## Dear Candidate:

The information included in this packet pertains to the May 4, 2024 Board of Trustees election in Districts 1 and 7. The following documents are required for candidate filing and are available on the Texas Ethics Commission, (the "Ethics") https://www.ethics.state.tx.us/ website, except for the Application for Place on the Ballot, this form is available on the Texas Secretary of State's website, at: Application For A Place on the Ballot For a General Election For a City, School District or Other Political Subdivision (texas.gov)

As applicable is the following:

1. Application for Place on the Ballot, Form 2-49 (SOS);
2. Appointment of a Campaign Treasurer by a Candidate, Form CTA (Ethics)
3. Candidate/Officeholder Campaign Finance Report, Form C/OH (Ethics)

## Please note the following:

1. The period for filing a candidate's application begins on Wednesday, January 17, 2024, and ends Friday, February 16, 2024, at 5:00 p.m.

## Applications will only be accepted during this period. No exceptions will be made.

2. Please carefully read the instruction guides for all forms required by the Texas Ethics Commission and/or the Texas Secretary of State. The election-candidate filing forms included in this packet are provided as a courtesy only, obtaining, completing, and filing all election-candidate forms is the sole responsibility of the candidate.
3. As a candidate for the Dallas College May 4, 2024, Board of Trustees Election, you do not need to file any of your election forms with the Secretary of State.

Please file all election forms with the local filing authority:
Dallas College (DC)
1601 Botham Jean Boulevard
Legal Department, Suite 208
Dallas, Texas 75215
If filing in person, applications will be received during regular business hours, Monday - Friday from 8:00 a.m. - 5:00 p.m. If filing by mail, email, or fax, applications will be considered timely filed if received by Friday, February 16, 2024.
4. Once you file your Application for Place on the Ballot (Form 2-49), you are a candidate for election and are required to file the Appointment of Campaign Treasurer form (Form CTA). Remember, you must file Form CTA before you can accept a campaign contribution or make or authorize campaign expenditures, including expenditures from your personal funds.
5. Information filed with Dallas College is subject to disclosure under the Texas Public Information Act.
6. Please file your election documents with either:

Torsha McCarty, DC Elections Administrator, (214) 378-1703, tmccarty@dallascollege.edu or
Rosalind Jeffers, DC Associate General Counsel (214) 378-1832, rjeffers@dallascollege.edu

## Remember, a document is considered filed only when it is received by the local filing authority.

 Thank you for your interest in the Dallas College Board of Trustees' election.
## 2024 Dallas College Trustee Election Candidate Packet

## Table of Contents

## > Calendar \& Notices

- Notice of Deadline
- Drawing Notice
- Calendar
> Documents and Forms
- Application for Place on the Ballot (2-4) - Required
- 2-49 Form (Eng. Language)
- 2-49 English Language Instruction
- 2-49 Form (Spanish Language)
- 2-49 Spanish Language Instruction
- Appointment of Campaign Treasurer by a Candidate (CTA) - Required
- Cover Page
- CTA Instruction
- CTA Form
- Amended ACTA Instruction
- Amended ACTA Form
- Code of Fair Campaign Practices (CFCP) - Optional
- Fair Campaign Practices Act
- CFCP Form
- Candidate/Officeholder Campaign Finance (C/OH) - Required
- $\mathrm{C} / \mathrm{OH}$ Instruction
- Form C/OH thru C/OH-FR
- Correction/Amendment Affidavit for Candidate/Office Holder (COR-C/OH)
- Report of Unexpended Contributions Instruction
- Report of Unexpended Contributions C/OH-UC Form


## > Related Information

- Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities
- Political Advertising: What you Need to Know
- District Maps

Note: Election documents are available on the Texas Ethics Commission's website, https://www.ethics.state.tx.us/. The Application for Place on the Ballot is available on the Texas Secretary of State's website, please refer to: Application For A Place on the Ballot For a General Election For a City, School District or Other Political Subdivision (texas.gov) . The election-candidate filing forms and information included in this packet are provided as a courtesy only, obtaining, completing, and filing all election-candidate forms is the sole responsibility of the candidate.

## NOTICE OF DEADLINE TO FILE APPLICATIONS FOR PLACE ON THE <br> BALLOT <br> (AVISO DE FECHA LÍMITE PARA PRESENTAR SOLICITUDES PARA UN LUGAR EN LA BOLETA)

Notice is hereby given that applications for a place on the Dallas College Board of Trustees
(Districts 1, and 7) May 4, 2024, Regular Election ballot may be filed during the following period:
(Se da aviso por la presente que las solicitudes para un lugar en la boleta de la Elección regular del 4 de mayo del 2024 de Dallas College Board of Trustees (Distritos 1 y 7) se pueden presentar durante el siguiente horario:)

Filing Dates and Times:<br>(Fechas y horario para entregar solicitudes)<br>Start Date 01/17/2024 End Date 02/16/2024<br>(Fecha de inicio) (Fecha límite)<br>Office Hours: Monday - Friday, from 8:00 a.m. to 5:00 p.m.<br>(Horario de oficina: Lunes a viernes, de 8:00 a. m. a 5:00 p. m.)

Physical address for filing in person application for place on the ballot:
(Dirección física para presentar las solicitudes en persona para un lugar en la boleta)

Dallas College
Administration Office, Legal Department
1601 Botham Jean Boulevard, Suite 208
Dallas, Texas 75215-1816
Address to mail application for place on the ballot (if filing by mail):
(Dirección de dónde enviar las solicitudes para un lugar en la boleta (en caso de presentar por correo)
Dallas College
Administrative Office, Legal Department
1601 Botham Jean Boulevard, Suite 208
Dallas, Texas 75215-1816

Email or Fax Number to send an application for place on the ballot:
(Dirección de correo electrónico o número de fax para enviar una solicitud para un lugar en la boleta)
Email: tmccarty@dallascollege.edu
Fax Number: 214-378-1730

## Torsha McCarty

Printed Name of Filing Officer
(Nombre en letra de molde de la Oficial de registro)

> Signature of Filing Officer
> (Firma de la Oficial de registro)

12/18/2023
Date Posted
(Fecha publicada)

Do Tổng Thư ký Tiểu bang quy định
Mục 141.040, Bộ luật Bầu cử Texas
9/2023

## THÔNG BÁO THỜI HẠN NỘP HỒ SƠ ĐĂNG KÝ VỊ TRÍ TRỀN LÁ PHIẾU

Theo đây, chúng tôi xin thông báo về thời gian nộp hồ sơ đăng ký vị trí trên lá phiếu cho Cuộc bầu cử Thường kỳ của Ban Quản trị Dallas College (Quận 1 và 7 ) ngày 4 tháng 5 năm 2024 như sau:

## Ngày giờ nộp hồ so:

Ngày bắt đầu $\underline{17 / 01 / 2024}$ Ngày kết thúc 16/02/2024

Giờ làm việc: Thứ Hai - Thứ Sáu, từ $\mathbf{8}$ giờ sáng đến 5 giờ chiều

Địa chỉ thực tế để trực tiếp nộp hồ sơ đăng ký vị trí trên lá phiếu:

## Dallas College

Administration Office, Legal Department
1601 Botham Jean Boulevard, Suite 208
Dallas, Texas 75215-1816
Địa chỉ gửi hồ sơ đăng ký vị trí trên lá phiếu qua đường bưu điện (nếu nịa chỉ gửi hồ sơ đăng):
Dallas College
Administrative Office, Legal Department
1601 Botham Jean Boulevard, Suite 208
Dallas, Texas 75215-1816
Email hoặc số fax để gửi hồ sơ đăng ký vị trí trên lá phiếu:
Email: tmccarty@dallascollege.edu
Số fax: 214-378-1730
Torsha McCarty
Tên viết in hoa của viên chức nộp hồ sơ

Chữ ký của viên chức nộp hồ sơ 18/12/2023
Ngày đăng

# Dallas College <br> Board of Trustees Election Districts 1 \& 7 <br> May 4, 2024 

## Election Calendar

## Day / Date, 2024

Monday, January 1

Wednesday, January 17

Friday, February 16

Friday, February 23
Tuesday, April 23
Monday, April 22
Tuesday, April 30
Saturday, May 4
Wednesday, May 15

Tuesday, June 4

TBD

## Event

First day to accept application for early voting by mail.

First day to accept candidate application and to appoint campaign treasurer upon filing application.

Last day to accept candidate application Friday, February 16 "receive" by 5:00 pm

Drawing for position on ballot at 10:00 a.m.
Last day to accept application for early voting by mail.
First day for early voting by personal appearance.
Last day for early voting by personal appearance.

## ELECTION DAY

## Special Board Meeting after Election

Final canvass of election returns.
If necessary, Runoff Election ordered by Board;
Drawing for position on runoff ballot;
Certify placement of candidates on ballot for runoff.
First Regular Board Meeting after Election
Administer Oath of Office and conduct swearing in ceremonies. Reorganize Board, if no runoff.

## RUNOFF ELECTION DAY


*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Before me, the undersigned authority, on this day personally appeared (name of candidate) $\qquad$ who being by me here and now duly sworn, upon oath says:
"I, (name of candidate) $\qquad$ of $\qquad$ County, Texas,
being a candidate for the office of $\qquad$ swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."

SIGNATURE OF CANDIDATE
Sworn to and subscribed before me this the $\qquad$ day of $\qquad$ , by
$\qquad$
$\qquad$ (year) (name of candidate)

Signature of Officer Authorized to Administer Oath ${ }^{4}$
Printed Name of Officer Authorized to Administer Oath

Notarial or Official Seal
Title of Officer Authorized to Administer Oath
TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: $\square$ CASH $\square$ CHECK $\square$ MONEY ORDER $\square$ CASHIERS CHECK OR $\square$ PETITION IN LIEU OF A FILING FEE.
This document and \$ $\qquad$ filing fee or a nominating petition of $\qquad$ pages received. Voter Registration Status Verified


## INSTRUCTIONS

An application for a place on the general election for a city, school district or other political subdivision, may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields of the application must be completed unless specifically marked optional.

For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.
If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

## NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to the officer, or to any other member of the governing body or court on which the officer serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at an election other than the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

## FOOTNOTES

${ }^{1}$ An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)
${ }^{2}$ Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml
${ }^{3}$ Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)
One of the following documents must be submitted with this application.
Judicial Clemency under Texas Code of Criminal Procedure 42A. 701
Executive Pardon under Texas Code of Criminal Procedure 48.01
Restoration of Rights under Texas Code of Criminal Procedure 48.05
${ }^{4}$ All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.

# SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL <br> PARA UNA CIUDAD, DISTRITO ESCOLAR U OTRA SUBDIVISIÓN POLÍTICA 

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL ${ }^{1}$ El hecho de no proporcionar la información requerida puede resultar en el rechazo de la solicitud.

| SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL DEPara: Secretario(a) de la Ciudad/ Secretario(a) del Consejo |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |
| Solicito que mi nombre se incluya en la boleta oficial mencionada anteriormente como candidato(a) al cargo indicado a continuación. |  |  |  |  |  |  |
| CARGO SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si lo hay.) |  |  |  | MPLE |  | NO INCOMPLETO |
| NOMBRE COMPLETO (Primer Nombre, Segundo Nombre, Apellido) |  | ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA BOLETA* |  |  |  |  |
| DIRECCIÓN DE RESIDENCIA PERMANENTE (No incluya un apartado postal o una ruta rural. Si usted no tiene una dirección de residencia, describa la ubicación de la residencia.) |  | DIRECCIÓN DE CORREO PÚBLICO (Opcional) (Dirección en la que recibe la correspondencia relacionada con la campaña, si está disponible.) |  |  |  |  |
| CIUDAD | CÓDIGO POSTAL | CIUDAD |  | ESTADO |  | CÓDIGO POSTAL |
| DIRECCIÓN DE CORREO ELECTRÓNICO PÚBLICO (Opcional) (Dirección donde recibe correo electrónico relacionado con la campaña, si está disponible.) | OCUPACIÓN (No deje este espacio en blanco) |  | FECHA DE NACIMIENTO <br> / / |  | VUID - NÚMERO ÚNICO DE IDENTIFICACIÓN DE VOTANTE² (Opcional) |  |
| INFORMACIÓN DE CONTACTO TELEFÓNICO (Opcional) <br> Hogar: <br> Trabajo: <br> Celular: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| ESTADO DE CONDENA POR DELITO GRAVE (DEBE marcar una) |  | DURACIÓN DE RESIDENCIA CONTINUA A PARTIR DE LA FECHA EN QUE ESTA SOLICITUD FUE JURADA |  |  |  |  |
| No he sido finalmente condenado por un delito grave.He sido finalmente condenado por un delito grave, pero he sido indultado o liberado de otro modo de las discapacidades resultantes de esa condena por delito grave y he proporcionado prueba de este hecho con la presentación de esta solicitud. ${ }^{3}$ |  | EN EL ESTADO DE TEXAS$\qquad$ año(s)$\qquad$ mes(es) |  |  | EN EL TERRITORIO/DISTRITO/PRECINTO DEL CUAL SE ELIGE EL CARGO BUSCADO$\qquad$ año(s)$\qquad$ mes(es) |  |

*Si usa un apodo como parte de su nombre para aparecer en la boleta, también está firmando y jurando las siguientes declaraciones: Juro además que mi apodo no constituye un lema ni contiene un título, ni indica un punto de vista o afiliación política, económica, social o religiosa. He sido comúnmente conocido por este apodo durante al menos tres años antes de esta elección. Por favor, revise las secciones 52.031, 52.032 y 52.033 del Código Electoral de Texas con respecto a las reglas sobre cómo se pueden incluir los nombres en la boleta oficial.
Ante mí, la autoridad abajo firmante, en este día apareció personalmente (nombre del candidato) $\qquad$ , quien estando a mi lado aquí y ahora debidamente juramentado, bajo juramento dice:
"Yo, (nombre del candidato) $\qquad$ del condado de $\qquad$ _,

Texas, siendo candidato para el cargo de $\qquad$ , juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy un ciudadano de los Estados Unidos elegible para ocupar dicho cargo según la Constitución y las leyes de este estado. No se me ha determinado por un fallo final de una corte que ejerce la jurisdicción testamentaria que esté totalmente incapacitado mentalmente o parcialmente incapacitado sin derecho a voto. Soy consciente de la ley de nepotismo según el Capítulo 573 del Código de Gobierno. Soy consciente de que debo divulgar cualquier condena previa de un delito grave $y$, si he sido condenado, debo proporcionar prueba de que he sido indultado o liberado de otro modo de las discapacidades resultantes de dicha condena final por delito grave. Soy consciente de que proporcionar a sabiendas información falsa en la solicitud con respecto a mi posible estado de condena por delito grave constituye un delito menor de Clase B. Juro además que las declaraciones anteriores incluidas en mi solicitud son, en todos los aspectos, verdaderas y correctas."

## X

FIRMA DEL CANDIDATO


## INSTRUCCIONES

Una solicitud para un lugar en la elección general para una ciudad, distrito escolar u otra subdivisión política, no puede ser presentada antes de los 30 días antes de la fecha límite prescrita por este código para presentar la solicitud. Una solicitud presentada antes de ese día es nula. Todos los campos de la solicitud deben completarse a menos que estén específicamente marcados como opcional.

Para una elección que se lleve a cabo en una fecha de elección uniforme, el día de la fecha límite de presentación es el $78^{\circ}$ dia antes del día de la elección.

Si tiene preguntas sobre la solicitud, por favor póngase en contacto con la División de Elecciones del Secretario de Estado llamando al 800-252-8683.

## LEY DE NEPOTISMO

El candidato debe firmar esta declaración indicando su conocimiento de la ley del nepotismo. Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo. Las prohibiciones de nepotismo del capítulo 573, Código de Gobierno, se resumen a continuación:

Ningún funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con sí mismo, o con cualquier otro miembro del órgano de gobierno o corte en el que se desempeña cuando la compensación de esa persona debe pagarse con fondos públicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votación o la confirmación de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el período siguiente antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro es elegido en una elección que no sea la elección general para funcionarios estatales y del condado.

Ningún candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relación con el nombramiento o el empleo de una persona emparentada con el candidato en un grado prohibido, tal como se ha indicado anteriormente. Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoría de buena fe de empleados o empleados prospectos.

## NOTAS

${ }^{1}$ Una solicitud para un lugar en la boleta electoral, incluida cualquier petición que la acompañe, es información pública inmediatamente después de su presentación. (Sección 141.035, Código Electoral de Texas)
${ }^{2}$ La inclusión del número único de identificación de votante (VUID, por sus siglas en Ingles) es opcional. Sin embargo, a muchos candidatos se les exige que estén registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha límite de presentación. Por favor, visite el sitio web de la Division de Elecciones de la Secretaría de Estado para obtener información adicional. http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml
${ }^{3}$ La prueba de liberación de las discapacidades resultantes de una condena por un delito grave incluiría prueba de clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701, prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01, o prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05. (Opinión de Fiscal General de Texas KP-0251)
Se debe enviar uno de los siguientes documentos con esta solicitud:
Clemencia judicial según el Código de Procedimiento Penal de Texas 42A. 701
Prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01
Prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05
${ }^{4}$ Todos lo los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier corte de registro, un notario público, un juez de paz, secretario municipal (para una oficina de la ciudad) y el Secretario de Estado de Texas. Consulte el Capítulo 602 del Código del Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos.

