

4220 - CAMPAIGN FINANCING DISCLOSURE STATEMENT

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

Amendment # _____

CANDIDATE'S FULL NAME PAUL RETSMA		GENERAL VOTING DAY (YYYY/MM/DD) 2016/10/22	
BALLOT NAME (IF DIFFERENT FROM ABOVE)		OFFICE SOUGHT (MAYOR, COUNCILLOR ETC.) Councillor	
MAILING ADDRESS 6-410 HARNISH AVE		PHONE NO. 250-248-0416	
CITY / TOWN PARKSVILLE BC	POSTAL CODE V9P 2M8	EMAIL (IF AVAILABLE) PRETSMA.PAUL@HOTMAIL.COM	
JURISDICTION PARKSVILLE BC.			
ELECTORAL AREA/LOCAL TRUST AREA/TRUSTEE ELECTORAL AREA (IF APPLICABLE)			
BALLOT NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			
LEGAL NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			

FINANCIAL AGENT'S LAST NAME RETSMA	FIRST NAME PAUL	MIDDLE NAME
FINANCIAL AGENT'S MAILING ADDRESS AS ABOVE		PHONE NO.
CITY / TOWN ✓	POSTAL CODE ✓	EMAIL (IF AVAILABLE) ✓
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2016/09/15	If there were previous financial agents, complete form 4236.	

Tick if candidate acted as their own financial agent Tick if candidate was registered as a third party sponsor

This disclosure statement includes the following forms:

- | | |
|--|--|
| Declarations and Campaign Accounts – Form 4221 <input checked="" type="checkbox"/> | Summary of Election Expenses – Form 4229 <input checked="" type="checkbox"/> |
| Statement of Income and Expenses – Form 4222 <input checked="" type="checkbox"/> | Transfers Given to Elector Organization – Form 4230 <input checked="" type="checkbox"/> |
| Summary of Campaign Contributions by Class – Form 4223 <input checked="" type="checkbox"/> | Other Permissible Payments – Form 4231 <input checked="" type="checkbox"/> |
| Significant Contributors (\$100 or more) – Form 4224 <input checked="" type="checkbox"/> | Shared Election Expense – Form 4232 <input checked="" type="checkbox"/> |
| Prohibited Campaign Contributions – Form 4225 <input checked="" type="checkbox"/> | Transfers Between Candidate's Own Accounts – Form 4233 <input checked="" type="checkbox"/> |
| Transfers Received from Elector Organization – Form 4226 <input checked="" type="checkbox"/> | Disbursement of Surplus Funds – Form 4234 <input checked="" type="checkbox"/> |
| Other Permissible Deposits – Form 4227 <input checked="" type="checkbox"/> | Free Advertising from Jurisdiction – Form 4235 <input checked="" type="checkbox"/> |
| Fundraising Function Ticket Sales – Form 4228 <input type="checkbox"/> | Previous Financial Agents – Form 4236 <input checked="" type="checkbox"/> |

4220 - CAMPAIGN FINANCING DISCLOSURE STATEMENT

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

SEE AMENDMENT

Amendment# _____

CANDIDATE'S FULL NAME PAUL REITZMA		GENERAL VOTING DAY (YYYY/MM/DD) 2016/10/22	
BALLOT NAME (IF DIFFERENT FROM ABOVE)		OFFICE SOUGHT (MAYOR, COUNCILLOR ETC.) Councillor	
MAILING ADDRESS W 6,410 HARNISH AVE		PHONE NO.	
CITY / TOWN PARKSVILLE BC	POSTAL CODE V9P 2M8	EMAIL (IF AVAILABLE) PreitismaPaul@hotmail.com	
JURISDICTION PARKSVILLE BC.			
ELECTORAL AREA/LOCAL TRUST AREA/TRUSTEE ELECTORAL AREA (IF APPLICABLE)			
BALLOT NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			
LEGAL NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			
FINANCIAL AGENT'S LAST NAME REITZMA	FIRST NAME PAUL	MIDDLE NAME	
FINANCIAL AGENT'S MAILING ADDRESS AS ABOVE		PHONE NO.	
CITY / TOWN ✓	POSTAL CODE ✓	EMAIL (IF AVAILABLE) ✓	
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2016/09/15	If there were previous financial agents, complete form 4236.		

