



Declaration of Conditions of Employment

The **employer** must complete this form for the employee 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 we ask to see it. For details about claiming employment expenses, see Guide T4044, Employment Expenses, or the following archived interpretation bulletins: IT352R2 – Employee's Expenses, Including Work Space in Home Expenses, and IT522R – Vehicle, Travel and Sales Expenses of Employees.

Part A – Employee information (please print)

Last name	First name	Tax year
Employer address		
Job title and brief description of duties		

Part B – Conditions of employment

1. Did this employee's contract require them to pay their own expenses while carrying out the duties of employment? Yes No

Answer **yes** even if you provide an allowance or a reimbursement in respect of some or all such expenses.

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

2. 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)? _____

3. 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 frequently? _____

4. Indicate the period(s) of employment during the year: From

Year	Month	Day
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 to

Year	Month	Day
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If there was a break in employment, specify dates: _____

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

If **yes**, indicate:

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

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**, indicate the amount and type of expenses:

Amount	Type of expense
\$ _____	_____
\$ _____	_____
\$ _____	_____

6. Did you require this employee to pay for expenses for which they **did** or **will** receive a reimbursement? Yes No

If **yes**, indicate the amount and type of expenses that were:

	Amount	Type of expense	Included on T4 slip
• received upon proof of payment	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
• charged to the employer, such as credit card charges	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Did you require this employee to pay other expenses for which they did **not** receive any allowance or reimbursement? Yes No

If **yes**, indicate the type(s) of expenses: _____

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

If **yes**, indicate the commissions paid \$ _____
and the 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 from this account included in box 14 of the T4 slip? Yes No

9. 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

Did you or will you reimburse this employee for any of these expenses? Yes No

If **yes**, indicate the type of expense and amount 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

10. Did this employee's contract of employment require them to use a portion 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**, approximately what percentage of the employee's duties of employment were performed at their home office? _____ %

Did you or will you reimburse this employee for any of their work-space-in-the-home expenses? Yes No

If **yes**, indicate the type of expense and amount 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