## Appointment of Campaign Treasurer General Explanation

No contributions may be accepted nor any expenditures made prior to filing the Appointment of a Campaign Treasurer by a Candidate form (Form CTA).

- Complete all applicable items on the Appointment of a Campaign Treasurer by a Candidate form (Form CTA).
- Sign this form and file with either Torsha McCarty, Dallas College Election Administrator, or Rosalind Jeffers, Associate General Counsel at:

Dallas College
1601 Botham Jean Boulevard
Suite 208, Legal Department
Dallas, Texas 75215
Complete the Candidate Modified Reporting Declaration ONLY if you do not intend to accept more than $\$ 1,080.00$ in political contributions or make more than $\$ 1,080.00$ in political expenditures (excluding filing fees) in connection with any future election within the election cycle.

Complete the Amendment to the Appointment of Campaign Treasurer by a Candidate form (Form ACTA), page two, ONLY if information on the Form CTA changes after it is filed.

Candidates should carefully read the instruction guides for all forms required by the Texas Ethics Commission. Completing and filing these forms is the sole responsibility of each candidate.

A document is considered filed only when it is received by the local filing authority. The local filing authority is Dallas College at the address listed above. If you have any questions about this form, please contact:

## TEXAS ETHICS COMMISSION

| Physical Address: | Mailing Address: |
| :--- | :--- |
| Sam Houston Building <br> 201 East 14th St., 10th Floor <br> Austin, TX 78701 | P. O. Box 12070 <br> Austin, TX 78711-2070 |

# TEXAS ETHICS COMMISSION 

# APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE 

## FORM CTA--INSTRUCTION GUIDE



Revised January 1, 2024

## FORM CTA-INSTRUCTION GUIDE

## TABLE OF CONTENTS

GENERAL INSTRUCTIONS ..... 1
DUTIES OF A CANDIDATE OR OFFICEHOLDER ..... 1
QUALIFICATIONS OF CAMPAIGN TREASURER ..... 1
DUTIES OF A CAMPAIGN TREASURER. ..... 1
REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN ..... 1
WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT ..... 2
FILING WITH A DIFFERENT AUTHORITY ..... 3
FORMING A POLITICAL COMMITTEE ..... 4
CHANGING A CAMPAIGN TREASURER ..... 4
AMENDING A CAMPAIGN TREASURER APPOINTMENT ..... 4
REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS ..... 4
TERMINATING A CAMPAIGN TREASURER APPOINTMENT ..... 4
FILING A FINAL REPORT ..... 5
ELECTRONIC FILING ..... 5
GUIDES ..... 5
SPECIFIC INSTRUCTIONS ..... 5
PAGE 1 ..... 5
PAGE 2 ..... 7

# APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE 

## GENERAL INSTRUCTIONS

These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA). Use Form CTA only for appointing your campaign treasurer. Use the AMENDMENT (Form ACTA) for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. Note: Candidates for most judicial offices use Form JCTA to file a campaign treasurer appointment.

## DUTIES OF A CANDIDATE OR OFFICEHOLDER

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form and all candidate/officeholder reports of contributions, expenditures, and loans. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

## QUALIFICATIONS OF CAMPAIGN TREASURER

A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than $\$ 5,000$ in political contributions or made more than $\$ 5,000$ in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision. Note: A candidate may appoint himself or herself as his or her own campaign treasurer.

## DUTIES OF A CAMPAIGN TREASURER

State law does not impose any obligations on a candidate's campaign treasurer.

## REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN

If you plan to run for a public office in Texas (except for a federal office), you must file this form when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures. A "candidate" is a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include:
(A) the filing of a campaign treasurer appointment, except that the filing does not constitute candidacy or an announcement of candidacy for purposes of the automatic resignation provisions of Article XVI, Section 65, or Article XI, Section 11, of the Texas Constitution;
(B) the filing of an application for a place on the ballot;
(C) the filing of an application for nomination by convention;
(D) the filing of a declaration of intent to become an independent candidate or a declaration of write-in candidacy;
(E) the making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement;
(F) before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of communication;
(G) the soliciting or accepting of a campaign contribution or the making of a campaign expenditure; and
(H) the seeking of the nomination of an executive committee of a political party to fill a vacancy.

Additionally, the law provides that you must file this form before you may accept a campaign contribution or make or authorize a campaign expenditure, including an expenditure from your personal funds. A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority.

If you are an officeholder, you may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. If you do not have a campaign treasurer appointment on file and you wish to accept campaign contributions or make campaign expenditures in connection with your office or for a different office, you must file this form before doing so. In such a case, a sworn report of contributions, expenditures, and loans will be due no later than the 15th day after filing this form.

## WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT

The appropriate filing authority depends on the office sought or held.
a. Texas Ethics Commission. The Texas Ethics Commission (Commission) is the appropriate filing authority for the Secretary of State and for candidates for or holders of the following offices:

- Governor, Lieutenant Governor, Attorney General, Comptroller, Treasurer, Land Commissioner, Agriculture Commissioner, Railroad Commissioner.
- State Senator or State Representative.
- Supreme Court Justice, Court of Criminal Appeals Judge, and Court of Appeals Judge.*
- State Board of Education.
- A multi-county district judge* or multi-county district attorney.
- A single-county district judge.*
- An office of a political subdivision other than a county if the political subdivision includes areas in more than one county and if the governing body of the political subdivision has not been formed.
- A chair of the state executive committee of a political party with a nominee on the ballot in the most recent gubernatorial election.
- A county chair of a political party with a nominee on the ballot in the most recent gubernatorial election if the county has a population of 350,000 or more.
* Judicial candidates use FORM JCTA to appoint a campaign treasurer.
b. County Clerk. The county clerk (or the county elections administrator or tax assessor, as applicable) is the appropriate local filing authority for a candidate for:
- A county office.
- A precinct office.
- A district office (except for multi-county district offices).
- An office of a political subdivision other than a county if the political subdivision is within the boundaries of a single county and if the governing body of the political subdivision has not been formed.
c. Local Filing Authority. If a candidate is seeking an office of a political subdivision other than a county, the appropriate filing authority is the clerk or secretary of the governing body of the political subdivision. If the political subdivision has no clerk or secretary, the appropriate filing authority is the governing body's presiding officer. Basically, any political subdivision that is authorized by the laws of this state to hold an election is considered a local filing authority. Examples are cities, school districts, and municipal utility districts.


## FILING WITH A DIFFERENT AUTHORITY

If you have a campaign treasurer appointment on file with one authority, and you wish to accept campaign contributions or make or authorize campaign expenditures in connection with another office that would require filing with a different authority, you must file a new campaign treasurer appointment and a copy of your old campaign treasurer appointment (certified by the old authority) with the new filing authority before beginning your campaign. You should also provide written notice to the original filing authority that your future reports will be filed with another authority; use Form CTA-T for this purpose.

## FORMING A POLITICAL COMMITTEE

As a candidate, you must file an Appointment Of A Campaign Treasurer By A Candidate (FORM CTA). You may also form a specific-purpose committee to support your candidacy. Remember that filing a campaign treasurer appointment for a political committee does not eliminate the requirement that a candidate file his or her own campaign treasurer appointment (FORM CTA) and the related reports.

NOTE: See the Campaign Finance Guide for Political Committees for further information about specific-purpose committees.

## CHANGING A CAMPAIGN TREASURER

If you wish to change your campaign treasurer, simply file an amended campaign treasurer appointment (FORM ACTA). This will automatically terminate the outgoing campaign treasurer appointment.

## AMENDING A CAMPAIGN TREASURER APPOINTMENT

If any of the information reported on the campaign treasurer appointment (FORM CTA) changes, file an Amendment: Appointment Of A Campaign Treasurer By A Candidate (Form ACTA) to report the change.

## REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS

If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers.

## TERMINATING A CAMPAIGN TREASURER APPOINTMENT

You may terminate your campaign treasurer appointment at any time by:

1) filing a campaign treasurer appointment for a successor campaign treasurer, or
2) filing a final report.

Remember that you may not accept any campaign contributions or make or authorize any campaign expenditures without a campaign treasurer appointment on file. You may, however, accept officeholder contributions and make or authorize officeholder expenditures.

If your campaign treasurer quits, he or she must give written notice to both you and your filing authority. The termination will be effective on the date you receive the notice or on the date your filing authority receives the notice, whichever is later.

## FILING A FINAL REPORT

For filing purposes, you are a "candidate" as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. If you have surplus funds, or if you retain assets purchased with political funds, you will be required to file annual reports. (See instructions for FORM C/OH - UC.) If you are an officeholder at the time of filing a final report, you may be required to file semiannual reports of contributions, expenditures, and loans as an officeholder.

If you do not have an appointment of campaign treasurer on file, you may not accept campaign contributions or make campaign expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept officeholder contributions and make officeholder expenditures.

To file a final report, you must complete the Candidate/Officeholder Campaign Finance Report (FORM C/OH), check the "final" box on Page 1, Section 9, and complete and attach the Designation Of Final Report (Form C/OH-FR).

## ELECTRONIC FILING

All persons filing campaign finance reports with the Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Commission's website at http://www.ethics.state.tx.us for information about exemptions from the electronic filing requirements.

## GUIDES

All candidates should review the applicable Commission's campaign finance guide. Guides are available on the Commission's website at http://www.ethics.state.tx.us.

## SPECIFIC INSTRUCTIONS

Each numbered item in these instructions corresponds to the same numbered item on the form.

## PAGE 1

1. TOTAL PAGES FILED: After you have completed the form, enter the total number of pages of this form and any additional pages. A "page" is one side of a two-sided form. If you are not using a two-sided form, a "page" is a single sheet.
2. CANDIDATE NAME: Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable. Enter your name in the same way on Page 2, Section 11, of this form.
3. CANDIDATE MAILING ADDRESS: Enter your complete mailing address, including zip code. This information will allow your filing authority to correspond with you. If this information changes, please notify your filing authority immediately.
4. CANDIDATE PHONE: Enter your phone number, including the area code and extension, if applicable.
5. OFFICE HELD: If you are an officeholder, please enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.
6. OFFICE SOUGHT: If you are a candidate, please enter the office you seek, if known. Include the district, precinct, or other designation for the office, if applicable.
7. CAMPAIGN TREASURER NAME: Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.
8. CAMPAIGN TREASURER STREET ADDRESS: Enter the complete street address of your campaign treasurer, including the zip code. You may enter either the treasurer's business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.
9. CAMPAIGN TREASURER PHONE: Enter the phone number of your campaign treasurer, including the area code and extension, if applicable.
10. CANDIDATE SIGNATURE: Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.

- The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.
- A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.
- A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.
- Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The degree of consanguinity is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. Examples: (1) first degree - parent to child; (2) second degree grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent to great-grandchild; or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by
consanguinity. For example, a wife is related to her husband's grandmother in the second degree by affinity.


## PAGE 2

11. CANDIDATE NAME: Enter your name as you did on Page 1.
12. MODIFIED REPORTING DECLARATION: Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party and candidates for county chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than $\$ 1,080$ in political contributions or make more than $\$ 1,080$ in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the $\$ 1,080$ expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An unopposed candidate is not required to file pre-election reports in the first place.) The obligations to file semiannual reports, special pre-election reports (formerly known as telegram reports), or special session reports, if applicable, are not affected by selecting the modified schedule.

The $\$ 1,080$ maximums apply to each election within the cycle. In other words, you are limited to $\$ 1,080$ in contributions and expenditures in connection with the primary, an additional $\$ 1,080$ in contributions and expenditures in connection with the general election, and an additional $\$ 1,080$ in contributions and expenditures in connection with a runoff.

EXCEEDING \$1,080 IN CONTRIBUTIONS OR EXPENDITURES. If you exceed \$1,080 in contributions or expenditures in connection with an election, you must file according to the regular filing schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the $\$ 1,080$ limits after the 30th day before the election, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use the Amendment (Form ACTA) to renew your option to file under the modified schedule for a different election year or election cycle.

For more information, see the Commission's campaign finance guide that applies to you.

APPOINTMENT OF A CAMPAIGN TREASURER


| 11 CANDIDATE NAME |  |
| :---: | :---: |
| 12 MODIFIED REPORTING DECLARATION | COMPLETE THIS SECTION ONLY IF YOU ARE CHOOSING MODIFIED REPORTING <br> -• This declaration must be filed no later than the 30th day before the first election to which the declaration applies. •• <br> -• The modified reporting option is valid for one election cycle only. •• (An election cycle includes a primary election, a general election, and any related runoffs.) <br> -• Candidates for the office of state chair of a political party may NOT choose modified reporting. •• <br> I do not intend to accept more than $\$ 1,080$ in political contributions or make more than $\$ 1,080$ in political expenditures (excluding filing fees) in connection with any future election within the election cycle. I understand that if either one of those limits is exceeded, I will be required to file pre-election reports and, if necessary, a runoff report. |

This appointment is effective on the date it is filed with the appropriate filing authority.
TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us or mail to
Texas Ethics Commission
P.O. Box 12070

Austin, TX 78711-2070
Non-TEC Filers must file this form with the local filing authority DO NOT SENDTOTEC

For more information about where to file go to:
https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php

# TEXAS ETHICS COMMISSION 

# AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE 

## FORM ACTA-INSTRUCTION GUIDE



Revised January 1, 2024

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711
www.ethics.state.tx.us
(512) 463-5800 • TDD (800) 735-2989

Promoting Public Confidence in Government

# FORM ACTA-AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE 

GENERAL INSTRUCTIONS

These instructions are for the AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form ACTA). Use this form for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. The information you enter on this form will replace the information from your previous APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form (CTA).

If any of the information required to be reported on your CAMPAIGN TREASURER
APPOINTMENT changes, you should file an amendment. Use the AMENDMENT form (Form ACTA) to report the changes. Do not use the APPOINTMENT form (Form CTA).

You must also use the AMENDMENT form to renew your option to file under the modified schedule.

Except for your name at the top of the form (and your filer account number, if you file with the Texas Ethics Commission (Commission)), enter only the information that is different from what is on your current campaign treasurer appointment. Do not repeat information that has not changed. The "NEW" boxes emphasize that the information entered on this form should only be information that is different from what was previously reported. Any information entered in a space with a "NEW" box will replace the existing information.

## SPECIFIC INSTRUCTIONS

Each numbered item in these instructions corresponds to the same numbered item on the form.

## PAGE 1

1. CANDIDATE NAME: Enter your name as it is on your current campaign treasurer appointment. Enter your name in the same way on Page 2, Section 13, of this form. If you are reporting a name change, enter your new name under Section 4.
2. FILER ID \#: If you are filing with the Commission, you were assigned a filer account number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your account number. Enter this number wherever you see "FILER ID \#." If you do not file with the Ethics Commission, you are not required to enter an account number.
3. TOTAL PAGES FILED: After you have completed the form, enter the total number of pages of this form and any additional pages. A "page" is one side of a two-sided form. If you are not using a two-sided form, a "page" is a single sheet.
4. CANDIDATE NAME: Complete this section only if your name has changed. If your name has changed, enter your complete new name, including nicknames and suffixes (e.g., Sr., Jr., III) if applicable.
5. CANDIDATE MAILING ADDRESS: Complete this section only if your mailing address has changed. If your mailing address has changed, enter your complete new address, including zip code. This information will allow your filing authority to correspond with you.
6. CANDIDATE PHONE: Complete this section only if your phone number has changed. If your phone number has changed, enter your new phone number, including the area code and extension, if applicable.
7. OFFICE HELD: If you are an officeholder, complete this section only if your office has changed. If your office has changed, please enter the new office held. Include the district, precinct, or other designation for the office, if applicable.
8. OFFICE SOUGHT: If you are a candidate, complete this section only if the office you seek has changed. If the office has changed, please enter the office you now seek, if known. Include the district, precinct, or other designation for the office, if applicable.

Note: Changing the office you are seeking may require you to file your reports with a different filing authority. See the Campaign Finance Guide for further information on filing with a different authority.
9. CAMPAIGN TREASURER NAME: Complete this section only if your campaign treasurer has changed. If your campaign treasurer has changed, enter the full name of your new campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

Qualifications of Campaign Treasurer. A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than $\$ 5,000$ in political contributions or made more than $\$ 5,000$ in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision.
10. CAMPAIGN TREASURER STREET ADDRESS: Complete this section only if your campaign treasurer's street address has changed. If your campaign treasurer's street address has changed, enter the complete new address of your campaign treasurer, including the zip code. You may enter either the treasurer's new business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.
11. CAMPAIGN TREASURER PHONE: Complete this section only if your campaign treasurer's phone number has changed. If your campaign treasurer's phone number has
changed, enter the new phone number of your campaign treasurer, including the area code and extension, if applicable.
12. CANDIDATE SIGNATURE: Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.

- The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.
- A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.
- A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.
- Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The degree of consanguinity is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. Examples: (1) first degree - parent to child; (2) second degree grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent to great-grandchild; or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by consanguinity. For example, a wife is related to her husband's grandmother in the second degree by affinity.

