



# VOTE-BY-MAIL KIT INSTRUCTIONS



Municipal Election  
Monday, October 26

**Your Vote-By-Mail kit will arrive in the mail prior to election day. Please follow these step-by-step instructions to complete:**

- 1 Read all of the instructions on the Voting Instructions and Declaration Form.
- 2 You must sign the voter declaration form attesting that you are an eligible voter. The ballot will not be counted if the declaration is not signed.
- 3 After you sign, remove the declaration form by tearing along the perforation, and place it in the yellow return envelope. Do not seal the yellow return envelope.
- 4 To vote, follow the instructions on your ballot and vote for the candidates of your choice.
- 5 Place the completed ballot into the white ballot secrecy envelope.
- 6 Seal the white ballot secrecy envelope.
- 7 Insert the white ballot secrecy envelope into the yellow return envelope. The signed declaration form should already be inside of the yellow return envelope.
- 8 Ensure that the Town of Ingersoll's address is visible in the window of the yellow return envelope.
- 9 Seal the yellow return envelope.
- 10 Finally, deposit the postage paid yellow return envelope into the mail or hand deliver to the drop off location if one is listed on the back of the declaration form. Ensure it is mailed or hand delivered before the date provided in the instructions.

