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# BRITISH COLUMBIA COUNCIL OF FILM UNIONS

IATSE 891

TEAMSTERS 155

IATSE 669

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March 10, 2017

To: Employees working under the BCCFU Master Agreement.  
Re: T2200s

The T2200 bulletin contained within the BCCFU Master Agreement states, in part:

*It is part of the payroll obligations of an employer to complete the T2200 form when requested to do so.*

The bulletin also states:

*It is important that employees request to have the form completed while they are still actively employed and the production is still underway.*

Before claiming any employment expenses, talk to your accountant. Best practices for claiming employment expenses will likely include the following:

- Ensure that your deal memo lists each expense (vehicle, tools & supplies, cell phone, etc.) and any associated compensation
- For vehicle expenses, keep a detailed log of all travel incurred as part of your work day. Commuting to and from work is not normally considered allowable travel for the purposes of claiming employment expenses. You will also need to keep track of all vehicle-related expenses
- For tools & supplies, keep a detailed list of all items included in your kit which are required for your job. You will also need to keep track of all expenditures related to maintaining your kit.
- For cell phone expenses, you can only claim the cost of airtime required to do your job.

We hope you find this guidance useful.

Sincerely, on behalf of the BC Council of Film Unions



Paul Klassen, Assistant Executive Director