Note: The changes you have made on this form will replace the information on your previous APPOINTMENT form (Form CTA).

## PAGE 2

13. CANDIDATE NAME: Enter your name as you did on Page 1, Section 1.
14. MODIFIED REPORTING DECLARATION: Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than $\$ 1,080$ in political contributions or make more than $\$ 1,080$ in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the $\$ 1,080$ expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An unopposed candidate is not required to file pre-election reports in the first place.) The obligations to file semi-annual reports, special pre-election reports, or special session reports, if applicable, are not affected by selecting the modified schedule.

The $\$ 1,080$ maximums apply to each election within the cycle. In other words, you are limited to $\$ 1,080$ in contributions and expenditures in connection with the primary, an additional $\$ 1,080$ in contributions and expenditures in connection with the general election, and an additional $\$ 1,080$ in contributions and expenditures in connection with a runoff.

Exceeding \$1,080 in contributions or expenditures. If you exceed \$1,080 in contributions or expenditures in connection with an election, you must file according to the regular schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the $\$ 1,080$ limits after the 30th day before the election, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use another amendment form (ACTA) to renew your option to file under the modified schedule.

For more information, see the Commission's campaign finance guide that applies to you.



This appointment is effective on the date it is filed with the appropriate filing authority.

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us or mail to
Texas Ethics Commission
P.O. Box 12070

Austin, TX 78711-2070
Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC
For more information about where to file go to:
https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php

# TEXAS ETHICS COMMISSION CHAPTER 258, ELECTION CODE FAIR CAMPAIGN PRACTICES 



Effective September 1, 1997 (Revised 9/1/2023)

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711
www.ethics.state.tx.us
(512) 463-5800 • TDD (800) 735-2989

Promoting Public Confidence in Government

# CHAPTER 258, ELECTION CODE <br> FAIR CAMPAIGN PRACTICES <br> TABLE OF CONTENTS 

Chapter 258. Fair Campaign Practices ..... 1
Sec. 258.001. Short Title ..... 1
Sec. 258.002. Purpose ..... 1
Sec. 258.003. Delivery Of Copy Of Code ..... 1
Sec. 258.004. Text Of Code ..... 1
Sec. 258.005. Forms ..... 2
Sec. 258.006. Acceptance And Preservation Of Copies ..... 2
Sec. 258.007. Subscription To Code Voluntary ..... 2
Sec. 258.008. Indication On Political Advertising ..... 3
Sec. 258.009. Civil Cause Of Action ..... 3

## ELECTION CODE

## TITLE 15. REGULATING POLITICAL FUNDS AND CAMPAIGNS CHAPTER 258. FAIR CAMPAIGN PRACTICES

Sec. 258.001. SHORT TITLE. This chapter may be cited as the Fair Campaign Practices Act.

Sec. 258.002. PURPOSE.
(a) The purpose of this chapter is to encourage every candidate and political committee to subscribe to the Code of Fair Campaign Practices.
(b) It is the intent of the legislature that every candidate and political committee that subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play to encourage healthy competition and open discussion of issues and candidate qualifications and to discourage practices that cloud the issues or unfairly attack opponents.

## Sec. 258.003. DELIVERY OF COPY OF CODE.

(a) When a candidate or political committee files its campaign treasurer appointment, the authority with whom the appointment is filed shall give the candidate or political committee a blank form of the Code of Fair Campaign Practices and a copy of this chapter.
(b) The authority shall inform each candidate or political committee that the candidate or committee may subscribe to and file the code with the authority and that subscription to the code is voluntary.

Sec. 258.004. TEXT OF CODE. The Code of Fair Campaign Practices reads as follows:

## CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

## THEREFORE:

(1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.
(2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate's personal or family life.
(3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
(4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
(5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
(6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
(7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

## VOID - COPY ONLY - VOID ${ }^{1}$

## Date

Signature
Sec. 258.005. FORMS. The commission shall print copies of the Code of Fair Campaign Practices and shall supply the forms to the authorities with whom copies of the code may be filed in quantities and at times requested by the authorities.

## Sec. 258.006. ACCEPTANCE AND PRESERVATION OF COPIES.

(a) An authority with whom a campaign treasurer appointment is filed shall accept each completed copy of the code submitted to the authority that is properly subscribed to by a candidate or the campaign treasurer of a political committee.
(b) Each copy of the code accepted under this section shall be preserved by the authority with whom it is filed for the period prescribed for the filer's campaign treasurer appointment.

Sec. 258.007. SUBSCRIPTION TO CODE VOLUNTARY. The subscription to the Code of Fair Campaign Practices by a candidate or a political committee is voluntary.

[^0]Sec. 258.008. INDICATION ON POLITICAL ADVERTISING. A candidate or a political committee that has filed a copy of the Code of Fair Campaign Practices may so indicate on political advertising in a form to be determined by the commission.

Sec. 258.009. CIVIL CAUSE OF ACTION. This chapter does not create a civil cause of action for recovery of damages or for enforcement of this chapter.

Pursuant to chapter 258 of the Election Code, every candidate and political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, 1997, may subscribe to the code at any time.

Subscription to the Code of Fair Campaign Practices is voluntary.

OFFICE USE ONLY

Date Processed

Date Imaged

| 1 ACCOUNT NUMBER (Ethics Commission Filers) | 2 TYPE OF FILER <br> CANDIDATE <br> If filing as a candidate, complete boxes 3-6, then read and sign page 2. | POLITICAL COMMITTEE $\square$ <br> If filing for a political committee, complete boxes 7 and 8, then read and sign page 2. |
| :---: | :---: | :---: |
| 3 NAME OF CANDIDATE (PLEASE TYPE OR PRINT) | TITLE (Dr., Mr., Ms., etc.) FIRST | MI |
|  | NICKNAME LAST | SUFFIX (SR., JR., III, etc.) |
| 4 TELEPHONE NUMBER OF CANDIDATE <br> (PLEASE TYPE OR PRINT) | AREA CODE PHONE NUMBER <br> $(\mathrm{c}$  | EXTENSION |
| 5 ADDRESS OF CANDIDATE (PLEASE TYPE OR PRINT) | STREET / PO BOX; APT / SUITE\#; | STATE; ZIP CODE |
| 6 OFFICE SOUGHT BY CANDIDATE <br> (PLEASE TYPE OR PRINT) |  |  |
| 7 NAME OF COMMITTEE (PLEASE TYPE OR PRINT) |  |  |
| 8 NAME OF CAMPAIGN TREASURER <br> (PLEASE TYPE OR PRINT) | TITLE (Dr., Mr., Ms., etc.) FIRST | MI |
|  | NICKNAME LAST | SUFFIX (SR., JR., III, etc.) |

## GO TO PAGE 2

# TEXAS ETHICS COMMISSION 

## CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT

## FORM C/OH - INSTRUCTION GUIDE

(PAPER FILERS ONLY)

## To Report Activity Occurring on or after January 1, 2024



Revised January 1, 2024

# FORM C/OH - INSTRUCTION GUIDE 

## TABLE OF CONTENTS

These instructions are for the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (Form C/OH) and all schedules that are filed with it. FORM C/OH includes a three-page cover sheet and Schedules A1, A2, B, E, F1, F2, F3, F4, G, H, I, K, and T. Candidates or officeholders filing a Final Report should also attach Form C/OH-FR. All filers must submit the three-page cover sheet, but only the schedules on which there is information to report need to be included.
GENERAL INSTRUCTIONS ..... 3
IMPORTANT UPDATES ..... 3
ELECTRONIC FILING ..... 3
FILLING OUT THE FORMS ..... 3
TEXAS ETHICS COMMISSION GUIDES ..... 4
PHOTOCOPIES OF FORMS ..... 4
FILING DATE ..... 4
FORM C/OH: CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT ..... 5
GENERAL INFORMATION ..... 5
COMPLETING THE COVER SHEET ..... 7
PAGE 1 ..... 7
PAGE 2 ..... 13
PAGE 3 ..... 15
SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS ..... 18
SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS ..... 21
SCHEDULE B: PLEDGED CONTRIBUTIONS ..... 23
SCHEDULE E: LOANS ..... 26
SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTION ..... 29
SCHEDULE F2: UNPAID INCURRED OBLIGATIONS ..... 32
SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS ..... 34
SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD. ..... 35
SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS ..... 38
SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH ..... 40
SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS ..... 41
SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER ..... 42
SCHEDULE T: IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS ..... 43
FORM C/OH-FR: DESIGNATION OF FINAL REPORT ..... 44
GENERAL INFORMATION ..... 44
COMPLETING THE FORM ..... 45
ADDITIONAL INFORMATION REGARDING EXPENDITURES ..... 46
EXAMPLES: REPORTING EXPENDITURES MADE BY CREDIT CARD ..... 46
EXAMPLES: PURPOSE OF EXPENDITURES ..... 51
EXAMPLES: REPORTING EXPENDITURES FROM PERSONAL FUNDS ..... 53
EXAMPLES: REPORTING STAFF REIMBURSEMENT ..... 55

## GENERAL INSTRUCTIONS

These general instructions apply to all C/OH forms required to be filed under title 15, Texas Election Code, for activity that occurs on or after January 1, 2024. For a report that includes activity occurring before January 1, 2024, you must use the instructions applicable before that time, which are available on the Texas Ethics Commission's website at https://www.ethics.state.tx.us/forms/coh/cohfrm.php.

## IMPORTANT UPDATES

## Increased Disclosure Thresholds

On January 1, 2020, the Texas Ethics Commission began adjusting certain reporting thresholds to account for inflation. As directed by section 571.064 of the Texas Government Code, the Commission is required to annually adjust these thresholds upward to the nearest multiple of $\$ 10$ in accordance with the percentage increase for the previous year in the Consumer Price Index for Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor. Accordingly, one or more thresholds will generally be adjusted each year, depending upon the figures in the index.

These changes will be made effective January $1^{\text {st }}$ of each calendar year; the affected numbers and corresponding new thresholds are located in 1 T.A.C. §18.31, which can be found here: https://www.ethics.state.tx.us/rules/. The higher itemization thresholds will be reflected on the paper forms and in these instructions, as applicable.

Verify that you are using the correct thresholds and forms that apply to your filing. For example, if you are filing a campaign finance report or lobby activities report that is due in January of 2021, you must use the forms and instructions that are applicable to the period ending December 31, 2020.

## Contributions Made Electronically Must Be Itemized

Beginning on September 1, 2019, all political contributions that are made electronically and accepted by a filer during the reporting period must be itemized in the filer's campaign finance report. This change is made by House Bill 2586, adopted by the 86th Texas Legislature.

## ELECTRONIC FILING

All persons filing campaign finance reports with the Texas Ethics Commission (Commission) are required to file those reports electronically unless the person is eligible to claim an exemption. Check the Commission's website at https://www.ethics.state.tx.us for information about exemptions from the electronic filing requirement.

## FILLING OUT THE FORMS

All reports filed on paper must be either handwritten in ink or typewritten. If you complete the report by hand, print everything other than your signature.

If you are filing with the Commission, and you are eligible to claim an exemption to electronic filing, you may use your own computer-generated form if it provides for disclosure of all the information required on the Commission's form and it is substantially identical in paper size, color, layout, and format. A substitute form that is substantially identical to the Commission's prescribed form must be submitted for pre-approval by the Commission's executive director.

Always file the cover sheet of the campaign finance report form. You need to file only those schedules on which you have information to report.

You must keep an exact copy of each report filed and all records necessary to complete the report for at least two (2) years after the deadline for filing the report.

If you have questions, call our office at (512) 463-5800.

## TEXAS ETHICS COMMISSION GUIDES

The Commission publishes a Campaign Finance Guide for each type of filer. These guides are designed to explain your responsibilities as a filer. The Commission encourages you to read the appropriate guide before you begin accepting political contributions or making or authorizing political expenditures.

## PHOTOCOPIES OF FORMS

You may use photocopies of Commission forms. For example, if the space provided on Schedule A1 is insufficient, you may make copies of a blank Schedule A1 form and attach more pages as needed.

## FILING DATE

For most reporting deadlines, a document is considered timely filed if it is properly addressed with postage or handling charges prepaid and bears a postmark or receipt mark of a common or contract carrier indicating a time on or before the deadline.

Pre-Election Reports: A report due 30 days before an election and a report due 8 days before an election must be received by the appropriate filing authority no later than the report due date.

If you are filing with the Commission, address your reports and correspondence to the Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711-2070. For hand-deliveries, the Commission's street address is 201 East 14th Street, Sam Houston Building, 10th Floor, Austin, Texas 78701.

If the due date for a report falls on a Saturday, Sunday, or legal holiday, the report is due on the next regular business day.

## FORM C/OH: CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT

These instructions are for the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (Form C/OH). A complete report includes the Form C/OH cover sheet, and any of the following schedules on which there is information to report: A1, A2, B, E, F1, F2, F3, F4, G, $H, I, K$, and T. A complete Final Report must also include Form C/OH-FR.

Note: Judicial candidates and officeholders must use a different form, Form JC/OH.

## GENERAL INFORMATION

Use Form $\mathrm{C} / \mathrm{OH}$ for filing the following reports:

- Semiannual reports (January 15 and July 15)
- Pre-election reports (30th day before election, 8th day before election)
- Runoff report (8th day before runoff election)
- Exceeded Modified Reporting Limit report
- 15th day after officeholder campaign treasurer appointment
- Final Report

See the instructions for sections 9 and 10 of the Cover Sheet for help in deciding which reports you are required to file.

## OFFICEHOLDER ACTIVITY

An officeholder may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. However, an officeholder must have a campaign treasurer appointment on file before the officeholder may make campaign expenditures or accept campaign contributions.

## DUTIES OF CANDIDATE OR OFFICEHOLDER

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

## DUTIES OF CAMPAIGN TREASURER

State law does not impose any reporting or record-keeping obligations on a candidate's campaign treasurer.

## WHERE TO FILE

This form is filed with the same filing authority with which you were required to file your Campaign Treasurer Appointment (Form CTA). If you are an officeholder who does not have a campaign treasurer appointment on file, file your reports with the same authority with which a candidate for your office must file the campaign treasurer appointment.

## FILING A FINAL REPORT

For filing purposes, you are a "candidate" as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a Final Report of contributions and expenditures. A Final Report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. If you are an officeholder at the time of filing a Final Report, you may be required to file semiannual reports of contributions and expenditures as an officeholder. The only officeholders who are not required to file semiannual reports are officeholders who file locally, who do not have a campaign treasurer appointment on file, and who do not exceed $\$ 1,080$ in contributions or expenditures during the reporting period.

You are required to file a report of unexpended contributions (using Form C/OH-UC) if all of the following apply to you: you are not a current officeholder, you have filed a final report, and you retain political contributions. Officeholders who leave office, no longer have a treasurer appointment on file, file a final report, and still retain political contributions will also owe this report. See Instructions for Form C/OH-UC for further information. To file a Final Report, you must complete the "C/OH CAMPAIGN FINANCE REPORT" (Form C/OH), check the "final" box in section 9 on the Cover Sheet, and complete and attach the "C/OH REPORT: DESIGNATION OF FINAL REPORT" (Form C/OH- FR).

## COMPLETING THE COVER SHEET

Each numbered item in these instructions corresponds to the same numbered item on the form.

## PAGE 1

1. FILER ID: If you are filing with the Commission, you were assigned a filer identification number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your Filer ID. Enter this number wherever you see "FILER ID." If you do not file with the Commission, you are not required to enter a Filer ID.
2. TOTAL PAGES FILED: After you have completed the form, count the total number of pages of this form and any attached schedules. Enter that number where indicated on the top line of page 1 only. Each side of a two-sided form counts as one page.
3. CANDIDATE/OFFICEHOLDER NAME: Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.
4. CANDIDATE/OFFICEHOLDER MAILING ADDRESS: Enter your complete mailing address. If your mailing address has changed since you last gave notice of your address, check the "Change of Address" box.
5. CANDIDATE/OFFICEHOLDER PHONE: Enter your phone number including the area code, and your extension, if applicable.

Sections 6-8 pertain to a candidate's campaign treasurer. If you are an officeholder who does not have a campaign treasurer appointment on file, skip these sections.
6. CAMPAIGN TREASURER NAME: Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.
7. CAMPAIGN TREASURER ADDRESS: Enter the complete address of your campaign treasurer.
8. CAMPAIGN TREASURER PHONE: Enter the phone number of your campaign treasurer including the area code, and the extension, if applicable.
9. REPORT TYPE: Check the box that describes the type of report you are filing, according to the descriptions below. See the instructions for section 10 for the periods covered by each type of report.

January 15 (Semiannual) Report: All candidates and most officeholders must file a semiannual report by January 15. The only officeholders who are not required to file this report are officeholders who file locally, who do not have a campaign treasurer appointment on file, and who do not exceed $\$ 1,080$ in contributions or expenditures during the reporting period.

All candidates and officeholders who file with the Commission must file this report by midnight Central Time on the January 15 report due date. All candidates and officeholders who file locally must file this report by $5 \mathrm{p} . \mathrm{m}$. on the January 15 report due date.

Note: Anyone who has a campaign treasurer appointment (Form CTA) on file must file semiannual reports, even after an election has ended and even if the filer lost the election. To end this semiannual filing requirement, the filer must cease campaign activity and file a Final Report. (See "Final Report" below for more information.)

