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**Follow these steps to fill out the LONG FORM—Campaign Financial Return**

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**Step 1**

**Complete B-1: Financial Contributions—Named**

- List each named contribution on a separate line. Include the tax receipt number.
  - Calculate the total. And copy that number to Line 1 Part A.
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**Step 2**

**Complete B-2: Financial Contributions—Anonymous & Gatherings**

- List anonymous contributions and contributions from gatherings. Use a separate line for each form you completed for a campaign gathering.
  - Calculate the total. And copy that number to Line 2 Part A.
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**Step 3**

**Complete C-3: Goods & Services—Contributions & Expenses**

Goods and services are contributions and expenses.

- List each expense (from receipts). Write the amount in one or more expense category columns. Write the total amount for that line in the column 'total market value—contribution'.
  - Calculate the total for the column 'total market value—contribution'. And copy that number to Line 3 Part A.
  - Calculate the total for each column of expenses. And copy each column total to the same column—first line Part D Expenses.
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## Step 4

### Complete C-4: Candidate's personal money (NOT reimbursed)—Contributions & Expenses

Like goods and services, the candidate's personal money (not reimbursed) is both contributions and expenses.

- List each expense that the candidate paid for with their own money (from receipts). Write the amount in one or more expense category columns. Write the total amount for that line in the column 'total amount—contribution'.
  - Calculate the total for the column called 'total amount—contribution'. And copy that number to Line 4 Part A.
  - Calculate the total for each column of expenses. And copy each column total to the same column—second line Part D Expenses.
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## Step 5

### Complete D: Expenses

You already have the first two lines filled in. If you have no expenses to list from goods & services or from the candidate's personal money, write 'N/A' on that line.

- List each expense (from receipts). Write the amount in one or more expense category columns.
  - For each expense, write the number of the cheque you used to pay for that expense.
  - Calculate the total for each column of expenses. And copy each column total to the correct line Part A.
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## Step 6

### Complete A: Summary of Contributions & Expenses

- Calculate total contributions. Add lines 1 + 2 + 3 + 4.
- Copy the total contributions to line 13.
- Calculate total expenses. Add line 6 + 7 + 8 + 9 + 10 + 11.
- Copy the total expenses to line 14.
- Subtract total expenses from total contributions. Line 13 – Line 14. If the difference is a surplus, the number is positive. If the difference is a deficit, the number is negative.
- If you have a surplus, decide what to do with it. You have two choices: donate the money to an eligible charitable organization OR give the money to the Government of Nunavut.
- If you have a deficit, explain how you plan to pay any unpaid expenses. The candidate is personally responsible for any unpaid campaign expenses.

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## Step 7

If you completed the form electronically, print a copy to sign. You must send the actual form and other items to Elections Nunavut. Do not use an electronic signature. Do not send the form electronically.

- Sign each section.
- Complete page 2 of the Summary section: constituency, Election Day, candidate's name and address, financial agent's name and address.
- Sign the Declaration in front of a Commissioner of oaths, JP, Notary Public, or RCMP and ask them to sign.

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**Step 8**

- Initial the checklist at the front.
  - Send the completed form and all other items to the Chief Electoral Officer BEFORE the deadline—60 days after Election Day.
  - Mail or ship to:  
  
Chief Electoral Officer, Elections Nunavut  
  
Box 39, 41 Sivulliq Ave., Rankin Inlet, NU X0C 0G0
  - When you mail or ship the return, write down the way bill or Express Post number and email it to [info@elections.nu.ca](mailto:info@elections.nu.ca).
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