

# USER GROUP SESSION SUMMARY

*Canadian Compliance Connection:  
Best Practices for T2200 Administration*

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## OVERVIEW:

This User Group session focused on effective administration for the T2200 Declaration of Conditions of Employment form. Sability's presenters, Kimberley Fiume and Zenaida Florencia, shared insights on form criteria, written and verbal conditions of employment, impacts to remote workers, and types of eligible expenses.

## SUMMARY:

The T2200 form, completed by employers, confirms that an employee was required to cover specific work-related expenses under their written or verbal conditions of employment. The CRA's T4044 Employment Expenses Guide outlines which expenses may be deductible, with rules that differ for salaried and commission employees and for employment types such as remote workers, transportation employees, artists, and tradespersons. Accurate record keeping is essential for both employers and employees throughout the T2200 process.

## BEST PRACTICES:

- Coordinate early with HR and leaders to confirm eligible employees and contractual or verbal conditions of employment.
- Although the T2200 is not filed with their tax return, remind employees to keep supporting documents for six years.
- Establish a clear T2200 policy, communication plan, and completion timeline.
- Remember Quebec employees receive the T2200 and the provincial TP-64.3-V form.



## PRESENTERS



**KIMBERLEY  
FIUME**

Sability Director, Best  
Practices & Compliance



**ZENAIDA  
FLORENCIA**

Sability Senior  
Consultant

**WATCH THE  
SESSION RECORDING!**

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## USER GROUP:

If you're interested in participating in our next User Group session, join our LinkedIn Group "[Sability UKG User Group](#)" or reach us at [customersuccess@sability.com](mailto:customersuccess@sability.com)