July 15 (Semiannual) Report: All candidates and most officeholders must file a semiannual report by July 15. The only officeholders who are not required to file this report are officeholders who file locally, who do not have a campaign treasurer appointment on file, and who do not exceed $\$ 1,080$ in contributions or expenditures during the reporting period.

See "January 15 Report" above for more information on filing requirements and deadlines for semiannual reports.

30th Day Before Election Report: Opposed candidates in an election who did not choose the modified reporting schedule must file this pre-election report. If an opposed candidate chose modified reporting, but then exceeded a threshold before the 30th day before the election, the candidate must file this report.

The report is due no later than 30 days before the election. For all candidates and officeholders who file with the Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all candidates and officeholders who file locally, this report must be received by the filing authority no later than $5 \mathrm{p} . \mathrm{m}$. on the report due date.

You are an "opposed" candidate if you have an opponent, including a minor party candidate, whose name is printed on the ballot. If your only opposition is a write-in candidate, you are not considered opposed for filing purposes. If you are a write-in candidate, you are an "opposed" candidate subject to the reporting requirements if you accept political contributions or make political expenditures. Candidates who are unopposed in an election are not required to file pre-election reports for that election.

8th Day Before Election Report: Opposed candidates in an election who did not choose the modified reporting schedule must file this pre-election report. If an opposed candidate chose modified reporting but then exceeded a threshold before the 8th day before the election, the candidate must file this report.

The report is due no later than 8 days before the election. For all candidates and officeholders who file with the Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all candidates and officeholders who file locally, this report must be received by the filing authority no later than $5 \mathrm{p} . \mathrm{m}$. on the report due date.

See " $30^{\text {th }}$ Day Before Election Report" above for the definition of an opposed candidate.

Runoff Report: Opposed candidates who are participating in a runoff election and who did not choose the modified reporting schedule must file this runoff report. The report is due no later than 8 days before the runoff election. For all candidates and officeholders who file with Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all candidates and officeholders who file locally, this report must be received by the filing authority no later than $5 \mathrm{p} . \mathrm{m}$. on the report due date.

See " $30^{\text {th }}$ Day Before Election Report" above for the definition of an opposed candidate.
Exceeded Modified Reporting Limit Report: Candidates who chose to file under the modified reporting schedule but then, after the 30th day before the election, exceeded $\$ 1,080$ in contributions or $\$ 1,080$ in expenditures in connection with the election must file this Exceeded Modified Reporting Limit report within 48 hours after exceeding the $\$ 1,080$ limit. The candidate must meet this deadline even if it falls on a weekend or a holiday.

15th Day After Campaign Treasurer Appointment Report (Officeholders Only): An officeholder must file this report if he or she appoints a campaign treasurer after a period of not having a campaign treasurer appointment (Form CTA) on file. For all officeholders who file with Commission, this report is due no later than midnight Central Time on the 15th day after an officeholder files Form CTA with the Commission. For all officeholders who file locally, this report is due no later than $5 \mathrm{p} . \mathrm{m}$. on the 15th day after an officeholder files Form CTA with the filing authority. It is not required of officeholders who are merely changing their campaign treasurer. It is not required of an officeholder who files locally if the officeholder did not exceed $\$ 1,080$ in either contributions or expenditures during the period covered by the report. Candidates who are not officeholders do not file this report.

Final Report: A person who has a campaign treasurer appointment on file may file this report when he or she does not expect to accept any further campaign contributions or make or authorize any further campaign expenditures. There is not a fixed deadline for this report. This report must have a completed "C/OH REPORT: DESIGNATION OF FINAL REPORT" (Form C/OH-FR) attached.

A candidate must have a CTA on file to accept campaign contributions or make campaign expenditures, including contributions intended to offset campaign debts or expenditures made to pay campaign debts. A candidate who intends to continue campaign activity should not file a Final Report.

A Final Report terminates a candidate's CTA and relieves the candidate from any additional filing obligations as a candidate. Officeholders who file a Final Report will still be subject to the filing requirements applicable to officeholders. A person who is not an officeholder but who has surplus political funds or assets after filing a Final Report will be required to file annual Unexpended Contribution reports. (See "Form C/OH-FR:
Designation of Final Report" for more information.) A candidate or officeholder who does not have a CTA on file may still be required to file a personal financial statement (PFS).

Filing a Final Report does not relieve a candidate of responsibility for any delinquent reports or outstanding civil penalties.

Daily Pre-Election Report of Contributions: A candidate or officeholder who files with the Commission may be required to file daily pre-election reports disclosing contributions during the period beginning the 9th day before an election and ending at 12 noon on the day before the election. This information is disclosed on Form Daily-C C/OH. For more information, see the instructions for Form Daily-C C/OH.

Legislative Special Session Report: All statewide candidates and officeholders and members of and candidates for the legislature who accept a political contribution during the period beginning on the date the governor signs the proclamation calling a special legislative session and continuing through the date of final adjournment are required to file a report after a special session of the legislature. This information can be disclosed on Form $\mathrm{C} / \mathrm{OH}-\mathrm{SS}$. For more information, see the instructions for Form C/OH-SS.
10. PERIOD COVERED: A reporting period includes the start date and the end date. The due date for filing will generally be after the end of the reporting period. Generally, a report picks up where the last report left off, and there should be no gaps or overlapping periods. The exceptions are Daily Pre-election reports, which do create overlaps because you are required to report the activity twice.

First Reports: If this is the first report of contributions and expenditures that you have filed, the beginning date will depend on the date your campaign treasurer appointment (Form CTA) was filed or the date you took office.

- If you are a candidate (a person who has filed a Form CTA) and you are filing your first report, the start date will be the date your Form CTA was filed.
- If you are an officeholder who was appointed to an elective office and who did not have a Form CTA on file at the time of the appointment, the start date for your first report will be the date you took office.

January 15th (Semiannual) Report: The start date is July 1 of the previous year or the day after the last day covered by your last required report, whichever is later. If this is the first report you have filed, see the "First Reports" section above. The end date is December 31 of the previous year.

July 15th (Semiannual) Report: The start date is January 1 or the day after the last day covered by your last required report, whichever is later. If this is the first report you have filed, see the "First Reports" section above. The end date is June 30.

30th Day Before Election Report: The start date is the day after the last day covered by your last required report. If this is the first report you have filed, see the "First Reports" section above. The end date is the 40th day before the election. This report is not required for unopposed candidates or candidates who are filing under the modified reporting schedule.

8th Day Before Election Report: The start date is the 39th day before the election if you filed a 30th Day Before Election Report. If you did not file the 30th Day Before Election Report, the day after the last day covered by your last required report is the start date. If this is the first report you have filed, see the "First Reports" section above. The end date is
the 10th day before the election. This report is not required for unopposed candidates or candidates who are filing under the modified reporting schedule.

Runoff Report: The start date is the 9th day before the main election if you filed an 8th Day Before Election Report. Otherwise, the start date is the day after the last day covered by your last required report or the day you appointed a campaign treasurer, whichever is later. The end date is the 10th day before the runoff election. This report is not required for candidates who are filing under the modified reporting schedule.

Exceeded Modified Reporting Limit Report: The start date for the report is either the day you appointed your campaign treasurer or the day after the last day covered by your last required report, whichever is later. The end date is the day you exceeded the $\$ 1,080$ limit for contributions or expenditures.

15th Day After Campaign Treasurer Appointment Report (Officeholders Only): The start date is either the day after the last day covered by your last required report or the day you began serving an appointment to elective office. The end date is the day before the campaign treasurer appointment was filed. This report is due no later than 15 days after the campaign treasurer appointment was filed.

Final Report: The start date is the day after the last day covered by your last required report. The end date is the day the final report is filed.

If you are an officeholder without a campaign treasurer appointment on file, or if you have a campaign treasurer appointment on file but you are not a candidate in an upcoming election and were not a candidate in a recent election, you may skip Section 11.
11. ELECTION: If you are a candidate in an upcoming election or were a candidate in a recently held election, provide the following information concerning the upcoming or recent election.

Election Date: Enter the month, day, and year of the election for which this report is filed, if known.

Candidate in an Upcoming Election: If the political activity in the report primarily pertains to an upcoming election, provide the date of the upcoming election in which you intend to participate as a candidate that most immediately follows the deadline for this report.

Candidate in a Recently Held Election: If the political activity in this report primarily pertains to a recently held election, provide the date of the recently held election in which you participated as a candidate that most immediately precedes the deadline for this report.

Election Type: Check the box next to the type of election that most accurately describes the election for which this report is filed.

Primary: An election held by a political party to select its nominees for office.

Runoff: An election held if no candidate for a particular office receives the vote necessary to be elected in an election requiring a majority vote.

General: An election, other than a primary election, that regularly occurs at fixed dates.

Special: An election that is neither a general election nor a primary election nor a runoff election.

Other: If none of the listed election types apply, check "Other" and provide your own description of the election for which the report is filed.
12. OFFICE HELD: If you are an officeholder, enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.
13. OFFICE SOUGHT: If you are a candidate in an upcoming election, enter the office you seek. If you were a candidate in a recently held election, but were unsuccessful or are not currently an officeholder, enter the office you sought during the election that most immediately precedes the deadline for this report. Include the district, precinct, or other designation for the office, if applicable.
14. NOTICE FROM POLITICAL COMMITTEE(S): Complete this section if you received notice from a political committee that it accepted political contributions or made political expenditures on your behalf. You are required to disclose the receipt of such a notice in the report covering the period in which you receive the notice. If you have not received such notice, you may skip this section.

The political committee is required to include in the notice the full name and address of the committee, the full name and address of the committee's campaign treasurer, and a statement indicating whether the committee is a general-purpose committee or a specific-purpose committee. If the notice also describes the expenditure, do not include the description in this section.
"Additional Pages" box: If you received notice from more than one committee, check this box and attach an additional page listing the names and addresses of the other committees and of their campaign treasurers.

## Committee Type:

"General" box: Check this box if the notice is from a general-purpose committee.
"Specific" box: Check this box if the notice is from a specific-purpose committee.

Committee Name: Enter the full name of the committee as reported in the notice.
Committee Address: Enter the address of the committee as reported in the notice.

Committee Campaign Treasurer Name: Enter the name of the committee's campaign treasurer as reported in the notice.

Committee Campaign Treasurer Address: Enter the address of the committee's campaign treasurer as reported in the notice.

## PAGE 2

15. C/OH (CANDIDATE/OFFICEHOLDER) NAME: Enter your full name.
16. FILER ID: See instructions for Cover Sheet, page 1, section 1.
17. TOTALS: Complete this section only after you have completed all applicable schedules.

Line 1- Total Unitemized Political Contributions: Enter the total of all unitemized contributions (other than pledges, loans, guarantees of loans, or contributions made electronically) of $\$ 110$ or less. Do not include any contributions itemized on Schedules A1 or A2 or any contributions made electronically. Enter a " 0 " if you did not receive any unitemized contributions during the period covered.

On Schedules A1 and A2, you are required to itemize political contributions that totaled more than $\$ 110$ from one person during the reporting period and any political contribution that is made electronically. (Remember: If the committee received contributions totaling more than $\$ 110$ from one person during the reporting period, you are required to itemize all of those contributions, even if individual contributions were $\$ 110$ or less.) You may also itemize contributions of $\$ 110$ or less from one person. Do not include any itemized contributions in the total entered on line 1 , regardless of amount.

Line 2- Total Political Contributions: Add the total contributions listed on Schedules A1 and A2 to the amount you entered on line 1 . Enter that total on line 2. Enter a " 0 " if you did not receive any contributions during the period covered.

Line 3- Total Unitemized Political Expenditures: Enter the total of all unitemized political expenditures of $\$ 220$ or less. Do not include any expenditures itemized on Schedules F1, F2, F3, F4, G, or H. Enter a " 0 " if you did not make any unitemized expenditures during the period covered.

On Schedule F1, you are required to itemize political expenditures that totaled more than $\$ 220$ to one payee. (Remember: If the committee made expenditures totaling more than $\$ 220$ to one person during the reporting period, you are required to itemize all of those expenditures, even if individual expenditures were $\$ 220$ or less.) You may also itemize expenditures totaling $\$ 220$ or less to one payee. Do not include any expenditures itemized on Schedule F1 in the total entered on line 3, regardless of amount.

On Schedule F2, you are required to itemize incurred but not yet paid political expenditures that totaled more than $\$ 220$ to one payee. You may also itemize incurred but not yet paid political expenditures totaling $\$ 220$ or less to one payee. Do not
include any political or non-political expenditures itemized on Schedule F2 in the total entered on line 3 , regardless of amount.

On Schedule F4, you are required to itemize political expenditures made by a credit card that totaled more than $\$ 220$ to one payee. You may also itemize political expenditures made by a credit card totaling $\$ 220$ or less to one payee. Do not include any political or non-political expenditures itemized on Schedule F4 in the total entered on line 3 , regardless of amount.

On Schedule G, you are required to itemize political expenditures from personal funds if you intend to seek reimbursement from political contributions. Do not include any expenditures itemized on Schedule G in the total entered on line 3, regardless of amount.

On Schedule H, you are required to itemize payments from political contributions made to certain businesses. Do not include any expenditures itemized on Schedule H in the total entered on line 3, regardless of amount.

Line 4- Total Political Expenditures: Add the following:
(a) the total expenditures itemized on Schedule F1;
(b) the total political expenditures itemized on Schedule F2;
(c) the total political expenditures itemized on Schedule F4;
(d) the total political expenditures itemized on Schedule G;
(e) the total political expenditures itemized on Schedule H; and
(f) the amount you entered on line 3 .

Enter that total on line 4.
Enter a " 0 " if you did not make any expenditures during the period covered.
Line 5- Total Political Contributions Maintained: Enter the total amount of political contributions, including interest or other income on those contributions, maintained as of the last day of the reporting period. Enter " 0 " if you do not maintain political contributions, including interest or other income on those contributions, as of the last day of the reporting period. This is different from the total contributions reported on line 2. Only contributions accepted during the period covered by the report are entered on line 2.

The law requires you to disclose the total amount of political contributions accepted, including interest or other income on those contributions, maintained in one or more accounts in which political contributions are deposited as of the last day of the reporting period.

The "total amount of political contributions maintained" includes: the total amount of political contributions maintained in one or more accounts, including the balance on
deposit in banks, savings and loan institutions and other depository institutions; the present value of any investments that can be readily converted to cash, such as certificates of deposit, money market accounts, stocks, bonds, treasury bills, etc.; and the balance of political contributions accepted and held in any online fundraising account over which the filer can exercise control by making a withdrawal, expenditure, or transfer.

The total amount of political contributions maintained does not include personal funds that the filer intends to use for political expenditures, unless the personal funds have been disclosed as a loan to your campaign and deposited into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. Any unexpended funds from such a loan are required to be included in the total amount of political contributions maintained as of the last day of the reporting period. Note: Personal funds deposited in an account in which political contributions are held are subject to the personal use restrictions.

Line 6- Total Principal Amount of All Outstanding Loans: Enter the aggregate outstanding principal amount of all loans accepted for campaign or officeholder purposes as of the last day of the reporting period. Enter a " 0 " if you did not accept any loans during the period covered and have no outstanding loans as of the last day of the reporting period. This is different from the information reported on Schedule E. This line must include outstanding principal of loans made in this reporting period as well as outstanding principal of loans made previously.
18. SIGNATURE: Complete this section only after you have completed all applicable sections and schedules. You must always sign a report that you file. You must complete this section even if you have no schedules to attach. Only the candidate or officeholder filing the report may sign the report.

If you are using the paper form, fill this section out by hand after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Candidate/Officeholder (Declarant)" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Candidate/Officeholder (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

## PAGE 3

19. C/OH (CANDIDATE/OFFICEHOLDER) NAME: Enter your full name.
20. FILER ID: See instructions for Cover Sheet, page 1, section 1.
21. SCHEDULE SUBTOTALS: Complete this section only after you have completed all applicable schedules.

Check the appropriate boxes to indicate which schedules are attached to your report. If a schedule is not included in the report, leave the check box blank.

Line 1- Schedule A1: Add the total amount of contributions itemized on Schedule A1. Enter that total on line 1 . Enter a " 0 " if you did not accept any contributions during the period covered.

Line 2- Schedule A2: Add the total amount of non-monetary in-kind contributions itemized on Schedule A2 to the amount of unitemized non-monetary in-kind contributions accepted during the period covered. Enter that total on line 2. Enter a " 0 " if you did not accept any non-monetary in-kind contributions during the period covered.

Line 3- Schedule B: Add the total amount of pledged contributions itemized on Schedule B to the amount of unitemized pledged contributions accepted during the period covered. Enter that total on line 3. Enter a " 0 " if you did not accept any pledged contributions during the period covered.

Line 4- Schedule E: Add the total amount of loans itemized on Schedule E to the amount of unitemized loans accepted during the period covered. Enter that total on line 4. Enter a " 0 " if you did not accept any loans during the period covered.

Line 5- Schedule F1: Add the total amount of political expenditures from political contributions itemized on Schedule F1. Enter that total on line 5. Enter a " 0 " if you did not make any political expenditures from political contributions during the period covered.

