

# DIRECTIVE D-M-37

## Payment of a contribution using a point-of-sale terminal

Reference: *Act respecting elections and referendums in municipalities* (CQLR, chapter E-2.2), sections 427 to 440, 483, 499.4 to 499.9 and 499.16

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### PURPOSE

Prescribe how to collect contributions using a point-of-sale terminal, and specify which documents to transmit afterwards.

### CONTEXT

Point-of-sale (POS) terminals and similar technologies can be used to collect contributions if the criteria set out in this directive are met.

Contributions collected using a POS terminal, either by debit or credit card, must be made in the presence of the contributor. A contribution receipt must then be issued to the contributor, as with any other method of payment of a contribution.

The contribution must be deposited in an account held at a financial institution with an office in Québec. It might be, as applicable:

- The bank account held by the authorized political party;
- The election fund of the authorized independent candidate;
- The bank account held by the financial representative of the party leadership candidate.

A contribution receipt must be issued to the contributor for any contribution made using a POS terminal. See directive D-M-5 (or D-M-35, in the case of a leadership campaign) for more details. All supporting documents listed below must be supplied.

## RELATED DOCUMENTS

The official representative of an authorized political entity and the financial representative of a party leadership candidate must submit three documents for each contribution paid using a POS terminal: a copy of the contribution receipt for the Chief Electoral Officer; a duly completed form DGE-1477, *Consent linked to a contribution paid using a point-of-sale terminal*; and a transaction slip.

### 1. ELECTOR'S CONSENT

During a transaction, the contributor completes and signs form DGE-1477, entitled *Consent linked to a contribution paid using a point-of-sale terminal*. This form includes information about the contributor, the contribution and the transaction. It also includes a consent form for signature. **This document must be completed and signed before the contribution is paid.**

By signing this consent, the elector authorizes the financial institution concerned or the issuing credit card company to disclose all information related to their card, for seven years, to the Chief Electoral Officer so that they can verify the authenticity of the information provided and compliance with the rules on political financing.

The contributor also consents to the financial institution or the issuing credit card company sending all information relating to this card to the official representative or to the financial representative. Under the *Act respecting the protection of personal information in the private sector*, the contributor's consent in this regard must be express, free, and informed, and given for this specific purpose.

### 2. TRANSACTION CONFIRMATION

The official representative of an authorized political entity, or the financial representative of a party leadership candidate, must provide Élections Québec with a copy of the transaction slip from the POS terminal supplier. This transaction receipt must contain the following information:

- The transaction number
- The transaction date
- The transaction amount
- The name of the entity to which the contribution is made.

## SAVING DOCUMENTS AND VERIFICATION

The official representative of an authorized entity, or the financial representative of a political party leadership candidate, must retain the following supporting documents for seven years after filing their financial report:

- The contribution receipt;
- The elector's consent;
- The proof of payment or the transaction confirmation.

The official representative or the financial representative must submit the elector's consent and the transaction confirmation with the copy of the contribution receipt intended for the Chief Electoral Officer. For the contribution to be accepted, all the requirements prescribed in this directive must be complied with.



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## Consent linked to a contribution paid using a point-of-sale terminal

To make a contribution to an authorized political entity, you must make the payment yourself, from your own assets, voluntarily, without compensation and for no consideration. This payment is non-refundable, in accordance with section 430 of the *Act respecting elections and referendums in municipalities* (AERM).

### 1. Information about the contributor

First and last name: \_\_\_\_\_

Receipt number: \_\_\_\_\_

Contribution amount: \_\_\_\_\_

Contribution date: \_\_\_\_\_

### 2. Transaction

Reference number or terminal authorization code: \_\_\_\_\_

Card type: ☐ Debit ☐ Credit

Last four digits of the card number: \_\_\_\_\_

The card's expiration date: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

### 3. Elector's consent

I consent to the financial institution, the issuer of my credit or debit card, the payment services supplier or any other supplier or intermediary holding information relating to this card and this transaction to communicate this information to Élections Québec, the official representative of the authorized entity or to the financial representative of the party leadership candidate to whom my contribution is intended for seven years from the date of my signature.

The Chief Electoral Officer may collect and use this information to ensure the application of the AERM, in particular to verify the authenticity of the information provided and compliance with political financing rules.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This completed form and the transaction slip must be attached to the copy of the contribution receipt sent to the Chief Electoral Officer.