Agence du revenu du Canada

DECLARATION OF CONDITIONS OF EMPLOYMENT

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 – Employee information (please print)

Last name	First name		Tax year	Social Insurance Number		
		1				
Home address		Business address				
Job title and brief description of duties						
Down D. Comditions of ample when t						
Part B – Conditions of employment						
Did this employee's contract require him or her to pay				ment? Yes No		
Answer "yes" even if you provide an allowance or a re		•	•	W		
If no , the employee is not entitled to claim employme	nt expenses, and	d you are not required to ar	iswer any of the of	tner questions.		
Did you normally require this employee to work away	from your place	of business or in different pla	ices?	Yes No		
If you what was the ampleyed's area of travel (he app	oifio\?					
If yes , what was the employee's area of travel (be spe	ecilic)?					
3. Did you require this employee to be away for at least area (if there is one) of your business where the empl				Yes No		
If yes, how frequently?						
Indicate the period(s) of employment during the year:	from	Year Month D	oay to	Year Month Day		
3,						
If there was a break in employment, specify dates:						
5. Did this employee receive a motor vehicle allowance				Yes No		
If yes , indicate:						
the amount received as a fixed allowance, such as	-					
the per km rate used(\$/km), and the the array of the allowers to the true included on the content of the allowers to the true included on the content of the allowers to the true included on the content of the allowers to the content of the conten						
the amount of the allowance that was included on t Did this employee have the use of a company vehicle						
Was the employee responsible for any of the expense	es incurred for th	ne company vehicle?		Yes No		
If yes , indicate the amount and type of expenses:		Amount		Type of expense		
		\$				
		\$				
		\$				
				П. П.		
Did you require this employee to pay for expenses for		e did or will receive a repayn	nent?	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	\$			Yes No		
charged to the employer, such as credit card charge	es \$			Yes No		
7. Did you require this employee to pay other expenses	for which he or	she did not receive any allov	vance or repayment	? Yes No		
	io. Willoll flo Of S	one and not receive any and	and of repayment	[] 163 [] 100		
If yes , indicate the type(s) of expenses:						



B. Did you pay this employee wholly or partly by commission according to the volume of sales made or contracts yes No No No No No No No N		Telephone Number	Signature of employer or authorized	d norson	
If yes, indicate the commissions paid (\$	_	_			
If yes, indicate the commissions paid (\$	Name of employer (prin	nt)	Name and title of authorized perso	n (print)	
regolated?	I certify that the information provided on this f	form is, to the best of my knowledge, correct	ct and complete.		
regolated?	mployer declaration				
regolated?	Did this employee, as a condition of emp	ployment, have to provide a power saw (incl	luding a chain saw or tree trimmer)?	· L Yes	No
negolistated?	. ,	•			Ħ.
regolisted?					
New If yes, indicate the commissions paid (\$	you as an apprentice mechanic in the pro			. Yes	No
If yes, indicate the commissions paid (\$	that were used directly in his or her work	?		. Yes	No
No If yes, indicate the commissions paid (\$	that leads to a designation under those la	aws as a mechanic licensed to repair self-p	ropelled motorized vehicles?	. Yes	No
No If yes, indicate the commissions paid (\$		prentice mechanic?		. Yes	No
negotiated?		list provided to you by the employee satisfy	this condition?	Yes	No
negotiated?				= -	H
No If yes, indicate the commissions paid (\$	If yes, did you require this employee, as	a condition of employment, to purchase an	d provide tools	Yes	□ No
No If yes, indicate the commissions paid (\$	11. Did this ampleyes would for your as a first	·			
negotiated?				=	=
If yes, indicate the commissions paid (\$				一 一	一
Negotiated?			· · ·		\Box
It yes, indicate the commissions paid (\$	ii yes , iliulcate the type of expense and a	, ,	Type of expense	Included on	T4 elin
If yes, indicate the commissions paid (\$				Yes	∐ No
If yes, indicate the commissions paid (\$	which the expenses relate?				\equiv
If yes, indicate the commissions paid (\$	Was the home office used exclusively to	earn income from the office or employment	t, and on a regular and continuous basis		
Included on T4 slip Is they a business development account or other similar commission income account available from which the employee's employment expenses are paid or reimbursed? Is there a business development account or other similar commission income account available from which the employee's employment expenses are paid or reimbursed? Is there a business development account or other similar commission income account available from which the employee's employment expenses are paid or reimbursed? Is there a business development account or other similar commission income account available from which the employee's employment expenses are paid or reimbursed? Is there a business development account or other similar commission income account available from which the employee's employment expenses and account available from which the employee under a contract of employment to: Is there a business development account or other similar commission income account available from which the employee's employee in contracts of employment expenses and account available from which the employee's employment expenses and account available from which the employee's employment expenses and account available from which the employee's employment expenses and account available from which the employee's employment expenses and account available from which the employee's employment expenses and account available from which the employee's employee's employee in country and the expenses account available from which the employee's employee in country and the expenses account available from which the employee's employ	, , ,	' '			
negotiated?	10. Did you require this emplovee under a co	ontract of employment to use a portion of hi	s or her home for work?	. Yes	No
If yes, indicate the commissions paid (\$		\$		Yes	No
negotiated?		\$		Yes	No
negotiated?		\$		Yes	∐ No
If yes, indicate the commissions paid (\$	•		Type of expense	Included on	T4 slip
If yes, indicate the commissions paid (\$				Yes	∐ NO
negotiated? Yes No If yes, indicate the commissions paid (\$				\equiv	=
negotiated? Yes No If yes, indicate the commissions paid (\$.,	•		一	\equiv
negotiated?	, ,				\equiv
negotiated?				一	No
negotiated?					
negotiated?	If yes , is the commission income from this	account included in box 14 of the T4 slip?		Yes	No
negotiated? Yes No If yes, indicate the commissions paid (\$) and the type of goods sold or contracts negotiated ().	which the employee's employment expens				
negotiated? Yes No					
	•)
				Yes	□ No