Line 6- Schedule F2: Add the total amount of unpaid incurred obligations itemized on Schedule F2 to the amount of unitemized unpaid obligations incurred during the period covered. Enter that total on line 6 . Enter a " 0 " if you did not incur any unpaid obligations during the period covered.

Line 7- Schedule F3: Add the total amount of investments purchased from political contributions itemized on Schedule F3. Enter that total on line 7. Enter a " 0 " if you did not purchase any investments from political contributions during the period covered.

Line 8- Schedule F4: Add the total amount of expenditures made by a credit card itemized on Schedule F4 to the amount of unitemized expenditures made by a credit card during the period covered. Enter that total on line 8 . Enter a " 0 " if you did not make any expenditures by credit card during the period covered.

Line 9- Schedule G: Add the total amount of political expenditures from personal funds itemized on Schedule G. Enter that total on line 9. Enter a " 0 " if you did not make any political expenditures from personal funds during the period covered.

Line 10- Schedule H: Add the total amount of payments from political contributions to a business of the candidate or officeholder itemized on Schedule H. Enter that total on line 10 . Enter a " 0 " if you did not make any payments from political contributions to a business of the candidate or officeholder during the period covered.

Line 11- Schedule I: Add the total amount of non-political expenditures from political contributions itemized on Schedule I. Enter that total on line 11. Enter a " 0 " if you did
not make any non-political expenditures from political contributions during the period covered.

Line 12- Schedule K: Add the total amount of interests, credits, gains, refunds, and contributions returned to the filer itemized on Schedule K. Enter that total on line 12. Enter a " 0 " if you did not have any such activity during the period covered.

## SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS

## These instructions are for candidates and officeholders using SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about monetary campaign and officeholder contributions accepted during the reporting period. Do not enter on this schedule information on non-monetary, in-kind contributions, pledges, loans, or guarantees of loans. Once you actually receive pledged money, it must be reported on Schedule A1. (Report non-monetary, in-kind contributions on Schedule A2; report pledges on Schedule B; report loans and guarantees of loans on Schedule E.)

Itemization: You must enter incoming monetary contributions that exceed $\$ 110$ from one person, and any monetary contribution made electronically, during the reporting period on this schedule. If you accepted two or more contributions from the same person, the total of which exceeds $\$ 110$, enter each contribution separately. Although you are not required to do so, you may also report contributions from one person that do not exceed $\$ 110$ in the period on this schedule. If you do not itemize contributions of $\$ 110$ and less on this schedule, you must total all such contributions and report them on the Cover Sheet, page 2, section 17, line 1.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE A1: After you have completed Schedule A1, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1.
4. DATE: Enter the date you accepted the contribution.

Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution.

Failure to make a determination about acceptance or refusal: If you fail to make a determination to accept or refuse a contribution by the end of the reporting period, the contribution is considered to have been accepted.

Returning refused contributions: If you receive a political contribution but do not accept it, you must return the contribution not later than the 30th day after the end of the reporting period in which the contribution was received. If you fail to do so, the contribution is considered to have been accepted.
5. FULL NAME OF CONTRIBUTOR: Enter the full name of the contributor. If the contributor is an individual, enter the full first and last name, and suffix (Jr., III, etc.) if applicable. If the contributor is an entity, enter the full name of the entity.
"Out-of-State PAC" box: If the contributor is an out-of-state political committee, check the box. Certain restrictions apply to contributions from out-of-
state PACs. The fact that a political committee has a mailing address outside of Texas does not mean that the committee is an out-of-state PAC for purposes of these restrictions. A political committee that has a campaign treasurer appointment on file in Texas is not an out-of-state PAC. A political committee that makes most of its political expenditures outside of Texas may be an out-ofstate PAC. A political committee must determine if it is an out-of-state PAC.

If the contributor is an out-of-state political committee from which you accepted more than $\$ 1,080$ in the reporting period (including pledges or loans from sources other than financial institutions that have been in business for more than a year), you must include one of the following with your report:

- a written statement, certified by an officer of the out-of-state political committee, listing the full name and address of each person who contributed more than $\$ 220$ to the out-of-state political committee during the 12 months immediately preceding the contribution; or
- a copy of the out-of-state political committee's statement of organization filed as required by law with the FEC and certified by an officer of the out-of-state committee.

If the contributor is an out-of-state political committee from which you accepted $\$ 1,080$ or less (including pledges) during the reporting period, you must include one of the following with your report:

- a copy of the out-of-state political committee's statement of organization filed as required by law with the FEC and certified by an officer of the out-of-state committee; or
- a document listing the committee's name, address and phone number; the name of the person appointing the committee's campaign treasurer; and the name, address and phone number of the committee's campaign treasurer.
"ID \#" Line (Electronic Filing Only): If you are filing your report electronically, you may enter in this field the out-of-state committee's Federal Election Commission (FEC) identification number. If you do not have an FEC \# for the out-of-state PAC or are not filing electronically with the Commission, you must provide other documentation as explained above.

6. CONTRIBUTOR ADDRESS: Enter the complete address of the contributor.
7. AMOUNT OF CONTRIBUTION: Enter the exact amount of the contribution.
8. PRINCIPAL OCCUPATION OR JOB TITLE: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of $\$ 1,080$ or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.
9. EMPLOYER: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the employer of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of $\$ 1,080$ or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

## SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS

These instructions are for candidates and officeholders using SCHEDULE A2: NONMONETARY (IN-KIND) POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about non-monetary, in-kind campaign and officeholder contributions received during the reporting period. An in-kind contribution is a contribution of goods, services, or any other thing of value other than money that is given to your campaign. You are not required to include contributions of an individual's personal services or travel if the individual receives no compensation from any source for the services. Do not enter on this schedule information on monetary political contributions, pledges, loans, or guarantees of loans. Once you actually receive a pledged in-kind contribution, it must be reported on Schedule A2. (Report monetary contributions on Schedule A1; report pledges on Schedule B; report loans and guarantees of loans on Schedule E.)

Itemization: You must enter non-monetary (in-kind) contributions of goods, services, or other things of value that exceed $\$ 110$ from one person, and any non-monetary contribution made electronically, during the reporting period on this schedule. If you accepted two or more nonmonetary contributions from the same person, the total of which exceeds $\$ 110$, enter each contribution separately. Although you are not required to do so, you may also report contributions from one person that do not exceed $\$ 110$ in the period on this schedule. If you do not itemize contributions of $\$ 110$ and less on this schedule, you must total all such contributions and report them on the Cover Sheet, page 2, section 17, line 1.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE A2: After you have completed Schedule A2, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1.
4. TOTAL OF UNITEMIZED IN-KIND POLITICAL CONTRIBUTIONS: Enter the total amount of in-kind political contributions of $\$ 110$ or less that you accepted during the period covered that are not itemized on this schedule. If you choose to itemize an in-kind contribution of $\$ 110$ or less on this schedule, do not include it in this total. All contributions made electronically must be itemized.
5. DATE: See instructions for Schedule A1, section 4.
6. FULL NAME OF CONTRIBUTOR: See instructions for Schedule A1, section 5.
"Out-of-State PAC" box: See instructions for Schedule A1, section 5.
7. CONTRIBUTOR ADDRESS: Enter the complete address of the contributor.
8. AMOUNT OF CONTRIBUTION: Enter the fair market value of the in-kind contribution.
9. IN-KIND CONTRIBUTION DESCRIPTION: Enter a description of the contribution. The description should be sufficiently detailed to allow a person reviewing your report to understand what was contributed.
"Check if Travel Outside of Texas" box: Check this box if the expenditure was for travel outside of Texas. The description of a political expenditure for travel outside of Texas must include detailed information. Report this information on Schedule T.
10. PRINCIPAL OCCUPATION OR JOB TITLE: See instructions for Schedule A1, section 8.
11. EMPLOYER: See instructions for Schedule A1, section 9.

Sections 12-16 pertain to judicial candidates and officeholders only. Do not complete these sections. If you are a judicial candidate or officeholder, use form JC/OH and the corresponding instructions.

## SCHEDULE B: PLEDGED CONTRIBUTIONS

These instructions are for candidates and officeholders using SCHEDULE B: PLEDGED CONTRIBUTIONS.

Use this schedule to disclose information about pledges accepted during the reporting period for campaign or officeholder purposes. You are not required to include pledges of an individual's personal services or travel if the individual receives no compensation from any source for the services. Do not enter on this schedule information on contributions actually received, loans, or guarantees of loans. (Report contributions actually received on Schedule A1 or Schedule A2, as applicable; report loans and guarantees of loans on Schedule E.)

If you accept a pledge from a person to give you money, goods, services, or anything of value, that pledge is a reportable contribution and you must include the pledge on this schedule for the report covering the period in which you accept the pledge.

Itemization: You must itemize pledges that exceed $\$ 110$ in the aggregate from one person during the reporting period. If you accepted two or more pledges from the same person during the reporting period, the total of which exceeds $\$ 110$, enter each pledge separately. Although you are not required to do so, you may also itemize pledges for $\$ 110$ or less from one person. You must also disclose the receipt of the pledged contribution on Schedule A1 (used for monetary contributions) or A2 (used for non-monetary contributions), as applicable, in the reporting period in which you actually receive the pledged money or thing of value. If the pledge is accepted and received in the same reporting period, it is no longer a pledge disclosed here; it becomes a contribution disclosed on the applicable contributions schedule

Note: See the Campaign Finance Guide for more information on pledges.
Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE B: After you have completed Schedule B, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1.
4. TOTAL OF UNITEMIZED PLEDGES: Enter the total amount of pledges that you accepted during the period that did not exceed $\$ 110$ in the aggregate per person. Although you are not required to do so, you may also itemize pledges of $\$ 110$ or less on this schedule. If you itemize some pledges of $\$ 110$ or less, do not include those pledges in the total entered here. If you choose to itemize all pledges of $\$ 110$ or less, enter a " 0 " here.
5. DATE: Enter the date you accepted the pledge. Accepting a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it.

Pledge accepted and received in different reporting periods: If you accept a pledge in one reporting period and then receive the pledged money or other thing of value in a later reporting period, you will disclose the pledge on this schedule in
the reporting period in which you accepted the pledge. You will also disclose the receipt of the pledged money or other thing of value on the appropriate incoming funds schedule (report monetary contributions on Schedule A1; report in-kind contributions on Schedule A2; report loans on Schedule E) in the reporting period in which you received the pledge.

Pledge received in same reporting period as accepted: If you receive payment of a pledged contribution in the same reporting period in which the pledge was accepted, then you will not report the pledge on this schedule. You will only disclose the contribution on the appropriate incoming funds schedule (such as monetary or non-monetary contributions, or loans). For a pledged contribution paid in the same reporting period, the date of the contribution will be the date your committee accepted the pledge, regardless of what date within the reporting period that the pledged contribution was actually received.

Pledge accepted but never received: You will disclose the pledge on this schedule in the reporting period in which you accepted the pledge. If you never actually receive the pledge, it is not necessary to correct your report to delete the pledge.

Example: In June a supporter promises that he will give Juan Garcia $\$ 1,000$ in the last week before the November election. Juan accepts his promise. Juan must disclose the pledge on his July 15 report covering the period in which he accepted the pledge. (Note: When he receives the $\$ 1,000$, he will disclose it as a monetary contribution on Schedule A1 of the report covering the period in which he received the money. Also, if he never receives the $\$ 1,000$, he does not correct/amend his report to delete the entry for the pledge.)
6. FULL NAME OF PLEDGOR: Enter the full name of the person who made the pledge.
"Out-of-State PAC" box: See instructions for Schedule A1, section 5.
7. PLEDGOR ADDRESS: Enter the complete address of the person who made the pledge.
8. AMOUNT OF PLEDGE: Enter the exact amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.
9. IN-KIND DESCRIPTION: If the pledge was for goods or services or any other thing of value, enter a description of the pledged goods or services or other thing of value. The description should be sufficiently detailed to allow a person reviewing your report to understand what was pledged.
"Check if Travel Outside of Texas" box: Check this box if the expenditure was for travel outside of Texas. The description of a political expenditure for travel outside of Texas must include detailed information. Report this information on Schedule T.
10. PRINCIPAL OCCUPATION OR JOB TITLE: See instructions for Schedule A1, section 8.
11. EMPLOYER: See instructions for Schedule A1, section 9.

You do not need Schedules C1-4 and D. These schedules are for political committees to report contributions from corporations and labor organizations. Candidates and officeholders are generally prohibited from accepting such contributions.

## SCHEDULE E: LOANS

## These instructions are for candidates and officeholders using SCHEDULE E: LOANS.

Use this schedule to disclose information about loans and guarantees of loans accepted during the reporting period for campaign or officeholder purposes. This schedule must also be used to disclose deposits of personal funds into an account in which political contributions are held as permitted by section 253.0351 (c) of the Election Code. This schedule may also be used to disclose political expenditures from personal funds.

Loans to Your Campaign from Your Personal Funds: You may disclose political expenditures from personal funds as a loan to your campaign on Schedule E. Outgoing political expenditures made from that loan must then be disclosed as if they were made from political contributions. The amount you disclose as a loan from yourself in a reporting period may NOT exceed the amount you actually spent from personal funds in that reporting period. In other words, do not report a $\$ 100,000$ loan to your campaign if the amount actually spent from your personal funds in the reporting period was $\$ 5,000$. When you reimburse yourself, disclose the reimbursement as an outgoing political expenditure on Schedule F1. The reimbursement may not exceed the amount disclosed as a loan. (You may also disclose political expenditures from personal funds on Schedule G. See the Schedule G instructions below for more information.)

Personal Funds Deposited into a Political Account: If you deposit personal funds in an account in which political contributions are held, you must disclose the deposited amount as a loan on Schedule E and check the box indicating "Personal Funds Deposited into Political Account." Personal funds deposited in an account in which political contributions are held are subject to the personal use restriction. Disclose the outgoing political expenditures made from that loan as if they were made from political contributions. When you reimburse yourself, disclose the reimbursement as an outgoing political expenditure on Schedule F1. The reimbursement may not exceed the amount disclosed as a loan.

Itemization: You must itemize loans (including loans from personal funds) that exceed \$110 that you accepted during the period from one person. If you accepted two or more loans from the same person, the total of which exceeds $\$ 110$, itemize each loan separately. You must also itemize loans that are made electronically by a person other than a financial institution, regardless of amount. Although you are not required to do so, you may also itemize any other loans that do not exceed $\$ 110$.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE E: After you have completed Schedule E, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1 .
4. TOTAL OF UNITEMIZED LOANS: Enter the total amount of loans accepted during the reporting period that did not exceed $\$ 110$ in the aggregate per person and were not from financial institutions, unless the loans were made electronically.

Although you are not required to do so, you may itemize loans of $\$ 110$ or less from persons other than financial institutions on this schedule. If you itemize some loans of $\$ 110$ or less, do not include those loans in the total you enter here. If you choose to itemize all loans of $\$ 110$ or less, enter a " 0 " here.
5. DATE OF LOAN: Enter the date you accepted the loan.
6. IS LENDER A FINANCIAL INSTITUTION?: If you accepted the loan from a corporation that has been legally engaged in the business of making loans for more than one year, choose "Y" for yes. If you accepted the loan from any other source, choose " N " for no. A loan from a corporation that has not been legally engaged in the business of making loans for more than one year is a corporate contribution. Candidates and officeholders may not accept corporate contributions.
7. NAME OF LENDER: Enter the full name of the person or financial institution that made the loan. If the lender is an individual, enter the full first and last name and suffix (Jr., III, etc.) if applicable. If the lender is an entity, enter the full name of the entity.
"Out-of-State PAC" box: See instructions for Schedule A1, section 5.
Note: See the Campaign Finance Guide for detailed information on accepting and reporting contributions from out-of-state political committees.
8. LENDER ADDRESS: Enter the complete address of the person or financial institution that made the loan.
9. LOAN AMOUNT: Enter the principal amount of the loan.
10. INTEREST RATE: Enter the interest rate.
11. MATURITY DATE: Enter the maturity date.
12. PRINCIPAL OCCUPATION OR JOB TITLE: Candidates for and holders of statewide offices in the executive branch, and candidates for and holders of legislative offices, must disclose the principal occupation or job title of each individual from whom the candidate or officeholder has accepted a loan (including a pledge of a loan) of $\$ 1,080$ or more during the reporting period. Other types of filers are not required to report this information but may do so.
13. EMPLOYER: Candidates for and holders of statewide offices in the executive branch, and candidates for and holders of legislative offices, must disclose the full name of the employer of an individual from whom the candidate or officeholder has accepted a loan (including a pledge of a loan) of $\$ 1,080$ or more during the reporting period. Other types of filers are not required to report this information but may do so.
14. DESCRIPTION OF COLLATERAL: If there is no collateral for the loan, check the "none" box and go to section 15. If there is collateral for the loan, enter a description of the collateral for the loan.
15. "Check if personal funds were deposited into political account" box: Check this box only if the loan is a deposit of your personal funds into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. Political expenditures made from that loan, and any subsequent expenditures to reimburse the candidate or officeholder, must be reported as if they were made from political contributions. The reimbursement may not exceed the amount reported as a loan. Personal funds deposited in an account in which political contributions are held are subject to the personal use restrictions.
16. GUARANTOR INFORMATION: If there are no guarantors for the loan, check the "Not Applicable" box and skip sections 17 through 21. If you have no further loans to report, go to the next applicable schedule.

