



Declaration of Conditions of Employment

The **employer** must complete this form and provide 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 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? Answer **yes** even if you provide 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.**

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

 to

Year	Month	Day

If there was a break in employment, specify the 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
• received upon proof of payment	\$ _____	_____
• charged to the employer, such as credit card charges	\$ _____	_____

Included on T4 slip

☐ Yes ☐ No

☐ Yes ☐ 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? _____
- employ a substitute or an assistant? _____
- pay for supplies that the employee used directly in their work? _____
- pay for the use of a cell phone? _____

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ 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

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

10. Did you require the employee 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

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

11. Did this employee work for you as a tradesperson? ☐ Yes ☐ No

If **yes**, did you require this employee, as a condition of employment, to purchase and provide tools that were used directly in their work?

☐ Yes ☐ No

If **yes**, do all of the tools itemized on the list provided to you by the employee satisfy this condition?

☐ Yes ☐ No

Please sign and date the list.

12. Did this employee work for you as an apprentice mechanic? ☐ Yes ☐ No

If **yes**, was this employee registered in a program established under the laws of Canada, or of a province or territory, that leads to a designation under those laws as a mechanic licensed to repair self-propelled motorized vehicles?

☐ Yes ☐ No

Did you require this apprentice mechanic, as a condition of employment, to purchase and provide tools that were used directly in their work?

☐ Yes ☐ No

If **yes**, are all of the tools itemized on the list provided to you by the employee used in connection with the employee's work for you as an apprentice mechanic in the program described in **this question**?

☐ Yes ☐ No

Please sign and date the list.

13. Did this employee work for you in forestry operations? ☐ Yes ☐ No

Did you require the employee to, as a condition of employment, have to provide a power saw (including a chain saw or tree trimmer)?

☐ Yes ☐ No

Employer declaration

I certify that the information given on this form is, to the best of my knowledge, correct and complete.

Note: Clearly print the name and telephone number of the authorized person in case we need to call to verify information.

_____ Name of employer		_____ Name and title of authorized person
_____ Date	_____ Telephone number	_____ Signature of employer or authorized person

The employee has to complete this section if we ask them to send us this form.

_____ Name of employee	_____ Social insurance number	_____ Date
_____ Home address		

See the privacy notice on your return.