Tick if candidate acted as their own financial agent

Tick if candidate was registered as a third party sponsor

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|--|--|
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| Significant Contributors (\$100 or more) – Form 4224 <input checked="" type="checkbox"/> | Shared Election Expense – Form 4232 <input checked="" type="checkbox"/> |
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| Transfers Received from Elector Organization – Form 4226 <input checked="" type="checkbox"/> | Disbursement of Surplus Funds – Form 4234 <input checked="" type="checkbox"/> |
| Other Permissible Deposits – Form 4227 <input checked="" type="checkbox"/> | Free Advertising from Jurisdiction – Form 4235 <input checked="" type="checkbox"/> |
| Fundraising Function Ticket Sales – Form 4228 <input type="checkbox"/> | Previous Financial Agents – Form 4236 <input type="checkbox"/> |

This form is available for public inspection.
ORIGINAL — ELECTIONS BC
 PLEASE KEEP A COPY FOR YOUR RECORDS

The information on this form is collected under the authority of the Local Elections Campaign Financing Act and the Freedom of Information and Protection of Privacy Act. It will be used to administer campaign financing rules. If you have questions about the collection, use or disclosure of this information, contact the Elections BC Privacy Officer at 1-800-661-8683, electionsbc@elections.bc.ca or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

4221 - DECLARATIONS AND CAMPAIGN ACCOUNTS

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE PAUL REITSMAN

Declaration:

I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the *Local Elections Campaign Financing Act* (LECFA).

SIGNATURE OF CANDIDATE 	DATE: (YYYY/MM/DD) NOV. 15/2016
PRINTED NAME OF CANDIDATE Paul Reitsman	

SIGNATURE OF FINANCIAL AGENT as above	DATE: (YYYY/MM/DD) ✓
PRINTED NAME OF FINANCIAL AGENT	

Campaign accounts:

NAME OF SAVINGS INSTITUTION ROYAL BANK RBC
ADDRESS ALBERNI HWY. PARKSVILLE BC.

NAME OF SAVINGS INSTITUTION
ADDRESS

NAME OF SAVINGS INSTITUTION
ADDRESS

NAME OF SAVINGS INSTITUTION
ADDRESS

4221 - DECLARATIONS AND CAMPAIGN ACCOUNTS

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

SEE AMENDMENT

NAME OF CANDIDATE PAUL REITSMAN

Declaration:

I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the *Local Elections Campaign Financing Act* (LECFA).

SIGNATURE OF CANDIDATE 	DATE: (YYYY/MM/DD) NOV. 15/2016
PRINTED NAME OF CANDIDATE	

SIGNATURE OF FINANCIAL AGENT as above	DATE: (YYYY/MM/DD) ✓
PRINTED NAME OF FINANCIAL AGENT	

Campaign accounts:

NAME OF SAVINGS INSTITUTION ROYAL BANK RBC
ADDRESS ALBERNI HWY. PARKSVILLE BC.

NAME OF SAVINGS INSTITUTION
ADDRESS

NAME OF SAVINGS INSTITUTION
ADDRESS

NAME OF SAVINGS INSTITUTION
ADDRESS

4222 - STATEMENT OF INCOME AND EXPENSES

LOCAL ELECTIONS CANDIDATE



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NAME OF CANDIDATE

PAUL REITSMAN

Total value of campaign contributions from all sources (from box C on form 4223)

3276.88

Transfers received from elector organization (from box A on form 4226)

-

Total other permissible deposits (from box A on form 4227)

-

Transfers from candidate's own accounts in other jurisdictions (from box A on form 4233)

-

Total Income (sum of above boxes)

3276.88

A

Election expenses (from box A on form 4229)

3276.88

Transfers to elector organization (from box A on form 4230)

Total other permissible payments (from box A on form 4231)

Transfers to candidate's own accounts in other jurisdictions (from box B on form 4233)

Amount of surplus funds disbursed (from box A on form 4234)

Total Expenditures (sum of above boxes)

3276.88

B

4223 - SUMMARY OF CAMPAIGN CONTRIBUTIONS BY CLASS

LOCAL ELECTIONS CANDIDATE



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NAME OF CANDIDATE Paul Reitsma

		All Contributions	
Individuals		3276.88	
Corporations			
Unincorporated Business/Commercial Organizations			
Trade Unions			
Non-profit Organizations			
Other Identifiable Contributors			
Total	\$	3276.88	A