Note: A person who guarantees all or part of a loan makes a reportable contribution in the amount of the guarantee. You must report such a contribution on this schedule, and not on the applicable contributions schedule.
17. NAME OF GUARANTOR: Enter the full name of the person guaranteeing the loan. If the guarantor is an individual, enter the full first and last name and suffix (Jr., III, etc.) if applicable. If the guarantor is an entity, enter the full name of the entity.
18. GUARANTOR ADDRESS: Enter the complete address of the guarantor.
19. AMOUNT GUARANTEED: Enter the exact amount of the loan that the guarantor has agreed to guarantee.
20. PRINCIPAL OCCUPATION: Enter the principal occupation of the guarantor.
21. EMPLOYER: Enter the employer of the guarantor.

## SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS

These instructions are for candidates and officeholders using SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about political expenditures from political contributions that were made during the reporting period. Do not enter on this schedule unpaid incurred obligations, political expenditures made from personal funds, the purchase of investments from political contributions, expenditures made by credit card, or payments from political contributions made to a business that you own or control. (Report unpaid incurred obligations on Schedule F2; report expenditures from personal funds on Schedule G; report the purchase of investments from political contributions on Schedule F3; report expenditures made by credit card on Schedule F4; and report payments from political contributions made to a business that you own or control on Schedule H.)

Expenditures Made by Credit Card: You must disclose expenditures charged to a credit card on Schedule F4 and not on this schedule. When you pay the credit card bill, you must disclose the payment to the credit card issuer on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), or Schedule I (used for non-political payments from political contributions), as applicable. See instructions for Schedule F4: Expenditures Made by Credit Card for more information.

See the Campaign Finance Guide for Candidates and Officeholders for important restrictions regarding the use of political funds to rent or purchase real property.

Itemization: You must enter expenditures paid to one individual or entity during the reporting period that in the aggregate exceed $\$ 220$ on this schedule. If you made more than one expenditure to the same payee, the total of which exceeded $\$ 220$, enter each expenditure separately. Although you are not required to do so, you may also report expenditures to one person that do not exceed $\$ 220$ in the period on this schedule. If you choose not to itemize expenditures of $\$ 220$ and less on this schedule, you must total all unitemized expenditures and report them on the Cover Sheet, page 2, section 17, line 3.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE F1: After you have completed Schedule F1, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1.
4. DATE: Enter the date the expenditure was made. Remember: expenditure obligations you incurred in this reporting period but have not yet paid are entered on Schedule F2. Expenditures made by credit card are entered on Schedule F4.
5. PAYEE NAME: Enter the full name of the person to whom the expenditure was made.

Note: If you make an expenditure for goods or services to benefit another candidate, officeholder, or committee, enter the name of the vendor who sold you the goods or services. Do not enter the name of the person for whose benefit you made the expenditure. Include that information under section 8, "Purpose of Expenditure."
6. AMOUNT: Enter the exact amount of the expenditure.
7. PAYEE ADDRESS: Enter the complete address of the person to whom the expenditure was made.
8. PURPOSE OF EXPENDITURE: You must disclose the purpose of the expenditure in two parts: Category and Description. Merely disclosing the category of goods, services, or other thing of value for which the expenditure was made does not adequately describe the purpose of an expenditure.
(a) Category: Select a category of goods, services, or other thing of value for which an expenditure is made. If none of the listed categories apply, select "Other" and enter your own category. Examples of acceptable categories include:

Advertising Expense
Accounting/Banking
Consulting Expense
Contributions/Donations Made By Candidate/Officeholder/Political Committee
Credit Card Payment
Event Expense
Fees
Food/Beverage Expense
Gifts/Awards/Memorials Expense
Legal Services
Loan Repayment/Reimbursement
Office Overhead/Rental Expense
Polling Expense
Printing Expense
Salaries/Wages/Contract Labor
Solicitation/Fundraising Expense

## Transportation Equipment and Related Expense

Travel In District

## Travel Out Of District

Other (Enter your own category, if none of the listed categories apply)
(b) Description: Enter a brief statement or description of the candidate or officeholder activity that was conducted by making the expenditure. The brief statement or description must include the item or service purchased and must be sufficiently specific, when considered within the context of the description of the category, to make the reason for the expenditure clear. Merely disclosing the category of goods, services, or other thing of value for which the expenditure is made does not adequately describe the purpose of an expenditure.
"Check if travel outside of Texas" box: Check this box if the expenditure was for travel outside of Texas. The description of a political expenditure for travel outside of Texas must include detailed information. Report this information on Schedule T.
"Check if Austin, TX, officeholder living expense" box: Check this box if the expenditure is an officeholder expense for living in Austin, Texas.

For examples of acceptable ways to disclose the purpose of an expenditure, see "Examples: Purpose of Expenditures."
9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER:

If you made a direct campaign expenditure to benefit another candidate or officeholder, enter the full name of the candidate or officeholder and the name of the office sought or held, including the district, precinct, or other designation of the office, as applicable. (Attach additional sheets to list multiple candidates.) Do not complete this section if the expenditure was not a direct campaign expenditure.

A "direct campaign expenditure" to benefit another candidate is not a "political contribution" to that other candidate. A direct campaign expenditure is a campaign expenditure that you make on someone else's behalf and without the prior consent or approval of that person. This is in contrast to a political contribution, which the person has the opportunity to accept or reject.

Example: If you made expenditures to prepare and distribute an endorsement letter in support of a candidate after first asking for and getting the candidate's approval, you made an in-kind contribution. However, if you did not get the candidate's approval before you made the expenditure, you made a direct campaign expenditure .

## SCHEDULE F2: UNPAID INCURRED OBLIGATIONS

## These instructions are for candidates and officeholders using SCHEDULE F2: UNPAID

 INCURRED OBLIGATIONS.Use this schedule to disclose information about obligations to make an expenditure that you incurred during the reporting period but have not yet paid. If under normal business practices, the amount of an expenditure is not known or readily ascertainable until receipt of a periodic bill, do not report it on this schedule. Do not enter on this schedule obligations that were incurred and paid during the reporting period, or other outgoing funds. (Report obligations incurred and paid during the reporting period on Schedule F1, F3, G, H, or I as appropriate, and report expenditures made by credit card on Schedule F4.)

See the Campaign Finance Guide for Candidates and Officeholders for important restrictions regarding the use of political funds to rent or purchase real property.

Itemization: Itemization requirements differ depending on whether the unpaid incurred obligation is for a political or non-political expenditure.

Unpaid Incurred Political Obligations: You must enter political obligations incurred but not yet paid to one individual or entity during the reporting period that in the aggregate exceed $\$ 220$ on this schedule. If you incurred more than one obligation to the same payee during the reporting period, the total of which exceeded $\$ 220$, enter each expenditure separately. Although you are not required to do so, you may also report political obligations incurred to one person that do not exceed $\$ 220$ in the period on this schedule. If you choose not to itemize incurred political obligations of $\$ 220$ and less on this schedule, you must total all unitemized obligations and report them in section 4 of this Schedule. You must also include that amount in the total unitemized political expenditures of $\$ 220$ or less on the Cover Sheet, page 2, section 17 , line 3.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE F2: After you have completed Schedule F2, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1.
4. TOTAL OF UNITEMIZED UNPAID INCURRED OBLIGATIONS: Enter the total amount of political obligations incurred during the reporting period that do not exceed $\$ 220$ in the aggregate per person, unless itemized on this schedule. You are not required to itemize unpaid incurred political obligations of $\$ 220$ or less, but if you choose to do so, do not include those unpaid incurred obligations in the total you enter here.
5. DATE: Enter the date the obligation was incurred. Remember: expenditure obligations you incurred and paid during the reporting period are entered on Schedule F1, G, H or I, as applicable. Expenditures made by credit card are disclosed on Schedule F4.
6. PAYEE NAME: See instructions for Schedule F1, section 5.

Note: If you incurred an obligation for goods or services to benefit another candidate, officeholder, or committee, enter the name of the vendor of the goods or services. Do not enter the name of the person for whose benefit you incurred the obligation. Include that information under section 10, "Purpose of Expenditure."
7. AMOUNT: Enter the exact amount of the incurred expenditure obligation.
8. PAYEE ADDRESS: Enter the complete address of the person to whom the obligation is owed.
9. TYPE OF EXPENDITURE: Check only one box to indicate whether the incurred obligation was political or non-political.

A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure. As a practical matter, very few expenditures made from political contributions are non-political expenditures. For instance, expenditures for administrative expenses, banking fees, and professional dues are typically political expenditures.
10. PURPOSE OF EXPENDITURE: See instructions for Schedule F1, section 8 .

## 11. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT <br> CANDIDATE/OFFICEHOLDER: See instructions for Schedule F1, section 9.

## SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS

These instructions are for candidates and officeholders using SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about investments purchased from political contributions during the reporting period. Do not enter on this schedule political expenditures from political contributions, unpaid incurred obligations, expenditures made by credit card, political expenditures made from personal funds, or payments from political contributions made to a business that you own or control. (Report political expenditures from political contributions on Schedule F1; report unpaid incurred obligations on Schedule F2; report expenditures made by credit card on Schedule F4; report expenditures from personal funds on Schedule G; and report payments from political contributions made to a business that you own or control on Schedule H.)

See the Campaign Finance Guide for Candidates and Officeholders for important restrictions regarding the use of political funds to rent or purchase real property.

Itemization: You must enter investments purchased with political contributions during the reporting period that in the aggregate exceed $\$ 140$ on this schedule. If you made two or more payments to the same payee to purchase an investment, the total of which exceeded $\$ 140$, enter each payment separately. Although you are not required to do so, you may also report investments purchased with political contributions that do not exceed $\$ 140$ in the period on this schedule.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE F3: After you have completed Schedule F3, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1 .
4. DATE: Enter the date you purchased the investment.
5. NAME OF PERSON FROM WHOM INVESTMENT IS PURCHASED: Enter the full name of the person or entity from whom you purchased the investment. If you purchased the investment from an individual, enter the full first and last name, and suffix (Jr., III, etc.) if applicable (title is optional). If you purchased the investment from an entity, enter the full name of the entity.
6. ADDRESS OF PERSON FROM WHOM INVESTMENT IS PURCHASED: Enter the complete address of the person or entity from whom you purchased the investment.
7. DESCRIPTION OF INVESTMENT: Enter a brief statement or description of the investment. For example, "Ten shares of stock in ABC Company."
8. AMOUNT OF INVESTMENT: Enter the exact amount of the investment purchased.

## SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD

These instructions are for candidates and officeholders using SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD. Note: significant changes were made to Schedule F4 in 2024.

Use this schedule to disclose information about expenditures made by a credit card. You must disclose expenditures charged to a credit card on this schedule and identify the individual, entity, or vendor who receives payment from the credit card issuer. When you pay the credit card bill, you must disclose the payment to the credit card issuer on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), or Schedule I (used for non-political payments from political contributions), as applicable.

Do not enter on this schedule: political expenditures from political contributions that were paid for with cash, check, or debit card; unpaid incurred obligations; political expenditures made from personal funds; or payments from political contributions made to a business that a candidate or officeholder owns or controls on this schedule. (Report political expenditures from political contributions that were paid for with cash, check or debit card on Schedule F1; report unpaid incurred obligations on Schedule F2; report the purchase of investments from political contributions on Schedule F3; report expenditures from personal funds on Schedule G; and report payments from political contributions made to a business that a candidate or officeholder owns or controls on Schedule H.)

For examples regarding the disclosure of expenditures made by credit card, see "Examples: Reporting Expenditures Made by Credit Card."

Itemization: Itemization requirements differ depending on whether the expenditure made by a credit card is for a political or non-political expenditure.

Political Expenditures Made by Credit Card: You must itemize political expenditures made by credit card that exceed $\$ 220$ (in the aggregate) to a single payee. If you made two or more expenditures to the same payee during the reporting period, the total of which exceeded $\$ 220$, enter each expenditure made by credit card separately. Although you are not required to do so, you may also report political expenditures made by credit card that do not exceed $\$ 220$ in the reporting period on this schedule. If you choose not to itemize political expenditures made by credit card of $\$ 220$ and less on this schedule, you must total all unitemized political expenditures and report them in section 4 of this Schedule. You must also include that amount in the total unitemized political expenditures of $\$ 220$ or less on the Cover Sheet, page 2, section 17 , line 3.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE F4: After you have completed Schedule F4, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1.
4. TOTAL OF UNITEMIZED EXPENDITURES CHARGED TO ALL CREDIT CARDS: Enter the total amount of political expenditures charged to all credit cards you used during the reporting period that do not exceed $\$ 220$ in the aggregate per person, unless itemized on this schedule. You are not required to itemize political expenditures made by credit card of $\$ 220$ or less, but if you choose to do so, do not include those political expenditures made by credit card in the total you enter here.
5. CREDIT CARD ISSUER: Enter the full name of the financial institution that issued the credit card. Use a separate page of Schedule F4 for each credit card used.

Sections 6 through 9 are used to report information about each itemized expenditure made using the credit card listed in item \#5 above. Each expenditure must have its own entry. If you made more than three expenditures using that same credit card during the period covered by the report, include additional pages of Schedule F4 and include the name of the credit card issuer in Item 5 on every page. Leave Item 4 blank except for the first page for that credit card issuer.

## 6. PAYMENT

(a) Amount Charged: Report the exact amount of the credit card expenditure.
(b) Date Expenditure Charged: Enter the date you charged the credit card.

Note: There is a special reporting rule for expenditures made by credit card. For reports due 30 days and 8 days before an election (pre-election reports) and for runoff reports, the date of the credit card expenditure is the date the credit card is used. For other reports, the date of the credit card expenditure is either the date of the charge or the date the credit card statement is received. A filer can never go wrong by disclosing the date of the expenditure as the date of the charge.
(c) Date(s) Credit Card Issuer Paid: List the date(s) that you made payments to the credit card issuer during the period covered by the report for this expenditure. If you made multiple payments to the credit card issuer during the period covered by the report, list the first and last dates that you made payments.

## 7. PAYEE

(a) Payee Name: See instructions for Schedule F1, section 5. Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card issuer.

Note: If you made an expenditure for goods or services to benefit another candidate, officeholder, or committee, enter the name of the vendor of the goods or services. Do not enter the name of the person for whose benefit you made the expenditure. Include that information under section 8, "Purpose of Expenditure."
(b) Payee Address: Enter the complete address of the payee of the credit card expenditure.
8. PURPOSE OF EXPENDITURE: Check only one box to indicate whether the credit card expenditure was political or non-political.

A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure. As a practical matter, very few expenditures made from political contributions are non-political expenditures. For instance, expenditures for administrative expenses, banking fees, and professional dues are typically political expenditures.
(a) Purpose of Expenditure: See instructions for Schedule F1, section 8.

Note: Do not choose "Credit Card Payment" as the category for an expenditure made by credit card when an individual, entity, or vendor receives payment from the credit card issuer. Instead, choose the category that corresponds to the goods, services, or other thing of value purchased from the individual, entity, or vendor.
(b) Description: See instructions for Schedule F1, section 8.

## 9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT

CANDIDATE/OFFICEHOLDER: See instructions for Schedule F1, section 9.

## SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS

These instructions are for candidates and officeholders using SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS.

Use this schedule to disclose information about political expenditures from personal funds that were made during the reporting period. Alternatively, you may choose to disclose political expenditures from personal funds as a loan on Schedule E (see the Schedule E instructions above for more information). Do not enter on this schedule information about personal funds deposited in an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. (Report the deposit of personal funds into a political account as a loan on Schedule E.)

Expenditures Made by Credit Card: You must disclose expenditures charged to a credit card on Schedule F4 and not on this schedule. When you pay the credit card bill, you must disclose the payment to the credit card issuer on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), or Schedule I (used for non-political payments from political contributions), as applicable. See instructions for Schedule F4: Expenditures Made by Credit Card for more information.

If you intend to seek reimbursement in any amount from political contributions for a political expenditure made from personal funds, you must either report the expenditure on Schedule E or itemize the expenditure on this schedule and check the box in Section 6 to indicate that you intend to seek reimbursement from political contributions. You may not correct a report to allow reimbursement. When you reimburse yourself, disclose the reimbursement as an outgoing political expenditure on Schedule F1.

See the Campaign Finance Guide for important restrictions regarding the use of political funds to rent or purchase real property.

Itemization: If you choose to report political expenditures from personal funds on this schedule, you must itemize political expenditures paid to one individual or entity during the reporting period that in the aggregate exceed $\$ 220$ on this schedule. If you made more than one expenditure to the same payee during the reporting period, the total of which exceeded $\$ 220$, enter each expenditure separately. Although you are not required to do so, you may also report expenditures to one person that do not exceed $\$ 220$ in the period on this schedule. You must total all political expenditures from personal funds that you do not itemize on this schedule and include them in the total of unitemized political expenditures on the Cover Sheet, page 2, section 17 , line 3.

