

## Tax deduction for expenses related to work space in the home

For expenses related to working from home, and maintaining a home office space within one's home, employees may be eligible to deduct those expenses on their tax return.

To do this for tax year 2023, the employee should complete **Form T2200, Declaration of Conditions of Employment**, and have it signed by their manager.

The employee can print (or download) the T2200 form, and fill in most of the fields, then send it to their manager to sign the "Employer declaration" section.

\*However, before signing, managers should review the document to make sure that all required fields are filled, and that the information is accurate, based on their department's policies, and the department's agreement with the individual employee.

The form can then be returned to the employee, for them to keep on file for tax purposes.

## CRA references

**To download Form T2200:** <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2200.html>

**For information on eligibility, which expenses qualify, and calculating those expenses,** see *Employment Expenses 2023*

> *Work-space-in-the-home expenses:* [https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4044/employment-expenses.html#P267\\_17648](https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4044/employment-expenses.html#P267_17648)

## Guidance for completing Form T2200

This document shows an example of how the form should be completed in the case where the employee (in a given week) worked at home for 3 days, and on-site for 2 days.

Required fields and checkboxes (for this example) are highlighted in **yellow**.

### 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 <b>Doe</b>	First name <b>Jane</b>	Tax year <b>2023</b>
Employer address <b>Faculty of Medicine, 2775 Laurel St, Vancouver, BC V5Z1M9</b>		
Job title and brief description of duties <b>Senior Program Assistant, coordinating course planning and scheduling</b>		

#### 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 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.**

2. Enter the period(s) of employment during the year:

From	Year	Month	Day	To	Year	Month	Day
	2	0	2		2	0	2
	3	0	1		3	1	2
	0	1	0		1	3	1

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

3. 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 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

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

If **yes**, enter 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

#### Part A – Employee Information

Name, Tax year, address and job title/description are all required Fields; can be filled by employee or manager.

#### Part B – Conditions of Employment

1. Did the employee's contract require them to pay their own expenses...

\*This is marked "yes" whenever there is a work-at-home agreement, written or verbal.

Note: if the employee worked at home for less than 50% of their work time, they would not qualify to deduct these expenses from their taxes, and the T2200 form is therefore not applicable.

2. Enter the period(s) of employment...

These dates should reflect the time period that the person was an employee of UBC, during the specified year. In this example, the person was employed by UBC for the entirety of 2023. But if they were hired by UBC on February 1, 2023, and ended employment on November 1, 2023, then those dates would be entered for the "From" and "To" dates.

3. Did you pay this employee wholly or partly by commission...

UBC employees are generally not paid by commission, so these would be marked "No".

4. Did you require this employee to pay for expenses for which they did or will receive a reimbursement?

In this example, this is marked "No". Generally, in 2023, employees did not receive reimbursement from UBC for expenses related to working from home.

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**Protected B** when completed

5. 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**, enter the type of expense and amount you did or will reimburse:

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

6. 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**, about what percentage of the employee's duties of employment were performed at their home office?  **60.00 %**

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

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

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

If the employee only had home office expenses, **skip** to "Employer declaration" section.

7. 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

5. Did this employee's contract require them to...

In this example, none of these items applied, so all were marked "No".

Note re: cell phones - In cases where an employee was required by their employer to use their cell phone for work-related activity, and the employee was paying for the use of the cell phone, this item would be marked "Yes" (and if the cell phone expense was reimbursed, this should also be indicated).

6. Did you require the employee to use a part of their home for work?

\*This is marked "yes" whenever there is a work-at-home agreement, written or verbal.

If yes, about what percentage... were performed at their home office?

For a typical 5-day work week, each day counts as 20% of work time. In this example, the employee (in a given week) worked at home for 3 days (on-site for 2 days) which equals 60% of work time at their home. If they worked at home for 4 days per week, this would equal 80%.

If this form is being used ONLY for home office expenses, we can skip items 7 through 13, and go directly to the "Employer declaration" section.

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Use sign and name list.

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

Did you require the employee, as a condition of employment, 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:** Enter the name and telephone number of the authorized person in case the CRA needs to call to verify information.

University of British Columbia, Faculty of Medicine

Name of employer

Susan Smith, Curriculum Manager

Name and title of authorized person

2024-03-01

Date

604-555-5555 ext.

Telephone number

*Susan J. Smith*

Signature of employer or authorized person \*

\* The CRA will accept an electronic signature if it is applied in accordance with the guidance specified by the CRA.

The employee has to complete this section if the CRA asks the employee to send in this form.

Name of employee

Social insurance number

Date

Home address

See the privacy notice on your return.

**Employer declaration**

Name of employer, name/title of authorized person, date, telephone, and signature are all required fields.

Note re: Authorized person - This can be the employee's direct manager.

The last section ("The employee has to complete this section if the CRA...") can be left blank, and filled by the employee if required.