



# Leadership Contestant's Statement of Contributions and Loans Received Before the First Day of the Contest (EC 20209) – Instructions

## When to use this form

A person must submit this form with their application for registration as a leadership contestant.

## Tips for completing this form

### Part 1

List all monetary and non-monetary contributions received before the first day of the leadership contest.

For contributors whose total monetary and non-monetary contributions are greater than \$200, the full name and address must be recorded.

For contributions from contributors whose total monetary and non-monetary contributions are \$200 or less, on the last page used for Part 2a, record the grand total of monetary and non-monetary contributions, along with the total number of contributors.

For anonymous contributions of \$20 or less, on the last page used for Part 2a, record the grand total of monetary and non-monetary contributions, along with the total approximate number of anonymous contributors.

### Part 2

Provide a separate Part 2b for each loan received before the first day of the leadership contest.

#### Loan details:

If there is more than one loan, enter a loan number to identify the loan.

For overdrafts, enter the maximum amount overdrawn.

If a line of credit is used, the treatment will differ depending on whether the funds were deposited into the campaign bank account or used to pay suppliers directly:

- If the funds from the line of credit were transferred into the campaign bank account, the sum of all transfers will be reported as a line of credit.
- If campaign expenses were paid directly to the supplier from the line of credit, the maximum amount drawn from the line of credit will be reported as an overdraft.

#### Variable interest rate:

If the interest rate is variable, enter the variable rate. For example, if a variable interest rate is 2% above prime, enter "+2".

#### Balance of loan as of December 31:

Enter the outstanding balance at December 31 of each year. For example, if the campaign borrowed money in October 2017 for a leadership contest that occurred in the fall of 2018, you would report the balance of the loan as of December 2017 and December 2018.

**Loan payments made before the first day of the contest:**

List all principal and interest payments made before the first day of the leadership contest and the balance after each payment.

**Part 3**

To determine the total contributions and loans received before the first day of the leadership contest, carry forward the total amounts and number of contributors and lenders, if applicable, from each part to the corresponding boxes.

**Resources and support**

For more information, please refer to the *Political Financing Handbook for Leadership Contestants and Financial Agents* (EC 20195).

If you are not sure how to complete this form or you have any questions, call the Political Entities Support Network at 1-800-486-6563.

**Where to send the form**

This form, and any supporting documentation, can be sent by email (in PDF format), courier, mail or fax.

**Email**

efr-rfe@elections.ca

**Mail**

Elections Canada  
30 Victoria Street  
Gatineau Quebec K1A 0M6

**Fax**

Political Financing  
1-888-523-9333 (toll-free)