Officeholder expenditures from personal funds for which you do not intend to seek reimbursement are not required to be reported on this schedule or included in the total of unitemized political expenditures.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1 TOTAL PAGES SCHEDULE G: After you have completed Schedule G, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1 .
4. DATE: Enter the date the expenditure was made.
5. PAYEE NAME: See instructions for Schedule F1, section 7.
6. AMOUNT: Enter the exact amount of the expenditure.
"Reimbursement from Political Contributions Intended" box: Check this box if you intend to reimburse yourself for the expenditure. (In order to be reimbursed from political contributions in any amount for an expenditure made out of personal funds, you must itemize the expenditure on this schedule and check this box, or you must report the expenditure as a loan to yourself on Schedule E.) If you do not check this box at the time you file your report, you cannot correct/amend your report later to check this box without subjecting yourself to a possible penalty.
7. PAYEE ADDRESS: Enter the complete address of the person to whom the expenditure was made.
8. PURPOSE OF EXPENDITURE: See instructions for Schedule F1, section 8.
9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT

CANDIDATE/OFFICEHOLDER: See instructions for Schedule F1, section 9.

## SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH

These instructions are for candidates and officeholders using SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH.

Use this schedule to disclose information about payments from political contributions that were made to a business in which you have an interest of more than $10 \%$, a position on the governing body, or a position as an officer. Do not enter on this schedule other payments from political contributions made during the reporting period.

See the Campaign Finance Guide for Candidates and Officeholders for a discussion on the important restrictions on making and reporting payments from political contributions to a business in which you have an interest.

This schedule is for payments to a business in which you have one or more of the following interests or positions:

1) a participating interest of more than $10 \%$;
2) a position on the governing body of the business; or
3) a position as an officer of the business.

Itemization: You must enter all payments from political contributions made to certain businesses (as defined above) of a candidate or officeholder made during the reporting period on this schedule, regardless of the amount.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE H: After you have completed Schedule H, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1 .
4. DATE: Enter the date you made the payment.
5. BUSINESS NAME: Enter the full name of the business to which you made the payment.
6. AMOUNT: Enter the exact amount of the payment.
7. BUSINESS ADDRESS: Enter the complete address of the business to which you made the payment.
8. PURPOSE OF EXPENDITURE: See instructions for Schedule F1, section 8 .
9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT

CANDIDATE/OFFICEHOLDER: See instructions for Schedule F1, section 9.

## SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS

These instructions are for candidates and officeholders using SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about non-political expenditures from political contributions made during the reporting period. Do not enter political expenditures on this schedule. Also, do not enter non-political expenditure obligations you incurred in this reporting period but have not yet paid or non-political expenditures made by credit card. (Report unpaid incurred obligations on Schedule F2; report expenditures made by a credit card on Schedule F4.)

Expenditures Made by Credit Card: You must disclose non-political expenditures charged to a credit card on Schedule F4 and not on this schedule. When you pay the credit card bill, you must disclose the payment to the credit card issuer on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), or Schedule I (used for non-political payments from political contributions), as applicable. See instructions for Schedule F4: Expenditures Made by Credit Card for more information.

Itemization: You must enter all non-political expenditures from political contributions on this schedule, regardless of the amount. A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure, as defined in section 251.001 of the Election Code. As a practical matter, very few expenditures made from political contributions are non-political expenditures. For instance, expenditures for administrative expenses, banking fees, and professional dues are typically political expenditures. You may not convert political contributions to personal use.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE I: After you have completed Schedule I, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1.
4. DATE: Enter the date the expenditure was made.
5. PAYEE NAME: See instructions for Schedule F1, section 5.
6. AMOUNT: Enter the exact amount of the expenditure.
7. PAYEE ADDRESS: Enter the complete address of the person to whom the expenditure was made.
8. PURPOSE OF EXPENDITURE: See instructions for Schedule F1, section 8.

## SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER

These instructions are for candidates and officeholders using SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER.

Use this schedule to report information regarding any credit, interest, rebate, refund, reimbursement, or return of a deposit fee resulting from the use of a political contribution or an asset purchased with a political contribution, any proceeds from the sale of an asset purchased with a political contribution, the amount of which exceeds $\$ 140$, and any other gain from a political contribution received during the reporting period.

Itemization: You must enter interest, credits, gains, refunds and returned contributions received during the reporting period that in the aggregate exceed $\$ 140$ on this schedule. Although you are not required to do so, you may also report any interest/credit/gain/refund that does not exceed $\$ 140$ in the period on this schedule.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE K: After you have completed Schedule K, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter your full name.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1.
4. DATE: Enter the date the credit/gain/refund/returned contribution was received or the interest was earned, as applicable.
5. NAME OF PERSON FROM WHOM AMOUNT IS RECEIVED: Enter the full name of the person or business from whom the interest/credit/gain/refund or returned contribution was received. If the person is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the person or business is an entity, enter the full name of the entity.
6. ADDRESS OF PERSON FROM WHOM AMOUNT IS RECEIVED: Enter the complete address of the person or business from whom the interest/credit/gain/refund or returned contribution was received.
7. PURPOSE FOR WHICH AMOUNT IS RECEIVED: Enter a brief statement or description of the purpose for which the amount was received (for example, "phone service deposit return," "returned contribution" or "interest on savings account").
"Check if political contribution returned to filer" box: If the incoming credit/gain was originally made by you in the form of a political contribution to another candidate or political committee and was returned to you in this reporting period, check this box.
8. AMOUNT: Enter the exact amount of the interest/credit/gain/refund or returned contribution.

## SCHEDULE T: IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS

These instructions are for candidates and officeholders using SCHEDULE T: IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS.

Use this schedule to disclose information about contributions accepted or expenditures made during the reporting period that were used for travel outside of Texas. In addition to completing this schedule, you must also report the actual contribution or expenditure on the appropriate schedule or form. The law requires detailed information regarding in-kind contributions or political expenditures for travel outside of Texas.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE T: After you have completed Schedule T, count the total number of pages. Each side of a two-sided form counts as one page.
2. FILER NAME: Enter the full name of the candidate, committee, or party on whose report you are including this schedule.
3. FILER ID: If you are filing with the Commission, enter your filer identification number. If you do not file with the Commission, you are not required to enter a filer identification number.
4. NAME OF CONTRIBUTOR / CORPORATION OR LABOR ORGANIZATION /

PLEDGOR / PAYEE: Enter the full name of the contributor / corporation or labor organization / pledgor / payee as it appears on the schedule or form on which you reported the actual contribution or expenditure.
5. CONTRIBUTION / EXPENDITURE REPORTED ON: Check the appropriate box for the schedule or form on which you reported the actual contribution or expenditure.
6. DATES OF TRAVEL: Enter the date(s) on which the travel occurred.
7. NAME OF PERSON(S) TRAVELING: Enter the full name of the person or persons traveling on whose behalf the travel was accepted or on whose behalf the expenditure was made.
8. DEPARTURE CITY OR NAME OF DEPARTURE LOCATION: Enter the name of the departure city or the name of each departure location.
9. DESTINATION CITY OR NAME OF DESTINATION LOCATION: Enter the name of the destination city or the name of each destination location.
10. MEANS OF TRANSPORTATION: Enter the method of travel (e.g., airplane, bus, boat, car, etc.)
11. PURPOSE OF TRAVEL: Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.

## FORM C/OH-FR: DESIGNATION OF FINAL REPORT

These instructions are for candidates and officeholders using Form C/OH-FR: C/OH REPORT: DESIGNATION OF FINAL REPORT. A final report must include this form (Form C/OH-FR) and the CAMPAIGN FINANCE REPORT (Form C/OH) with the "Final Report" box checked on page 1, section 9. It must also include Schedules A1, A2, B, E, F1, F2, F3, F4, G, H, I, K, and T, as applicable.

## GENERAL INFORMATION

For filing purposes, you are a "candidate" as long as you have an active appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate.

If you do not have an active appointment of campaign treasurer on file, you may not accept campaign contributions or make campaign expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an active appointment of campaign treasurer on file may accept officeholder contributions and make officeholder expenditures.

The effect of filing a final report differs depending on whether you are an officeholder at the time you file a final report.

Officeholders Filing a Final Report: You will not have to worry about surplus political funds and assets until you cease to be an officeholder. You may still be required to file semiannual reports of contributions and expenditures as an officeholder. The only officeholders who are not required to file semiannual reports are local officeholders who do not exceed $\$ 1,080$ in contributions or $\$ 1,080$ in expenditures during the reporting period.

If you cease to be an officeholder at a time when you do not have an active campaign treasurer appointment on file, and you retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions after filing the last required report as an officeholder, you must file an annual report of unexpended contributions (Form C/OH-UC) not earlier than January 1 and not later than January 15 of each year following the year in which you filed the last required report as an officeholder. If your unexpended contribution report shows that your contributions maintained is now " $\$ 0.00$," then you may file that unexpended contribution report at any time. You may not retain these unexpended funds longer than six years after the date you ceased to be an officeholder. For information about important restrictions regarding the use and reporting of unexpended contributions, see the Campaign Finance Guide for Candidates and Officeholders.

Non-Officeholders Filing a Final Report: You will no longer be required to file reports unless you retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions. If you retain any of those items, you must file an annual report of unexpended contributions (Form $\mathrm{C} / \mathrm{OH}-\mathrm{UC}$ ) not earlier than January 1 and not later than January 15 of each year after the year in which you filed your final report. If your unexpended contribution report shows that your contributions maintained is now " $\$ 0.00$," then you may file that unexpended contribution report
at any time. You may not retain these unexpended funds longer than six years after the date of filing a final report. For information about important restrictions regarding the use and reporting of unexpended contributions, see the Campaign Finance Guide for Candidates and Officeholders.

## COMPLETING THE FORM

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. C/OH NAME: Enter your full name.
2. FILER ID: If you are filing with the Commission, enter your Filer ID. If you do not file with the Commission, you are not required to enter a Filer ID.
3. SIGNATURE: You must sign this section to indicate that you understand the consequences of filing a final report.
4. FILER WHO IS NOT AN OFFICEHOLDER: Complete this section if you are not an officeholder at the time of filing your final report. Be sure to check the appropriate box in both sections A and B and sign on the "Signature" line.
5. OFFICEHOLDER: Complete this section if you are an officeholder at the time of filing your final report. You must check the box to indicate awareness of further filing requirements.

## ADDITIONAL INFORMATION REGARDING EXPENDITURES

## EXAMPLES: REPORTING EXPENDITURES MADE BY CREDIT CARD

This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting expenditures made by credit card and payments made to credit card issuers.

Keep in mind that this reporting system is not an accounting system and duplication of expenditures is not uncommon when reporting transactions related to expenditures made by credit card.

## Example \#1: Candidate Using Credit Card to Make Political Expenditures and Using Political Contributions to Pay the Entire Credit Card Bill in the Same Reporting Period

A candidate for elected office uses her credit card to buy $\$ 1,000$ in campaign office supplies from an office store. During the same reporting period, the candidate uses her credit card to buy $\$ 500$ in political advertising signs from a sign company. During the same reporting period, the candidate makes a single payment from her political contributions account to pay the $\$ 1,500$ credit card bill.

To report that activity, the candidate would report all of the following on a campaign finance report (Form $\mathrm{C} / \mathrm{OH}$ ) covering the period in which she made the credit card charges and sent the payment to the credit card issuer:

1. The candidate fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The candidate fills out sections 6 through 9 twice, once for the $\$ 1,000$ expenditure and again for the $\$ 500$ expenditure.
2. For the $\$ 1,000$ expenditure, the candidate reports an amount charged of $\$ 1,000$ in section 6(a), the date the expenditure was made in section 6(b), and the date the credit card issuer was paid $\$ 1,500$ in section 6 (c). She identifies the office store in section 7 as the payee of the expenditure and includes their address. Section 8 's category for the expenditure is "Office Overhead/Rental Expense," and the description is "Campaign Office Supplies." In Section 8 of the schedule, the box for "Political" is also checked.
3. For the $\$ 500$ expenditure, the candidate reports an amount charged of $\$ 500$ in section 6(a), the date the expenditure was made in section 6(b), and the date the credit card issuer was paid $\$ 1,500$ in section 6(c). She identifies the sign company in section 7 as the payee of the expenditure and includes their address. Section 8's category for the expenditure is "Advertising Expense," and the description is "Political Advertising Signs." In Section 8 of the schedule, the box for "Political" is also checked.
4. For the payment to the credit card issuer: a $\$ 1,500$ expenditure is reported on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for credit card expenditures."
5. Both $\$ 1,500$ amounts reported on Schedules F4 and F1 are also included in the appropriate totals sections of Cover Sheet Pages 2 and 3.

## Example \#2: Candidate Using Credit Card to Make a Political Expenditure and Using Personal Funds to Pay the Entire Credit Card Bill in the Same Reporting Period

A candidate for non-judicial office uses his credit card to purchase $\$ 3,000$ in political advertising materials from a print shop. During the same reporting period, the candidate makes one payment from his personal funds account to pay the entire $\$ 3,000$ credit card bill.

To report that activity, the candidate would report all of the following on a campaign finance report (Form $\mathrm{C} / \mathrm{OH}$ ) covering the period in which he made the credit card charge and sent the payment to the credit card issuer:

1. The candidate fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The candidate fills out sections 6 through 9 once, for the $\$ 3,000$ expenditure.
2. The candidate reports an amount charged of $\$ 3,000$ in section $6(a)$, the date the expenditure was made in section 6(b), and the date the credit card issuer was paid $\$ 3,000$ in section 6 (c). He identifies the print shop in section 7 as the payee of the expenditure and includes their address. Section 8's category for the expenditure is "Advertising Expense," and the description is "Political Advertising Materials." In Section 8 of the schedule, the box for "Political" is also checked.
3. For the payment to the credit card issuer: a $\$ 3,000$ expenditure is reported on the "Political Expenditures Made from Personal Funds" Schedule (G). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising materials." If the candidate intends to seek reimbursement from political contributions, the candidate may also check the appropriate box in Section 6.
4. Both $\$ 3,000$ amounts reported on Schedules F4 and G are also included in the appropriate sections of Cover Sheet Pages 2 and 3.

## Example \#3: Political Committee Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in Different Reporting Periods

A general-purpose committee (GPAC) uses its credit card to buy $\$ 500$ in political advertising in a newspaper. The committee receives the statement from the credit card issuer but does not send a payment until after the reporting period ends. When the committee sends a payment to the credit card issuer, it makes a $\$ 500$ payment from its political contributions account.

To report the credit card charge, the committee's campaign treasurer would report all of the following on a campaign finance report (Form GPAC) covering the period in which it made the credit card charge:

1. The GPAC fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The GPAC fills out sections 6 through 9 once, for the $\$ 500$ expenditure.
2. The GPAC reports an amount charged of $\$ 500$ in section 6(a), the date the expenditure was made in section 6(b), and leaves section 6(c) blank. They identify the newspaper in section 7 as the payee of the expenditure and include their address. Section 8's category for the expenditure is "Advertising Expense," and the description is "Political Advertising." In Section 8 of the schedule, the box for "Political" is also checked.
3. The $\$ 500$ amount reported on the "Expenditures Made by Credit Card" Schedule (F4) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

To report the payment to the credit card issuer, the committee's campaign treasurer would also report all of the following on a campaign finance report (Form GPAC) covering the period in which it made the payment to the credit card issuer:

1. The GPAC reports a $\$ 500$ expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising."
2. The $\$ 500$ amount reported on the "Political Expenditures from Political Contributions" Schedule (F1) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3 .

## Example \#4: Candidate Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in Different Reporting Periods

A candidate for judicial office uses her credit card to buy $\$ 500$ in political advertising in a newspaper. The candidate receives the statement from the credit card issuer but does not send a payment until after the reporting period ends. When the candidate sends a payment to the credit card issuer, she makes a $\$ 500$ payment from her political contributions account.

To report the credit card charge, the candidate would report all of the following on a campaign finance report (Form JC/OH) covering the period in which she made the credit card charge:

1. The judicial candidate fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The candidate fills out sections 6 through 9 once, for the $\$ 500$ expenditure.
2. The judicial candidate reports an amount charged of $\$ 500$ in section $6(a)$, the date the expenditure was made in section 6(b), and leaves section 6(c) blank. She identifies the newspaper in section 7 as the payee of the expenditure and includes their address. Section 8 's category for the expenditure is "Advertising Expense," and the description is "Political Advertising." In Section 8 of the schedule, the box for "Political" is also checked.
3. The $\$ 500$ amount reported on the "Expenditures Made by Credit Card" Schedule (F4) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

To report the payment to the credit card issuer, the judicial candidate would also report all of the following on a campaign finance report (Form JC/OH) covering the period in which the payment to the credit card issuer was made:

1. The judicial candidate reports a $\$ 500$ expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising."
2. The $\$ 500$ amount reported on the "Political Expenditures from Political Contributions" Schedule (F1) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3 .

## Example \#5: Political Committee Using Credit Card to Make a Political Expenditure and Using Political Contributions to Make Partial Payments of the Credit Card Bill in Different Reporting Periods

A general-purpose committee (GPAC) uses its credit card to buy $\$ 5,000$ in political advertising for a mailer from a printing company. The committee receives the statement from the credit card issuer and makes one or more partial payments from political contributions of $\$ 2,000$ in that same reporting period. The committee pays the remaining $\$ 3,000$ from political contributions to the credit card issuer in a different reporting period.

