316 Declaration of Conditions of Employment, All Staff

So that employees may deduct on their annual Income Tax return the cost of some expenses necessary to properly perform their jobs, the Canada Revenue Agency supplies Form T2200 [1], Declaration of Conditions of Employment.

The appropriate Vice-President, Dean, or Chair must sign the Employer Declaration section of Form T2200, Declaration of Conditions of Employment, if, after reviewing the conditions in the employee's contract, written or verbal, they determine that the employee must incur certain expenses in order to perform their job properly, in accordance with Canada Revenue Agency guidelines.

The approver will retain a copy of the signed T2200 form and forward a copy to the Manager, Total Compensation, Human Resources.

In general, the T2200 form supports an employee’s claim to deduct expenses such as automobile, travel, home office and supplies on their Income Tax return. On Form T2200 the employer certifies that conditions exist that may allow the employee to deduct these expenses. The University of Guelph has a legal obligation to ensure that the form is completed accurately.

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