# Annual Return Checklist

## Independent candidates, groups and independent members

Sections 217M of the *Electoral Act 2002*

As an independent candidate, group or independent elected member, you are only required to submit an annual return if you have received political donations which, on their own or when aggregated, are equal to or more than the [**disclosure threshold**](https://www.vec.vic.gov.au/candidates-and-parties/political-donations/indexation) from any single donor during the financial year.

If you have **not** received political donations equal to or more than the disclosure threshold, including in aggregation, from any single donor during the financial year:

| Checklist | Checkmark |
| --- | --- |
| Register or sign in to [VEC Disclosures](https://disclosures.vec.vic.gov.au/public-donations/) |  |
| Check that your details and disclosures are up to date |  |
| Read the [annual return factsheet](https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/independent-candidates) |  |
| Email the VEC Funding and Disclosure Unit at [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au) confirming that no donations were received that are equal to or more than the disclosure threshold for the financial year and you do not need to submit an annual return. |  |

If you **have** received political donations equal to or more than the disclosure threshold, including in aggregation, from any single donor during the financial year:

| Checklist | Checkmark |
| --- | --- |
| Register or sign in to [VEC Disclosures](https://disclosures.vec.vic.gov.au/public-donations/) |  |
| Check that your details and disclosures are up to date |  |
| Read the [annual return factsheet](https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/independent-candidates) |  |
| Read the annual return user guide for VEC Disclosures   * [Independent candidate or Independent member - annual return user guide](https://www.vec.vic.gov.au/-/media/f7e82c3189a74865b5023cfb21c43b84.ashx) (PDF) |  |
| Commence your annual return in VEC Disclosures, completing the required details |  |
| Submit your annual return in VEC Disclosures by no later than 11.59 pm on 20 October every year |  |

Please note that failure to provide an annual return is an offence under section 218A of the *Electoral Act 2002* and may result in a penalty of up to [200 penalty units](https://www.vec.vic.gov.au/candidates-and-parties/funding/funding-glossary#penalty-unit) (more than $36,000).