Anonymous contributions \$ **B**

Total contributions (A + B) \$ 3276.88 **C**

Total significant contributions (must equal box A on all forms 4224) \$ 3276.88

Total contributions of less than \$100 \$

Number of contributors who gave less than \$100 #

Number of anonymous contributors #

4223 - SUMMARY OF CAMPAIGN CONTRIBUTIONS BY CLASS

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

SEE AMENDMENT

NAME OF CANDIDATE

All Contributions	
Individuals	3276.88
Corporations	
Unincorporated Business/Commercial Organizations	
Trade Unions	
Non-profit Organizations	
Other Identifiable Contributors	
Total	\$ A

Anonymous contributions \$ **B**

Total contributions (A + B) \$ 3276.88 **C**

Total significant contributions (must equal box **A** on all forms 4224) \$

Total contributions of less than \$100 \$

Number of contributors who gave less than \$100 #

Number of anonymous contributors #

4224 - SIGNIFICANT CONTRIBUTORS (\$100 OR MORE)

LOCAL ELECTIONS CANDIDATE



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SEE AMENDMENT

NAME OF CANDIDATE

PAGE OF

Table with 5 columns: DATE OF CONTRIBUTION (YYYY/MM/DD), FULL NAME OF CONTRIBUTOR (For class 2, 3, 4, 5 & 6, include full names of two directors), ADDRESS OF CONTRIBUTOR (For class 2, 3, 4, 5 & 6 only), CLASS*, VALUE OF CONTRIBUTION. Row 1: 01/15/2006, PAUL RETISMA, [REDACTED], 1, 3276.88

IF NEEDED, ATTACH ADDITIONAL FORMS

*CLASS OF CONTRIBUTOR: 1 - INDIVIDUAL, 2 - CORPORATION, 3 - UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION, 4 - TRADE UNION, 5 - NON-PROFIT ORGANIZATION, 6 - OTHER IDENTIFIABLE CONTRIBUTOR

TOTAL CONTRIBUTIONS A 3276.88

4225 - PROHIBITED CAMPAIGN CONTRIBUTIONS

LOCAL ELECTIONS CANDIDATE



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NAME OF CANDIDATE PAUL REITSMAN	PAGE <input type="text"/> OF <input type="text"/>
INSTRUCTIONS: Complete one sheet for each prohibited campaign contribution received. Attach additional forms if necessary.	

RECEIVED FROM	DATE RECEIVED (YYYY/MM/DD)	\$ VALUE	DATE RETURNED (YYYY/MM/DD)	OR	DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> ANONYMOUS				/	
DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED					
Complete this field if the prohibited campaign contribution was received from an individual:					
NAME OF INDIVIDUAL					
Complete these fields if the prohibited campaign contribution was received from an organization:					
NAME OF ORGANIZATION					CLASS*
MAILING ADDRESS					
NAME OF DIRECTOR			NAME OF DIRECTOR		

*** CLASSES OF CONTRIBUTORS:**
 1 - INDIVIDUAL, 2 - CORPORATION, 3 - UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION,
 4 - TRADE UNION, 5 - NON-PROFIT ORGANIZATION, 6 - OTHER

4227 - OTHER PERMISSIBLE DEPOSITS TO CAMPAIGN ACCOUNT

LOCAL ELECTIONS CANDIDATE

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NAME OF CANDIDATE PAUL REITSMA PAGE [] OF []

Table with columns: DATE (YYYY/MM/DD), TYPE, DESCRIPTION, AMOUNT. One row contains 'n/a' in the description column.

- *TYPE: I - Interest, D - Dividends of shares paid by credit union, S - Surplus funds from previous election returned by jurisdiction, F - Fundraising income not reported as a campaign contribution, O - Other (describe)

TOTAL A

4228 - FUNDRAISING FUNCTION TICKET SALES

LOCAL ELECTIONS CANDIDATE

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SUBMIT A SEPARATE FORM FOR EACH FUNCTION HELD



NAME OF CANDIDATE PAUL REITSMAN		PAGE <input style="width: 40px;" type="text"/>
DATE OF EVENT (YYYY/MM/DD)		OF <input style="width: 40px;" type="text"/>
DESCRIPTION OF FUNDRAISING EVENT N/A		

Income reported as campaign contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by organizations				
Purchases by individuals of more than \$250 worth of tickets				
Purchases by individuals of tickets that are more than \$50 each				
Total income reported as campaign contributions				

Remember to report all campaign contributions on form 4223 - Summary of Campaign Contributions by Class, and if applicable, on form 4224 - Significant Contributors (\$100 or more).

