

6. Did the employee receive an expense allowance or expense reimbursement? ☐ Yes ☐ No

If **yes**, enter the amounts the employee received and the portion of these amounts included in box A of the employee's RL-1 slip:

	Allowance	Reimbursement	Portion included in box A of the RL-1 slip
(a) Motor-vehicle expenses:	\$	\$	\$
(b) Travel expenses:	\$	\$	\$
(c) Other expenses. Specify:	\$	\$	\$

7. Was the employee entitled to be reimbursed for expenses related to office rent, the salary or wages of an assistant or substitute, or supplies used directly in carrying out their duties? ☐ Yes ☐ No

If you paid amounts related to such expenses, provide the following information:

- (a) Type of expenses paid:
- (b) Amount of expenses paid: \$
- (c) Portion of this amount included in box A of the employee's RL-1 slip: \$

3.3 Motor-vehicle expenses and travel expenses

8. Was the employee required to perform some or all of their duties away from your place of business, or at various locations? ☐ Yes ☐ No

If **yes**, provide the following information:

- (a) Percentage of work hours spent at your place of business: %
- (b) Percentage of work hours spent at customers' premises or on the road: %
- (c) Percentage of work hours spent at the employee's home: %

9. Did the employee's duties require them to spend at least 12 consecutive hours away from the municipality or metropolitan area where your place of business (to which the employee ordinarily reported for work) is located? ☐ Yes ☐ No

If **yes**, where was the employee required to perform their duties?

10. Was the employee required to supply a motor vehicle? ☐ Yes ☐ No

11. Under the employment contract, was the employee required to incur travel or motor-vehicle expenses? ☐ Yes ☐ No

If **yes**, provide particulars:

3.4 Cost of supplies, expenses related to an office in the home and other expenses

12. Under the employment contract, was the employee required to purchase supplies used directly in carrying out their duties? ☐ Yes ☐ No

If **yes**, provide particulars:

13. Under the employment contract, was the employee required to pay salary or wages to an assistant or substitute? ☐ Yes ☐ No

14. Did the employee have an office at your place of business? ☐ Yes ☐ No

15. Under the employment contract, was the employee required to maintain an office outside your place of business? ☐ Yes ☐ No

If **yes, and if the employee maintained the office in their home**, check the appropriate box or boxes.

- ☐ The employee performed their duties primarily (more than 50%) at that office.
- ☐ The employee used that office exclusively to earn employment income, and to meet clients or other people on a regular and ongoing basis in the normal course of their duties.

16. Under the employment contract, was the employee required to incur **other expenses** not mentioned in this form? ☐ Yes ☐ No

If **yes**, provide particulars:



3.5 Expenses of a sharesperson

17. If the employee is a sharesperson or a sharesperson's helper, were they required under the employment contract to incur or contribute to certain expenses? ☐ Yes ☐ No

If **yes**, provide particulars: _____

4 Certification by the employer

I certify that all the information provided in this form is accurate and complete.

Signature of employer or authorized person

Title or position

Date



12PL ZZ 49508076