



## Declaration of Conditions of Employment for Working at Home Due to COVID-19

This form is only for employees who worked from their home in 2020 due to COVID-19. The **employer** must complete and sign this form if the employee chooses to use the detailed method to calculate their home office expenses (work-space-in-the-home and supplies). If the employee is required to pay for expenses other than home office expenses, do not use this form. Instead, complete Form T2200, Declaration of Conditions of Employment.

The **employee** does **not** need to attach this form to their return, but they must keep it in case the Canada Revenue Agency asks to see it later. However, employees must complete and attach Form T777S, Statement of Employment Expenses for Working at Home Due to COVID-19, to their tax return to deduct home office expenses for the year.

For more information about claiming employment expenses, see Guide T4044, Employment Expenses.

### Part A – Employee information

Last name	First name	Tax year <b>2020</b>
Employer address 1155 East Broadway, Vancouver, BC V5T 4V5		

### Part B – Conditions of employment

1. Did this employee work from home due to COVID-19?  Yes  No
2. Did you or will you reimburse this employee for any of their home office expenses?  Yes  No
3. Was the amount included on this employee's T4 slip?  Yes  No

### Employer declaration

I certify that this employee worked from home in 2020 due to COVID-19, and was required to pay some or all their own home office expenses used directly in their work while carrying out their duties of employment during that period.

I certify that the information given on this form is, to the best of my knowledge, correct and complete.

**Note:** Clearly print the name and telephone number of the authorized person in case we need to call to verify information.

Vancouver Community College	Jamie Choi, Executive Director, Finance & CFO
Name of employer	Name and title of authorized person
Date	Signature of employer or authorized person
604-871-7000 ext. 7164	
Telephone number	

This section is to be completed by the employee if this form is requested by the Canada Revenue Agency.

Name of employee	Social insurance number	Date
Home address		

See the privacy notice on your return.