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## Party name

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## Donor details

Provide the residential address for an individual

Name

Provide the street address of the principal place of business or headquarters for an incorporated or unincorporated body

Address

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## Total donation and date received

For aggregated donations give the date the last donation was received

Total amount

Date received

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## Detail of aggregated donations

Complete this section if you need to report multiple donations from the same donor

List each donation and the date it was received

Continue on a separate sheet if needed

Amount	Date received	Amount	Date received
\$		\$	
\$		\$	
\$		\$	
\$		\$	

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## Contributions

Complete this section if the donation includes a contribution over \$20,000

Contributor's name

Contributor's address

Amount of contribution

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## Declaration

Once completed, the return must be filed with the Electoral Commission within 10 working days of receipt of a donation (or aggregated donation) exceeding \$20,000

Name

Signature

Date

## Questions? Read here

### When to use this form?

This form must be used for every party donation received in an election year, from 1 January to the day before election day, that:

- exceeds \$20,000 (or any contribution that exceeds \$20,000), or
- when aggregated with all other donations by the same donor received in election year up to the day before election, exceeds \$20,000.

### What is the deadline for filing?

This form must be filed with the Electoral Commission within 10 working days of receipt of the donation, or of the final donation aggregating to more than \$20,000 from the same donor.

### Are donations received before election year reported?

Only donations received from 1 January in election year are reported within 10 working days on this return.

Donations received before election year will still need to be recorded and reported in the usual way in the annual return of donations and loans due by 30 April each year.

### What happens if there is an early election?

If a general election is held before the year Parliament is due to expire parties must report donations over \$20,000 received from the day after the Prime Minister announces the election until polling day. The same deadline of 10 working days applies to reporting donations over \$20,000 during this period and you can use this form for an early election.

### Who should complete this form?

The party secretary is responsible for filing the return with the Electoral Commission.

### What name information is needed for donations from unincorporated bodies?

If you are reporting a donation from an unincorporated body, such as a trust, you should also include the name of the person at whose direction the donation was paid as well as the name of the unincorporated body.

### What happens to the information provided?

Once a completed return is received, the details in the return will be published on [www.elections.nz](http://www.elections.nz).

### Please note that

- 'over \$20,000' means \$20,000.01 or more
- GST, where relevant, counts towards a donation value
- aggregation for the purpose of future reporting of over \$20,000 donations is reset to \$0 for the donor named in this return
- the donation(s) disclosed on this form must also be considered for inclusion in the party's annual return of donations
- if a donation includes a contribution of more than \$20,000 from the same contributor, the amount of the contribution and the contributor's name and address must also be disclosed.

### Further information

For more information about donations, contributions and reporting please refer to the Guidance and Training section of the Party Portal.

The donations rules can be found in sections 207 to 210F of the Electoral Act 1993.

### Lodging the return

The completed return form can be:

- Uploaded via the portal
- Emailed to [legal@elections.govt.nz](mailto:legal@elections.govt.nz)
- Delivered to Level 4, 34-42 Manners Street, Wellington