Other income not reported as campaign contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less				

4229 - SUMMARY OF ELECTION EXPENSES

LOCAL ELECTIONS CANDIDATE



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NAME OF CANDIDATE

PAUL REITSMAN

ADVERTISING

Column A

Column B

Election Expenses

Election Proceedings Period Expenses

Brochures, pamphlets and flyers

968.80

→ 968.80

Internet

Newspaper, magazine, journal

1670.02

→ 1670.02

Radio

Signs and billboards

Television

CANADA POST

Other advertising

638.06

→ 638.06

CAMPAIGN ADMINISTRATION

Salaries and wages

Rent, insurance and utilities

Courier and postage

Furniture and equipment

Office supplies

Professional services

Other campaign administration expenses

Conventions and meetings

Other campaign related functions

Research and polling

Interest

EXCLUSIONS THAT MUST BE REPORTED

Personal election expenses

Interest on loans for election expenses

Legal and accounting services

Financial agent services

Other expenses (describe)

Total Expenses

A

3276.88

B

→ 3276.88

Column A - Report the value of all election expenses for goods and services used in the campaign period.

Column B - Report the value of all election expenses for goods and services used in the election proceedings period.

4229 - SUMMARY OF ELECTION EXPENSES

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

SEE AMENDMENT

NAME OF CANDIDATE **PAUL REITSMAN**

	Column A Election Expenses	Column B Election Proceedings Period Expenses
ADVERTISING		
Brochures, pamphlets and flyers	968.80	→
Internet		
Newspaper, magazine, journal	1670.02	→
Radio		
Signs and billboards		
Television		
CANADA POST Other advertising	638.06	→

CAMPAIGN ADMINISTRATION		
Salaries and wages		
Rent, insurance and utilities		
Courier and postage		
Furniture and equipment		
Office supplies		
Professional services		
Other campaign administration expenses		
Conventions and meetings		
Other campaign related functions		
Research and polling		
Interest		

EXCLUSIONS THAT MUST BE REPORTED		
Personal election expenses		
Interest on loans for election expenses		
Legal and accounting services		
Financial agent services		

Other expenses (describe)

Total Expenses A 3276.88 B →

Column A - Report the value of all election expenses for goods and services used in the campaign period.

Column B - Report the value of all election expenses for goods and services used in the election proceedings period.

4230 - TRANSFERS GIVEN TO ELECTOR ORGANIZATION
LOCAL ELECTIONS CANDIDATE



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NAME OF CANDIDATE PAUL REITSMAN PAGE
 OF

DATE OF TRANSFER (YYYY/MM/DD)	BALLOT NAME OF ELECTOR ORGANIZATION*	DESCRIPTION (IF NON-MONETARY)	VALUE OF TRANSFER
		N/A	
TOTAL			A

*Also include legal name if different than ballot name.

**4231 - OTHER PERMISSIBLE PAYMENTS
FROM CAMPAIGN ACCOUNT
LOCAL ELECTIONS CANDIDATE**



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NAME OF CANDIDATE PAUL REITSMAN

PAGE
OF

DATE (YYYY/MM/DD)	TYPE*	DESCRIPTION	AMOUNT
		n/a	

* TYPE:
 B – Bank fees
 E – Intended election expense that was not used
 F – Payments made for fundraising purposes
 N – Nomination deposit
 O – Other (describe)

TOTAL A

4232 - SHARED ELECTION EXPENSE

LOCAL ELECTIONS CANDIDATE

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SUBMIT A SEPARATE FORM FOR EACH SHARED ELECTION EXPENSE

NAME OF CANDIDATE PAUL REITSMAN

PAGE
OF

DESCRIPTION OF SHARED EXPENSE N/A

Total value of shared election expense

Candidate's portion of shared election expense*

Amount paid directly to supplier (if applicable)

Amount of reimbursements given to other candidate(s)

Amount of reimbursements received from other candidates

***Note: Remember to include your portion of the shared expense as an election expense on form 4229 - Summary of Election Expenses.**

Full names of other candidates with whom the expense was shared:

LAST NAME	FIRST NAME	MIDDLE NAME

4233 - TRANSFERS BETWEEN CANDIDATE'S OWN CAMPAIGN ACCOUNTS

LOCAL ELECTIONS CANDIDATE

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NAME OF CANDIDATE PAUL REITSMA

PAGE
OF

Transfers between candidate's own campaign accounts in same jurisdiction

PURPOSE	AMOUNT
N/A	

Transfers from candidate's own campaign accounts in other jurisdictions

DATE OF TRANSFER (YYYY/MM/DD)	PURPOSE (INCLUDE NAME OF OTHER JURISDICTION)	AMOUNT
TOTAL		A

Transfers to candidate's own campaign accounts in other jurisdictions

DATE OF TRANSFER (YYYY/MM/DD)	PURPOSE (INCLUDE NAME OF OTHER JURISDICTION)	AMOUNT
TOTAL		B

The amounts in boxes **A** and **B** must be carried forward to form 4222.

