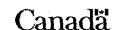
## **DECLARATION OF CONDITIONS OF EMPLOYMENT**

Protected B when completed

The employer must complete this form for the employee to deduct employment expenses from his or her income.

The **employee** does not have to file this form with his or her return, but must keep it in case we ask to see it. For details about claiming employment expenses, see Guide T4044, *Employment Expenses*, or interpretation bulletins IT-352, *Employee's Expenses*, *Including Work Space in Home Expenses*, and IT-522, *Vehicle, Travel and Sales Expenses of Employees*.

Part A	A – Employee information (please print)						
Last	name	First name		Tax year	Social insurance number		
Home	e address		Business address				
Job ti	tle and brief description of duties						
Part E	3 – Conditions of employment						
A	old this employee's contract require him or her to pa answer "yes" even if you provide an allowance or a ino, the employee is not entitled to claim employme	reimbursement in	respect of some or all su	ich expenses.			
2. D	old you normally require this employee to travel to lo ifferent locations of your places of business, during	cations that were the course of per	not your place of busine forming his or her employ	ss or between yment duties?	Yes No		
lf	yes, what was the employee's area of travel (be sp	ecific)?	***************************************				
a	old you require this employee to be away for at least rea (if there is one) of your business where the emp yes, how frequently?	loyee normally re	ported for work?	lity and metropolitan	Yes No		
			Year Month	Day Y	ear Month Day		
	ndicate the period(s) of employment during the year there was a break in employment, specify dates:	: From	3	to			
	old this employee receive or was he or she entitled to	o receive a motor	vehicle allowance?		Yes No		
•	the amount received as a fixed allowance, such as a flat monthly allowance						
	Did this employee have the use of a company vehicl	e?			Yes No		
ν	Vas the employee responsible for any of the expens	es incurred for th	e company vehicle?		Yes No		
If	yes, indicate the amount and type of expenses:		Amount		Type of expense		
			\$		- TAMOR TAMOR TO THE TOTAL TO T		
			\$				
6. D	old you require this employee to pay for expenses for	or which he or she	did or will receive a rein	mbursement?	Yes No		
lf	yes, indicate the amount and type of expenses that	t were:	Ämount	Type of expense	Included on T4 slip		
	received upon proof of payment	\$		• •	Yes No		
ĺ	charged to the employer, such as credit card char				Yes No		
7. C	Did you require this employee to pay other expenses	s for which he or s	she did not receive any a	allowance or reimburse	ement? Yes No		
lf	yes, indicate the type(s) of expenses:						
L							



8.	Did you pay this employee wholly or partly by commission according to the volume of sales made or contracts negotiated?	Yes	No 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 him or her to:							
	rent an office away from your place of business?	Yes	☐ No ↑					
	employ a substitute or assistant?	Yes	No No					
	pay for supplies that the employee used directly in his or her 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:							
	•••	ncluded on	· · · · · · · · · · · · · · · · · · ·					
	\$	Yes	∐ No					
	\$	Yes	∐ No					
	\$	Yes	No					
10.	Did this employee's contract of employment require him or her to use a portion of his or her home for work?	Yes	No No					
	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 his or her home office expenses?	Yes	☐ No					
	If yes, indicate the type of expense and amount you did or will reimburse:							
	Amount Type of expense I	ncluded 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 his or her 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 No					
	Did you require this apprentice mechanic, as a condition of employment, to purchase and provide tools that were used directly in his or her 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?	□ .55						
12	Did this employee work for you in forestry operations?	Yes	□ No					
13.		Yes	□ No					
	Did this employee, as a condition of employment, have to provide a power saw (including a chain saw or tree trimmer)?							
	ployer declaration							
1 0	I certify that the information provided on this form is, to the best of my knowledge, correct and complete.							
_	Name of employer (print)  Name and title of authorized person	(print)						
	ext.							
	Date Telephone number Signature of employer or authorized p	person						
N	ote: Please clearly print the пате and telephone number of the authorized person in case we need to call to verify information.		!					