

## **November Bulletin for Third Party Advertisers**

### **Financial Filing**

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All Third Party Advertisers must file a [Financial Statement – Auditors Report \(Form 8\)](#) detailing your campaign finances during the initial campaign period. You are required to file this even if you did not raise or spend any money.

The deadline for filing your financial statement(s) with the City Clerk is as follows:

- **Friday, March 31, 2023 by 2 p.m.** for the initial financial statement
- **Friday, September 29, 2023 by 2 p.m.** for the supplementary financial statement (only required if you filed a [Notice of Extension of Campaign Period \(Form 6\)](#) to extend your campaign period)

Detailed information on financial filing requirements—including auditor's reports, campaign and filing extensions, surpluses, correcting errors, etc.—can be found in the Notice of Financial Filing Requirements, Penalties and Refund of Nomination Filing Fee.

### **How to File your Financial Statement**

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Third Party Advertisers have various options and tools for filing a financial statement, including access to the [Electronic Financial Filing System](#) (EFFS). EFFS is designed to make financial filing easier, allowing you to enter and keep track of contributions and expenses, and to generate a completed financial statement for submission.

#### **Filing Electronically:**

If you do not have a surplus, you can file your financial statement electronically in either of the following ways:

- Using the Electronic Financial Filing System (EFFS) to enter all contributions and expenses, and generating the completed financial statement. The system will allow you to print, sign, and upload a scanned copy of your completed financial statement for submission.
- Emailing a signed, scanned and legible copy of your financial statement to [thirdpartyinfo@toronto.ca](mailto:thirdpartyinfo@toronto.ca)

#### **Filing In-Person:**

If you have a surplus, or received anonymous donations that must be paid to the City Clerk, you must file your financial statement in-person at the Toronto Elections office at City Hall, 100 Queen Street West.

Elections office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding holidays.

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**Upcoming Key Dates**

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<b>Tuesday, January 3, 2023</b>	<ul style="list-style-type: none"><li>• End of initial campaign period</li><li>• Last day to file a <a href="#">Notice of Extension of Campaign Period (Form 6)</a></li></ul>
<b>Thursday, March 30, 2023</b>	<ul style="list-style-type: none"><li>• Last day to apply to the <a href="#">Superior Court of Justice</a> to extend deadline to submit your financial statement</li></ul>
<b>Friday, March 31, 2023 at 2 p.m.</b>	<ul style="list-style-type: none"><li>• Deadline to file <a href="#">Financial Statement – Auditors Report (Form 8)</a></li><li>• Deadline to notify City Clerk of financial statement extension court order</li><li>• Start of 30 day grace period (at 2:01 p.m.) during which your financial statement can be filed if you pay a \$500 late fee</li></ul>
<b>Monday, May 1, 2023</b>	<ul style="list-style-type: none"><li>• End of 30 day grace period during which your financial statement can be filed with \$500 late fee</li></ul>
<b>Thursday, June 29, 2023</b>	<ul style="list-style-type: none"><li>• Deadline for an eligible elector to file a compliance audit application (if you filed your financial statement before the initial filing deadline)</li></ul>