



'How to' Guide | Form 5: Candidate Financial Information

You must complete and file Form 5 with Edmonton Elections as part of the nomination process for candidates. This requirement is described in the [Local Authorities Elections Act](#).

Important

- Submit a completed Form 5 to Edmonton Elections when you file Form 4: Nomination Paper and Candidate's Acceptance and your deposit
- You must submit an updated Form 5 whenever you make changes to the information you provided. Updated forms must be submitted to Edmonton Elections **within 48 hours** of when the change was made.

Before you start

Make sure you have the official [Form 5](#). Check to make sure the Edmonton Elections logo is in the top left hand corner of the document.

Form 5 is available:

- On edmonton.ca/elections
- From Edmonton Elections. Please email elections@edmonton.ca or call 780-496-8008



FORM 5
CANDIDATE FINANCIAL INFORMATION
Local Authorities Election Act (Section 27)

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection and use of your personal information, please contact the Director of Elections (16304-114 Ave NW, Edmonton, AB, T5M 3R8 | 780 442 8683 | elections@edmonton.ca)

Candidate Information

Enter your legal name and residential address.

This information should match the legal name and residential address you provided on Form 4: Candidate Nomination and Acceptance.

Candidate's Information	
_____	_____
(Candidate's Surname)	(Candidate's Given Names)

Candidate's Complete Address and Postal Code	

Address where candidate records are maintained

Candidate records include things like expense records and contribution records.

Enter the **full address or addresses** of the locations where you will keep your candidate records including the postal code. This can be a residential address or the location of your campaign office, or both.

Official correspondence regarding the election process will be sent to this address.

You must provide at least one address. The form provides space for you to list up to three locations. You are not required to complete all three.

Address of place(s) where candidate records are maintained	
1. Address _____	Postal Code _____
2. Address _____	Postal Code _____
3. Address _____	Postal Code _____

Financial Institutions

Enter the name and addresses of the financial institutions where campaign contributions will be deposited.

Enter the name or names of the individuals who have signing authority for the campaign accounts opened at these institutions.

Name(s) and address(es) and signing authority of financial institutions where campaign contributions will be deposited		
1. Name of Financial Institution	_____	
Address	_____	Postal Code _____
Signing Authority	_____	
2. Name of Financial Institution	_____	
Address	_____	Postal Code _____
Signing Authority	_____	

You must open a campaign bank account:

- Before you submit Form 4: Nomination Paper and Candidate's Acceptance and pay your deposit **or**
- As soon as possible after the total amount of contributions you receive exceeds \$1,000. This includes self-funded contributions.

This section does not need to be completed when you submit Form 5, if you have not yet opened a campaign bank account. However, you must submit an updated form 5 to Edmonton Elections within 48 hours of the information changing. This includes opening new accounts.

You may have more than one bank account.

Do not use personal bank accounts for campaign purposes.