

T2200 Declaration of Conditions of Employment Form

Please answer the following questions to determine if you need to request a signed T2200 Declaration of Conditions of Employment form from the University.

1) Do you have a hybrid work agreement with the University?

Yes, then continue to question two.

No, you are not eligible. You do not require a signed form T2200.

2) Did you mainly (more than 50% of the time) work from home for at least four consecutive weeks during 2023.

Yes. You can deduct expenses you paid in 2023 for the employment use of a workspace in your home. These expenses must be used directly in your work and the University has not reimbursed and will not reimburse you.

No, you are not eligible. You do not require a signed form T2200.

If the answer is yes to both questions above, click on the following link [T2200](#) and you will find a pre-answered T2200 form. For most employees, the answers will be the same. Only those who did not work for the University for the full year of 2023 will have to edit question two.

How to complete the T2200 Declaration of Conditions of Employment form

Download and save the form before inputting your information.

On the form, only questions one through six must be answered to claim work from home expenses. Here is what you complete:

In part A of the form:

- Name
- Job title and a brief description of duties

Part A – Employee information

Last name	First name	Tax year
		2023
Employer address		
2000 Simcoe Street North, Oshawa, ON L1G 0C5		
Job title and brief description of duties		

In question six of the form:

- Input the percent worked from home

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? %

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

Edit the dates in question two if you were not employed for the full year by the University in 2023.

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

From

Year	Month	Day
2	0	2
3	0	1
0	1	0
1	0	1

 To

Year	Month	Day
2	0	2
3	1	2
3	3	1

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

Once the changes have been made, save the form.

Send an email with the form attached to T2200@ontariotechu.ca. You will receive an email with the signed form back within 2 business days.

Any further questions can be directed to the contacts below:

T2200@ontariotechu.ca