

Elections Ontario's 2021 Real-Time Disclosure (RTD) Technical Specifications (v2):

	Field Name	Type	Maximum Size	Description	Example(s)
A	Entity ID	Character	7	Unique code assigned to each political party/leadership contestant upon registration with Elections Ontario.	1
B	CFO Name	Character	30	Full name of entity's Chief Financial Officer.	Jane Doe
C	Contribution Year	Numeric	4	<u>Format:</u> YYYY The year the contribution is deposited in/attribution to.	2021
D	Contribution Period ID	Numeric	2	Unique code assigned to the contribution reporting period. <u>Note:</u> one ID for each calendar year, two ID's for leadership contests.	47
E	Contributor Last Name	Character	30	<u>Format:</u> Proper case – capitalize first letter Space then generational suffix or other names Do no use periods or commas	Smith Jr
F	Contributor First Name	Character	30	<u>Format:</u> Proper case – capitalize first letter Space then initial or other names Do no use periods or commas	John M
G	Deposit Date	Character	8	<u>Format:</u> MMDDYYYY Date when the contribution was deposited in the financial institution.	04192021
H	Contribution Amount	Fixed Decimal	9,2	Amount deposited.	50.00
I	Aggregate Contribution Amount	Fixed Decimal	9,2	Deposit record is required to be disclosed only when this amount exceeds \$200.00 in <u>total monetary contribution(s)</u> from a unique contributor <u>during the period</u> . <u>For Political Parties:</u> This amount is a combination of applicable contributions for the Annual Period and any Campaign Period(s) <u>during the entire calendar year</u> . <u>For Leadership Contestants:</u> This amount is a combination of applicable contributions for the 1 st and the 2 nd Reporting Periods – i.e. <u>during the entire Leadership Contest</u> .	300.50
J	Contributor ID	Character	15	Each contributor's unique identifier as assigned by the CFO. <u>Optional</u> for parties who are not required to use an Elections Ontario-approved electronic database.	987

1. RTD submissions are only required for contributions to (central) Political Parties and Leadership Contestants; where a unique contributor's monetary Aggregate Contribution Amount is more than \$200.00.
(Any contributions to associations, candidates, nomination contestants, and third party advertisers; or goods and services to political parties or leadership contestants are not required to be disclosed.)

- The submission of files may be delegated by the CFO via the DC-1 Form. However, the responsibility of on-time and accurate reporting remains with the CFO.

3. Submissions must contain only new records per entity – not amendments.

4. The file format must be either pipe-delimited ("|") text (*.txt) or comma-separated values (*.csv).

- Example: 2021_RTD_1_051020210930.txt or 2021_RTD_1_051020210930.csv

- The email subject line should only be the RTD filename.

7. Amendments to previously submitted RTD records must be made as soon as possible and communicated via the DC-1A Form (replacement files are unacceptable).

* The following 9 public holidays are defined in the *Employment Standards Act, 2000*:

1. New Year's Day - Friday January 1, 2021
- Saturday January 1, 2022 (*observed on Monday January 3, 2022*)
2. Family Day - Monday February 15, 2021
3. Good Friday - Friday April 2, 2021
4. Victoria Day - Monday May 24, 2021
5. Canada Day - Thursday July 1, 2021
6. Labour Day - Monday September 6, 2021
7. Thanksgiving Day - Monday October 11, 2021
8. Christmas Day - Saturday December 25, 2021 (*observed on Monday December 27, 2021*)
9. Boxing Day - Sunday December 26, 2021 (*observed on Tuesday December 28, 2021*)

Examples of RTD submission files for a contribution deposited on April 19, 2021: (due to be reported by May 10, 2021)

Comma-separated values (CSV) format:

- Filename: 2021_RTD_1_051020210930.csv
- Data in a .csv file:

Entity ID	CFO Name	Contribution Year	Contribution Period ID	Contributor Last Name	Contributor First Name	Deposit Date	Contribution Amount	Aggregate Contribution Amount	Contributor ID
1	Jane Doe	2021	47	Smith Jr	John M	04192021	50	300.5	987

Pipe-delimited (|") text (TXT) format:

- Filename: 2021_RTD_1_051020210930.txt
- Data in a .txt file:

Entity ID|CFO Name|Contribution Year|Contribution Period ID|Contributor Last Name|Contributor First Name|Deposit Date|Contribution Amount|Aggregate Contribution Amount|Contributor ID
1|Jane Doe|2021|47|Smith Jr|John M|04192021|50|300.5|987