

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

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

## ☐ Before you start

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

- Online at www.rmwb.ca/elections
- By contacting the Elections Office at 780-743-7000 or 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 Full Name:	Candidate, A
	(candidate's given name(s), last name)
Candidate's Address:	000 Street, Community, AB A1A 1A1
	(complete municipal address or legal land description)
Address of place(s) where	candidate records are maintained:
000 Street, Community, AB	A1A 1A1

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:	4
000 Street, Community, AB A1A 1A1	1

**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 <u>not</u> use personal bank accounts for campaign purposes.

Name(s) and ad	dress(es) of financial institutions where campaign contributions will be deposited (if applicable):
Bank ABC	
000 Street, Con	nmunity, AB A1A 1A1
•	<b>ties:</b> Enter the names of individuals who have signing authority for each of the campaign at the financial institutions listed.
Name(s) of signi	ng authorities for each deposit listed above (if applicable):
Individual A	

## ☐ 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.