Opening of an account in a financial institution

Reference: *Act respecting elections and referendums in municipalities* (CQLR, c. E-2.2)
(ss. 364, 439, 443 and 458)

**PURPOSE**

To define certain parameters for the opening and use of a bank account, and to prescribe the name under which the account should be opened.

**ACCOUNT IN A FINANCIAL INSTITUTION**

The official representative and official agent, once authorized as such, must open an account in a Québec branch of a financial institution.

The account must allow the official representative or official agent to receive statements of account and the originals of cheques cleared by the financial institution or scanned cheques.

A financial institution may be a bank, a trust company or a financial services cooperative.

**NAMING THE ACCOUNT**

In the case of an authorized independent candidate, the same person serves as both official representative and official agent as is the case for the official representative and official agent of an authorized political party, unless the party leader has decided otherwise and issued his or her decision in writing.

The official representative is the only person under whose authority funds may be collected on behalf of the political party or authorized independent candidate (contributions, loans, etc.).

The official agent is the only person under whose authority election expenses may be incurred.

In the case of a political party, the account of the official agent must be separate from that of the official representative, regardless of the fact that the same person generally fills both roles.
In the case of an authorized independent candidate, only one account needs to be opened in a financial institution, and all election-related revenue and expenses should be processed through this account, with no exception. However, opening such an account is not mandatory when the amounts making up the election fund come exclusively from an authorized independent candidate's own contributions. Under these circumstances, the candidate is required to act as his or her own agent and official representative.

Given that some financial institutions limit the number of characters that can be used in the name of an account, it is suggested that the abbreviation OA be used for “official agent.” That being said, accounts being opened must be named as follows:

1. For the official representative of a political party:

   “Party” ____________________________________________________________

   Name of the political party

2. For the official agent of a political party:

   “ _________________________________________________________,

   Name of the official agent

   OA for _________________________________________________________”

   Name of the political party

3. For the official representative and official agent of an authorized independent candidate:

   “ _________________________________________________________,

   Name of the official representative and official agent of the authorized independent candidate

   OA for _________________________________________________________”

   Name of the authorized independent candidate

**REQUIRED DOCUMENTS**

To facilitate the opening of an account with a financial institution, it is suggested that you provide a copy of the following documents:

- The excerpt from the Registry of municipal political entities available on the extranet or the Élections Québec website;
- A piece of photo identification.
DEPOSITS AND SIGNING CHEQUES

For all deposits, a deposit slip must be completed and a copy must be kept. The deposit slip must indicate the origin and amount of deposited cheques, as well as the source of any other sums received in cash.

The official representative or the official agent is required to sign all cheques. A second person may also sign, for monitoring purposes.