Public funding cannot be used for electoral campaigning.

IPSA and the Electoral Commission have agreed that each candidate in the 4 July 2024 General Election who was an MP before the date of dissolution must complete a Declaration Form to confirm whether any IPSA funding was used for campaigning.

This declaration applies to MPs who have stood down, lost their seats, or were returned.

You must complete the declaration irrespective of whether:

* you campaigned for yourself or others, or
* you did not campaign

IPSA will retain your declaration in accordance with our data retention policy. A copy will be provided to the Electoral Commission who will also retain a copy.

**By completing the Declaration Form, you confirm the information you provide is accurate.**

## How to calculate the amount of rent and other services to repay

### Rent

To calculate the annual cost of rent:

* divide the annual cost of rent by 365
* multiply it by the number of days used for campaigning

Example:

* Annual rent: £10,000
* Office use for campaigning: 35 days

£10,000 / 365 \* 35 = £958.90

### Other IPSA-funded services

To calculate the percentage of services (including utilities) for campaigning

* divide the annual cost by 365
* multiply it by the number of days used for campaigning
* multiply it by the percentage used

Example:

* Annual cost: £1,000
* Services used for campaigning: 50% of 35 days

£1,000 / 365 \* 35 \* 0.50 = £47.95

## How to complete this form

To complete this form please sign and date ONE of these options:

* Select Option 1 – no further action required.
* Select Option 2 – please complete the rest of the form.

**Please complete the form below and email it to** [**info@theipsa.org.uk**](mailto:info@theipsa.org.uk) **no later than five calendar days after the election.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Declaration** | **Signed** | **Date** |
| **Option 1** | I did not use any IPSA-funded equipment, venues, or staff time for my own or any other campaign for the 4 July 2024 General Election |  |  |
| **Option 2** | I used IPSA-funded equipment, venues, or staff time and will repay IPSA |  |  |

### Option 2: Details of repayments to be made to IPSA

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Amount | Tick to select |
| Use of equipment | I used laptops, phones, printers, stationery, and/or other IPSA-funded equipment. | £250 |  |
| Staff time | My staff supported campaigning activities, but the work was undertaken using annual leave, TOIL, or unpaid leave | N/A |  |
| IPSA-funded venue (for example, your constituency office) | I used my constituency office for campaigning activities. IPSA pays my rent.  I will repay IPSA a proportion of the ongoing rent and associated bills. | \*£  Duration  Proportion used  % Repaid |  |
| Total to repay to IPSA | | \*\*£ |  |

* \*Enter the amount you will repay for your venue hire.
* \*\*Enter the total amount you will repay to IPSA.

## How to repay IPSA

Please make payments to IPSA’s bank account (details below) with the following reference:

[MP Name] **GEREPAY**

|  |  |  |
| --- | --- | --- |
| **IPSA Bank Details** | Account Name | IPSA Account\* |
| Sort Code | 60-70-80 |
| Account Number | 10012524 |

* \*The name of IPSA’s bank account is “IPSA Account”. Some online banking systems only recognise IPSA’s full name, so enter: “Independent Parliamentary Standards Authority”.