



## TEAM MEMBER GUIDE

### **207 EMPLOYMENT EXPENSES (T2200)**

Team Members, who work in positions that require them to pay their own expenses in order to carry out the duties of their job, are entitled to claim employment expenses on their income tax.

Eligible Team Members must complete a T2200 (Declaration of Conditions of Employment) government form and submit it to the Payroll Department annually.

Team Members who are entitled to claim tools must also attach a detailed list of each tool being claimed. This list will need to be approved, signed, and dated by their Manager and/or Operations Manager.

The Payroll Department will verify and sign the T2200 form and return it to the Team Member for use in preparing their personal income tax return.