



Declaration of Conditions of Employment

The **employer** must complete this form and give it to the employee for the employee to be able to deduct employment expenses from their income.

The **employee** does **not** have to file this form with their return, but must keep it in case the Canada Revenue Agency (CRA) asks to see it. For details about claiming employment expenses, see the following publications:

- Guide T4044, Employment Expenses
- Archived Interpretation Bulletin IT-352R2, Employee's Expenses, Including Work Space in Home Expenses
- Archived Interpretation Bulletin IT-522R, Vehicle, Travel and Sales Expenses of Employees

Part A – Employee information

| | | |
|-----------------------------|------------|----------|
| Last name | First name | Tax year |
| Job title | | |
| Brief description of duties | | |

Part B – Employer information

| |
|------------------|
| Name of employer |
| Employer address |

Part C – Conditions of employment

General information

1. Did this employee's contract require them to pay their own expenses while carrying out the duties of employment? Answer **yes** even if you give an allowance or a reimbursement in respect of some or all such expenses. Yes No

If **no**, the employee is **not** entitled to claim employment expenses, and **you are not required to answer any of the other questions.**

If **yes**, enter the period(s) of employment during the year: From

| | | |
|------|-------|-----|
| Year | Month | Day |
|------|-------|-----|

 To

| | | |
|------|-------|-----|
| Year | Month | Day |
|------|-------|-----|

If there was a break in employment, specify the dates: _____

2. Did you pay this employee wholly or partly by commission according to the volume of sales made or contracts negotiated? Yes No

If **yes**, enter the following information:

- Commissions paid \$ _____
- Type of goods sold or contracts negotiated _____

Is there a business development account or other similar commission income account available from which the employee's employment expenses are paid or reimbursed? Yes No

If **yes**, is the commission income (code 42) from this account included in box 14 of the T4 slip? Yes No

Supplies and expenses related to an office or home office

3. Did this employee's contract of employment require them to:
- rent an office away from your place of business? Yes No
 - employ a substitute or an assistant? Yes No
 - pay for supplies that the employee used directly in their work? Yes No
 - pay for the use of a cell phone? Yes No

Supplies and expenses related to an office or home office (continued)

4. Did you require the employee to use a part of their home for work? Yes No

Note: This does not have to be part of the employee's employment contract, and may be a written or verbal agreement between you and your employee.

If **yes**, answer the following two questions:

Has the employee worked more than 50% of the time from the work space in their home for a period of at least four consecutive weeks in the year? Yes No

Has the employee used the work space in their home regularly and continually for **in-person** meetings with clients or other people while doing their work? Yes No

5. Did you or will you reimburse the employee for any of the expenses mentioned in questions 3 and 4? Yes No

Note: This applies to **all** reimbursed expenses including supplies, home office, cell phone, etc. This also includes any amounts paid back, charges made to the employer's credit card, and allowances.

If **yes**, enter the amount and type of expenses that you did or will reimburse:

| Amount | Type of expense | Included on T4 slip |
|----------|-----------------|--|
| \$ _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| \$ _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| \$ _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If the employee only had home office expenses, skip to Part D, "Employer declaration."

Motor vehicle, travel and other expenses

6. Did you normally require this employee to travel to locations that were not your place of business or between different locations of your places of business, during the course of performing their employment duties? Yes No

If **yes**, what was the employee's area of travel (be specific)?

7. Did you require this employee to be away for at least 12 **consecutive** hours from the municipality and metropolitan area (if there is one) of your business where the employee normally reported for work? Yes No

If **yes**, how often? _____

8. Did the employee receive or were they entitled to receive a motor vehicle allowance? Yes No

If **yes**, enter:

- the amount received as a fixed allowance, such as a flat monthly allowance \$ _____
- the per kilometre (km) rate used _____ (\$/km) and the amount received \$ _____
- the amount of the allowance that was included on the employee's T4 slip \$ _____

9. Did this employee have the use of a company vehicle? Yes No

Was the employee responsible for any of the expenses incurred for the company vehicle? Yes No

If **yes**, enter the amount and type of expenses:

| Amount | Type of expense |
|----------|-----------------|
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | _____ |

