the [Tax Tips and Information](#) page.