4234 - DISBURSEMENT OF SURPLUS FUNDS
LOCAL ELECTIONS CANDIDATE



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NAME OF CANDIDATE PAUL REITSMA

Balance remaining in campaign account(s) after payment of all expenses **A**

Total amount of campaign contributions from candidate **B**

Amount reimbursed to candidate from campaign account for the candidate's contributions to their campaign **C**

Date of reimbursement to candidate (YYYY/MM/DD)

Amount of remaining surplus funds (after any reimbursement under box C) **D**

If the amount in Box D is \$500 or more, it must be paid to the jurisdiction in which the candidate ran for election. Provide the date of payment (YYYY/MM/DD).

If the amount in Box D is less than \$500 provide details of how it was disbursed.

DATE (YYYY/MM/DD)	DESCRIPTION	AMOUNT
	N/A	

4235 - FREE ADVERTISING FROM JURISDICTION
LOCAL ELECTIONS CANDIDATE



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NAME OF CANDIDATE

PAUL REITSMAN

Free advertising provided by jurisdiction

DATE ADVERTISING WAS TRANSMITTED (YYYY/MM/DD)	JURISDICTION	MEANS OF TRANSMISSION (WEBSITE, FLYER, ETC.)
	n/a	

4236 - PREVIOUS FINANCIAL AGENTS

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

Not applicable to this event

NAME OF CANDIDATE PAUL REITSMA
--

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)	[REDACTED]		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME	
[REDACTED]	[REDACTED]	[REDACTED]	
FINANCIAL AGENT MAILING ADDRESS	PHONE NO.		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)	
[REDACTED]	[REDACTED]	[REDACTED]	

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)	[REDACTED]		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME	
[REDACTED]	[REDACTED]	[REDACTED]	
FINANCIAL AGENT MAILING ADDRESS	PHONE NO.		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)	
[REDACTED]	[REDACTED]	[REDACTED]	

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)	[REDACTED]		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME	
[REDACTED]	[REDACTED]	[REDACTED]	
FINANCIAL AGENT MAILING ADDRESS	PHONE NO.		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)	
[REDACTED]	[REDACTED]	[REDACTED]	

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)	[REDACTED]		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME	
[REDACTED]	[REDACTED]	[REDACTED]	
FINANCIAL AGENT MAILING ADDRESS	PHONE NO.		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)	
[REDACTED]	[REDACTED]	[REDACTED]	

4236 - PREVIOUS FINANCIAL AGENTS

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

SEE AMENDMENT

NAME OF CANDIDATE PAUL REITSMA			
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) [REDACTED]			
FINANCIAL AGENT'S LAST NAME [REDACTED]		FIRST NAME [REDACTED]	MIDDLE NAME
FINANCIAL AGENT MAILING ADDRESS [REDACTED]			PHONE NO. [REDACTED]
CITY/TOWN [REDACTED]		POSTAL CODE [REDACTED]	EMAIL (IF AVAILABLE)
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) [REDACTED]			
FINANCIAL AGENT'S LAST NAME [REDACTED]		FIRST NAME [REDACTED]	MIDDLE NAME
FINANCIAL AGENT MAILING ADDRESS [REDACTED]			PHONE NO. [REDACTED]
CITY/TOWN [REDACTED]		POSTAL CODE [REDACTED]	EMAIL (IF AVAILABLE)
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)			
FINANCIAL AGENT'S LAST NAME		FIRST NAME	MIDDLE NAME
FINANCIAL AGENT MAILING ADDRESS			PHONE NO.
CITY/TOWN		POSTAL CODE	EMAIL (IF AVAILABLE)
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)			
FINANCIAL AGENT'S LAST NAME		FIRST NAME	MIDDLE NAME
FINANCIAL AGENT MAILING ADDRESS			PHONE NO.
CITY/TOWN		POSTAL CODE	EMAIL (IF AVAILABLE)