

In order to facilitate access to banking services by a candidate's official agent, Elections Canada is providing this package, which is based on information provided by the Canadian Bankers Association and the Office of the Superintendent of Financial Institutions, for the opening of campaign accounts for federal electoral purposes.

### Bank Account Opening Procedures for Federal Election Campaigns

Elections Canada has been advised that as an official agent of a candidate for a federal election, when opening a bank account on which you will be signing officer, you will likely be asked to provide certain information about yourself, and the candidate for which you are acting as the official agent.

To meet the requirements of the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*, financial institutions must obtain and record personal identification from the signing officer(s) on such accounts. A listing of what generally constitutes acceptable identification follows.

As part of regular account opening procedures, you will be asked to provide additional personal and financial information which may include your date of birth, social insurance number, occupation, home and business addresses and phone numbers. You may also be asked to provide authorization for the financial institution to complete a credit check.

In addition, you may be asked to complete third party determination requirements. Please be prepared to provide evidence that you are opening the account for a third party, including the name, address and phone number of the third party, the nature of the principal business or occupation of the third party, as well as the nature of the relationship between you and the third party.

You may also be asked to provide a letter from the candidate confirming your appointment as their official agent. It is your responsibility to determine the requirements of the particular financial institution in question. A sample form is provided which you may consider using for this purpose depending on the requirements of the particular financial institution. You must determine whether this form is suitable to your situation. The financial institution may require that this form be sworn by the candidate before a notary public or other person authorized to take oaths in the province.

In general, the account being opened will be a business, or not-for-profit or community account; however, this may vary depending on the financial institution. As well, features associated with the account, such as the service charges and whether or not the account is interest-bearing or not, will be specific to the financial institution with which you are dealing.

With few exceptions, once you have visited the branch and provided this information, it should be possible for the account to be opened within several business days.

Where a signing officer(s) is able to open the account at a branch where they already bank, the process may be completed even faster, especially if they have already met these requirements.

For additional information, please contact your financial institution or Elections Canada at 1-800-486-6563.

### Identification Requirements for Opening a Bank Account

Elections Canada has been advised that the following is a list of the kinds of identification that will be considered. If the signing officer(s) is new to the financial institution, it will require at least 2 pieces of acceptable identification. If you have a valid bank or credit card for the financial institution where you are opening the account, one additional piece of identification may be sufficient.

Acceptable identification include:

- a valid driver's license issued in Canada
- a Canadian passport
- a birth certificate issued in Canada
- a Social Insurance Number (SIN) card issued by the Government of Canada
- an Old Age Security card issued by the Government of Canada
- a Certificate of Indian Status issued by the Government of Canada
- any similar official document or card issued by a federal, provincial or state government
- credit & debit card with your signature issued by a reputable financial institution
- provincial health insurance card (where permitted by applicable provincial law)
- employee identification card, which includes your photo and name, issued by a reputable employer.

Certain restrictions apply.

### Section 477.46 of the *Canada Elections Act*

**477.46 (1)** A candidate's official agent shall open, for the sole purpose of the candidate's electoral campaign, a separate bank account in a Canadian financial institution as defined in section 2 of the *Bank Act*, or in an authorized foreign bank as defined in that section that is not subject to the restrictions and requirements referred to in subsection 524(2) of that Act.

#### Account holder name

(2) The account shall name the account holder as follows: "*(name of official agent)*, official agent".

#### Deposits into account

(3) All of a candidate's financial transactions in relation to the candidate's electoral campaign that involve the receipt of money are to be deposited to the account unless the transaction involves the receipt of the candidate's own funds and those funds are used to pay a litigation expense or a personal expense.

#### Payments from account

(3.1) All of a candidate's financial transactions in relation to the candidate's electoral campaign that involve the payment of money are to be paid from the account unless the transaction involves the payment out of the candidate's own funds of a litigation expense or a personal expense.

#### Closure of bank account

(4) After the election or the withdrawal or death of a candidate, the candidate's official agent shall close the account once all unpaid claims and surplus electoral funds have been dealt with in accordance with this Act.

#### Final statement of bank account

(5) The official agent shall, on closing the account, provide the Chief Electoral Officer with the final statement of the account.

**Memorandum**

**From:**

|  |                        |                |
|--|------------------------|----------------|
| Candidate's surname                                      | Candidate's given name | Middle initial |
| Nature of principal business or occupation of candidate: |                        |                |

**Home Address and Telephone**

|            |              |                              |
|------------|--------------|------------------------------|
| Street no. | Street       | Apt.                         |
| City       | Prov./ Terr. | Postal code Telephone number |

**Business Address and Telephone**

|            |              |                              |
|------------|--------------|------------------------------|
| Street no. | Street       | Unit                         |
| City       | Prov./ Terr. | Postal code Telephone number |

**To:** Financial Institution Official

**Subject:** Appointment of Official Agent

The purpose of this memorandum is to advise you of my intention to stand as a candidate at the next federal election and to inform you that the following person has been appointed and has agreed to act as my official agent, and in this capacity is requesting access to banking services from your institution:

|   |                             |                |
|---|-----------------------------|----------------|
| Official agent's surname                                      | Official agent's given name | Middle initial |
| Nature of principal business or occupation of official agent: |                             |                |

**Home Address and Telephone**

|            |              |                              |
|------------|--------------|------------------------------|
| Street no. | Street       | Apt.                         |
| City       | Prov./ Terr. | Postal code Telephone number |

**Business Address and Telephone**

|            |              |                              |
|------------|--------------|------------------------------|
| Street no. | Street       | Unit                         |
| City       | Prov./ Terr. | Postal code Telephone number |

Section 477.46 of the *Canada Elections Act* imposes upon the candidate's official agent an obligation to open a separate bank account in a financial institution for the sole purpose of the campaign. It also mandates that all campaign transactions involving the receipt or disbursement of funds be made through this account. Once all statutory requirements have been met, the official agent is to close the account and forward the final statement to the Chief Electoral Officer.

This statutory obligation commences with the acceptance of the first contribution or the incurring of the first electoral campaign expense, which could take place prior to the issuance of the writs of the election, and prior to the candidate's official nomination with the returning officer. An official agent who fails to satisfy the bank account requirements may be found guilty of an offence and liable on summary conviction to a fine of not more than \$2,000 or to imprisonment for a term of not more than three months or both.

Given the seriousness of the offences related to these legislative provisions, I would ask for your assistance in facilitating access to banking services by my official agent.

|                                  |   |
|----------------------------------|---|
| Candidate's signature _____      | Candidate's signature date<br>yyyy/mm/dd _____      |
| Official agent's signature _____ | Official agent's signature date<br>yyyy/mm/dd _____ |