

## How to Guide – Candidate Financial Information (Form 5)

Candidates must complete and file Form 5 –Candidate Financial Information as part of the nomination process along with your Form 4 – Nomination Paper and Candidate’s Acceptance and your nomination deposit.

### □ Before you start

Make sure you have the official Candidate Financial Information (Form 5) - only official forms are accepted. These are available:

- Online at [www.rmwb.ca/elections](http://www.rmwb.ca/elections)
- Online at [www.municipalaffairs.alberta.ca/mc\\_elections](http://www.municipalaffairs.alberta.ca/mc_elections)
- By contacting the Elections Officer at 780-743-7001 or [elections@rmwb.ca](mailto:elections@rmwb.ca)

### □ Completing Form 5: Candidate Financial Information

**Candidate Information:** Use your legal name and residential address that you provided on Form 4: Nomination Paper and Candidate’s Acceptance.

Candidate’s Information:	
Candidate Surname	Given Names
Complete Address and Postal Code	

**Address Where Candidate Records are Maintained:** Candidate records include things like contribution and expense records.

Enter the complete address or addresses, including postal code, of the location(s) where you will keep your candidate records, which could be your residential address, the location of your campaign office, a business office or a combination of locations. You must provide at least one address.

Address of place(s) where candidate records are maintained:
Complete Address and Postal Code

**Financial Institutions:** Enter the names and addresses of the financial institutions where campaign contributions will be deposited.

You must open a bank account as soon as possible after the total amount of contributions received exceeds \$1,000, including self-funded contributions. You may have more than one account.

Do not use personal bank accounts for campaign purposes.

Name(s) and Address(es) of financial institutions where campaign contributions will be deposited (if applicable):

**Signing Authorities:** Enter the names of individuals who have signing authority for each of the campaign accounts opened at the financial institutions listed.

Name(s) of signing authorities for each depository listed above (if applicable):

**Changing the information provided on Form 5**

When there is any change in the information provided on Form 5 – Candidate Financial Information, the candidate must notify the Elections Office within 48 hours of such changes by submitting another completed Form 5. This includes changes to the location of candidate records, the opening of new bank accounts, the change of signing authorities, etc.