To report the credit card charge, the committee's campaign treasurer would report all of the following on a campaign finance report (Form GPAC) covering the period in which it made the credit card charge:

1. The GPAC fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The GPAC fills out sections 6 through 9 once, for the $\$ 5,000$ expenditure.
2. The GPAC reports an amount charged of $\$ 5,000$ in section $6(a)$, the date the expenditure was made in section 6(b), and reports the date (or dates) during that reporting period on which the $\$ 2,000$ was paid in section 6(c). They identify the printing company in section 7 as the payee of the expenditure and include their address. Section 8's category for the expenditure is "Advertising Expense," and the description is "Political Advertising." In Section 8 of the schedule, the box for "Political" is also checked.
3. The $\$ 5,000$ amount reported on "Expenditures Made by Credit Card" Schedule (F4) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

To report the payments to the credit card issuer, the committee's campaign treasurer would also report all of the following on a campaign finance report (Form GPAC):

1. For the $\$ 2,000$ payment(s) made during the same period that the expenditure was made, the GPAC reports a $\$ 2,000$ expenditure on the "Political Expenditures from Political

Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising."
2. For the $\$ 3,000$ payment made during a different reporting period, the GPAC reports a $\$ 3,000$ expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising."
3. The $\$ 2,000$ and $\$ 3,000$ amounts reported on the "Political Expenditures from Political Contributions" Schedule (F1) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3 for each reporting period.

## EXAMPLES: PURPOSE OF EXPENDITURES

This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting the purpose of an expenditure. However, it is not, and is not intended to be, an exhaustive or an exclusive list of how a filer may permissibly report the purpose of an expenditure.
(1) Example: Candidate X is seeking the office of State Representative, District 2000. She purchases an airline ticket from ABC Airlines to attend a campaign rally within District 2000. The acceptable category for this expenditure is "travel in district." An acceptable brief description is "airline ticket to attend campaign event."
(2) Example: Candidate $X$ purchases an airline ticket to attend a campaign event outside of District 2000 but within Texas, the acceptable category is "travel out of district." An acceptable brief description is "airline ticket to attend campaign or officeholder event."
(3) Example: Candidate X purchases an airline ticket to attend an officeholder related seminar outside of Texas. The acceptable category is "travel out of district" and an acceptable brief description is "airline ticket to attend [name of seminar] in [city,] [state]. You must also complete "Schedule T" (used to report travel outside of Texas).
(4) Example: Candidate $X$ contracts with an individual to do various campaign related tasks such as work on a campaign phone bank, sign distribution, and staffing the office. The acceptable category is "salaries/wages/contract labor." An acceptable brief description is "contract labor for campaign services."
(5) Example: Officeholder X is seeking re-election and makes an expenditure to purchase a vehicle to use for campaign purposes and permissible officeholder purposes. The acceptable category is "transportation equipment and related expenses" and an acceptable brief description is "purchase of campaign/officeholder vehicle."
(6) Example: Candidate $X$ makes an expenditure to repair a flat tire on a campaign vehicle purchased with political funds. The acceptable category is "transportation equipment and related expenses" and an acceptable brief description is "campaign vehicle repairs."
(7) Example: Officeholder X purchases flowers for a constituent. The acceptable category is "gifts/awards/memorials expense" and an acceptable brief description is "flowers for constituent."
(8) Example: Political Committee XYZ makes a political contribution to Candidate X. The acceptable category is "contributions/donations made by candidate/officeholder/political committee" and an acceptable brief description is "campaign contribution."
(9) Example: Candidate X makes an expenditure for a filing fee to get his name on the ballot. The acceptable category is "fees" and an acceptable brief description is "candidate filing fee."
(10) Example: Officeholder X makes an expenditure to attend a seminar related to performing a duty or engaging in an activity in connection with the office. The acceptable category is "fees" and an acceptable brief description is "attend officeholder seminar."
(11) Example: Candidate X makes an expenditure for political advertising to be broadcast by radio. The acceptable category is "advertising expense" and an acceptable brief description is "political advertising." Similarly, Candidate X makes an expenditure for political advertising to appear in a newspaper. The acceptable category is "advertising expense" and an acceptable brief description is "political advertising."
(12) Example: Officeholder X makes expenditures for printing and postage to mail a letter to all of her constituents, thanking them for their participation during the legislative session.
Acceptable categories are "advertising expense" OR "printing expense" and an acceptable brief description is "letter to constituents."
(13) Example: Officeholder X makes an expenditure to pay the campaign office electric bill. The acceptable category is "office overhead/rental expense" and an acceptable brief description is "campaign office electric bill."
(14) Example: Officeholder X makes an expenditure to purchase paper, postage, and other supplies for the campaign office. The acceptable category is "office overhead/rental expense" and an acceptable brief description is "campaign office supplies."
(15) Example: Officeholder X makes an expenditure to pay the campaign office monthly rent. The acceptable category is "office overhead/rental expense" and an acceptable brief description is "campaign office rent."
(16) Example: Candidate X hires a consultant for fundraising services. The acceptable category is "consulting expense" and an acceptable brief description is "campaign services."
(17) Example: Candidate/Officeholder X pays his attorney for legal fees related to either campaign matters or officeholder matters. The acceptable category is "legal services" and an acceptable brief description is "legal fees for campaign" or "for officeholder matters."
(18) Example: Candidate/Officeholder X makes food and beverage expenditures for a meeting with her constituents. The acceptable category is "food/beverage expense" and an acceptable brief description is "meeting with constituents."
(19) Example: Candidate X makes food and beverage expenditures for a meeting to discuss candidate issues. The acceptable category is "food/beverage expense" and an acceptable brief description is "meeting to discuss campaign issues."
(20) Example: Officeholder X makes food and beverage expenditures for a meeting to discuss officeholder issues. The acceptable category is "food/beverage expense" and an acceptable brief description is "meeting to discuss officeholder issues."
(21) Example: Candidate/Officeholder X makes food and beverage expenditures for a meeting to discuss campaign and officeholder issues. The acceptable category is "food/beverage expense" and an acceptable brief description is "meeting to discuss campaign/officeholder issues."

## EXAMPLES: REPORTING EXPENDITURES FROM PERSONAL FUNDS

## This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting expenditures from personal funds.

If you intend to seek reimbursement of any amount from political contributions for a political expenditure made from your personal funds, you must report the expenditure in one of three ways. Keep in mind that this reporting system is not an accounting system and duplication of expenditures is not uncommon when reporting transactions related to expenditures made from personal funds.

Method \#1: Itemize the expenditure on the "Political Expenditures Made from Personal Funds" schedule (Schedule G) and check the box to indicate that you intend to seek reimbursement from political contributions. You may not correct a report to allow reimbursement without subjecting yourself to a possible penalty. When you reimburse yourself, which could be months or years later, report the reimbursement on the "Political Expenditures Made From Political Contributions" schedule (Schedule F1).

> Example: On December 1, 2020, Candidate A spends $\$ 500$ of her own personal funds to purchase political advertising signs. She does not use a credit card for this purchase; the purchase is made using cash, check or a debit card. She reports the expenditure to the vendor on Schedule G and checks the box to indicate that reimbursement is intended. One year later, Candidate A reimburses herself from political contributions. She reports the reimbursement on Schedule F1. Candidate A is the payee and the purpose of the expenditure is to reimburse herself for a political expenditure made from personal funds on December 1, 2020.

If you intend to seek reimbursement from political contributions for a political expenditure of any amount made from personal funds, you must itemize the expenditure on Schedule G.

Method \#2: Report the political expenditures made from your personal funds as a loan to your campaign on the "Loans" schedule (Schedule E). Next, report the political expenditures made from that loan as if they were made from political funds (report on Schedules F1, F2, F3, F4, or H as appropriate). Do NOT report political expenditures made from the loan on Schedule G.

The amount you report as a loan in a reporting period may NOT exceed the amount you actually spent from personal funds in that reporting period. In other words, do not report a $\$ 100,000$ loan to your campaign if the amount actually spent from personal funds in the reporting period was $\$ 5,000$. When you reimburse yourself, which could be months or years later, report the reimbursement on the Schedule F1.

Example: In one reporting period, Candidate B spends $\$ 5,000$ of his own personal funds to purchase political advertising materials. He spends $\$ 3,000$ at Business One and $\$ 2,000$ at Business Two. He reports the expenditures as a $\$ 5,000$ loan on Schedule E and then itemizes each of the two expenditures as a political expenditure on Schedule F1. A year later, Candidate B reimburses himself from political contributions by disclosing the reimbursement on Schedule F1. He reports the reimbursement on Schedule F1. Candidate B is the payee, the category of the expenditure is "Loan Repayment/Reimbursement," and "political
expenditure made from personal funds reported as a loan" is an acceptable brief description.

Method \#3: Deposit personal funds in an account in which your political contributions are maintained and report that amount as a loan on the "Loans" schedule (Schedule E). Next, report the political expenditures made from that loan as if they were made from political funds (report on Schedules F1, F2, F3, or H as appropriate). When you reimburse yourself, which could be months or years later, report the reimbursement on the Schedule F1. The reimbursement may not exceed the amount reported as a loan. Personal funds deposited in an account in which political contributions are held are subject to the personal use restriction.)

Example: In one reporting period, Candidate C opens a campaign bank account and deposits $\$ 5,000$ of her own personal funds into the account. She makes one $\$ 3,000$ expenditure for political advertising. Candidate C has no other activity in the reporting period. She reports the $\$ 5,000$ as a loan on Schedule E, itemizes the $\$ 3,000$ expenditure for the political advertising on Schedule F1, and includes the remaining $\$ 2,000$ on her contributions maintained at the end of the reporting period total. A year later, Candidate C reimburses herself from political contributions by disclosing the reimbursement on Schedule F1. Candidate C is the payee, the category of expenditure is "Loan Repayment/Reimbursement," and "political expenditure made from personal funds reported as a loan" is an acceptable brief description.

## EXAMPLES: REPORTING STAFF REIMBURSEMENT

This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting staff reimbursements.

When a staff member makes political payment(s) out of his or her personal funds, how you disclose the payment(s) depends on two things: 1) the aggregate total of those payments in the reporting period; and 2) whether or not you reimburse the staff worker in the same reporting period.

Example \#1: The payment out of the staff worker's personal funds does not exceed $\$ 5,000$ in the reporting period and you reimburse the staff worker from political funds in the same reporting period - Itemize the payment (if over the $\$ 220$ itemization threshold) on Schedule F1 as if you made the expenditure directly to the vendor out of your political funds, with the name of the vendor who sold the goods or services as the payee for the expenditure. Do not disclose as the payee the name of your staff worker.

Example \#2: The payment(s) out of the staff worker's personal funds are over $\$ 5,000$ in the aggregate in the reporting period and you reimburse the staff worker from political funds in the same reporting period - Use a 3-step process, disclosing everything on the same report: (1) On Schedule E, disclose the total amount paid from the staff worker's personal funds as a loan from the staff worker to your campaign; (2) On Schedule F1, itemize the payments made by your staff worker separately, with the names of the vendors who sold the goods or services to your staff worker as the payees for the expenditures. Do not disclose as the payee the name of your staff worker; and (3) On Schedule F1, disclose the payment to your staff worker for the reimbursement of the loan.

Example \#3: The payment(s) out of the staff worker's personal funds do not exceed \$5,000 in the aggregate in the reporting period but you reimburse the staff worker from political funds in a different reporting period - Use a 3-step process, disclosing steps 1 and 2 on the same report and step 3 later, when the reimbursement occurs: (1) On Schedule E, disclose the total amount paid from the staff worker's personal funds as a loan from the staff worker to your campaign; (2) On Schedule F1, itemize the payments made by your staff worker separately, with the names of the vendors who sold the goods or services to your staff worker as the payees for the expenditures. Do not disclose as the payee the name of your staff worker; and (3) When you reimburse your staff worker, if ever, disclose on Schedule F1 of the report covering the period in which the reimbursement occurs the payment to your staff worker for the reimbursement of the loan.



| 19 FILER NAME | Filer ID (Ethics Commission Filers) |
| :---: | :---: | :---: | :---: | :---: |
| 21 SCHEDULE SUBTOTALS |  |
| NAME OF SCHEDULE |  |

## MONETARY POLITICAL CONTRIBUTIONS

If the requested information is not applicable, DO NOT include this page in the report.


NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS

If the requested information is not applicable, DO NOT include this page in the report.


## PLEDGED CONTRIBUTIONS

SCHEDULE B
If the requested information is not applicable, DO NOT include this page in the report.


## LOANS

If the requested information is not applicable, DO NOT include this page in the report.


ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED
If lender is out-of-state PAC, please see Instruction guide for additional reporting requirements.

## POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS

If the requested information is not applicable, DO NOT include this page in the report.

| EXPENDITURE CATEGORIES FOR BOX 8(a) |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Advertising Expense <br> Accounting/Banking <br> Consulting Expense <br> Contributions/Donations Made By <br> Candidate/Officeholder/Political Committee <br> Credit Card Payment |  | Event Expense Loan Repayment/Reimbursement <br> Fees Office Overhead/Rental Expense <br> Food/Beverage Expense Polling Expense <br> Gift/Awards/Memorials Expense Printing Expense <br> Legal Services Salaries/Wages/Contract Labor <br> The Instruction Guide explains how to complete this form.  |  | Solicitation/Fundraising Expense <br> Transportation Equipment \& Related Expense <br> Travel In District <br> Travel Out Of District <br> Other (enter a category not listed above) |  |
| 1 Total pages Schedule F1: | 2 FILER NAME |  |  | 3 Filer ID (Ethics Commission Filers) |  |
| 4 Date | 5 Payee name |  |  |  |  |
| 6 Amount (\$) | 7 Payee address; |  | City; State; |  | Zip Code |
| $8$ <br> PURPOSE OF EXPENDITURE | (a) Category (See Categories listed at the top of this schedule) |  | (b) Description |  |  |
|  | (c) $\quad$ Check if travel outside of Texas. Complete Schedule T. |  | Check if Austin, TX, officeholder living expense |  |  |
| 9 Complete ONLY if direct expenditure to benefit $\mathrm{C} / \mathrm{OH}$ | Candidate / Officeholder name |  | Office sought | Office held |  |
| Date | Payee name |  |  |  |  |
| Amount (\$) | Payee address; |  | City; | State; | Zip Code |
| PURPOSE OF EXPENDITURE | Category (See Categories listed at the top of this schedule) |  | Description |  |  |
|  | Check if travel outside of Texas. Complete Schedule T. |  | Check if Austin, TX, officeholder living expense |  |  |
| Complete ONLY if direct expenditure to benefit $\mathrm{C} / \mathrm{OH}$ | Candidate / Officeholder name |  | Office sought | Office held |  |
| Date | Payee name |  |  |  |  |
| Amount (\$) | Payee address; |  | City; | State; | Zip Code |
| PURPOSE OF EXPENDITURE | Category (See Categories listed at the top of this schedule) |  | Description |  |  |
|  | Check if travel outside of Texas. Complete Schedule T. |  | Check if Austin, TX, officeholder living expense |  |  |
| Complete ONLY if direct expenditure to benefit $\mathrm{C} / \mathrm{OH}$ | Candidate / Officeholder name |  | Office sought | Office held |  |
| ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED |  |  |  |  |  |

## UNPAID INCURRED OBLIGATIONS

If the requested information is not applicable, DO NOT include this page in the report.

| EXPENDITURE CATEGORIES FOR BOX 10(a) |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Advertising Expense <br> Accounting/Banking <br> Consulting Expense <br> Contributions/Donations Made By <br> Candidate/Officeholder/Political Committee |  | Event Expense <br> Fees <br> Food/Beverage Expense <br> Gift/Awards/Memorials Expense <br> Legal Services | Loan Repayment/Reimbursement Office Overhead/Rental Expense Polling Expense <br> Printing Expense <br> Salaries/Wages/Contract Labor <br> how to complete this form. |  | Solicitation/Fundraising Expense <br> Transportation Equipment \& Related Expense <br> Travel In District <br> Travel Out Of District <br> Other (enter a category not listed above) |  |
| 1 Total pages Schedule F2: | 2 FILER NAME |  |  |  | 3 Filer ID (Ethics Commission Filers) |  |
| 4 TOTAL OF UNITEMIZED UNPAID INCURRED OBLIGATIONS |  |  |  |  | \$ |  |
| 5 Date | 6 Payee name |  |  |  |  |  |
| 7 Amount (\$) | 8 Payee address; |  | City; |  | State; | Zip Code |
| 9 <br> TYPE OF EXPENDITURE | Political |  | Non-Political |  |  |  |
| 10 | (a) Category (See Categories listed at the top of this schedule) |  |  | (b) Description |  |  |
| PURPOSE OF EXPENDITURE | (c) $\quad \square$ Check if travel outside of Texas. Complete Schedule T. | Check if travel outside of Texas. Complete Schedule T. |  | Check if Austin, TX, officeholder living expense |  |  |
| 11 Complete ONLY if direct expenditure to benefit $\mathrm{C} / \mathrm{OH}$ | Candidate / Officeholder name |  | Office sought |  | Office |  |



## PURCHASE OF INVESTMENTS MADE FROM POLITICAL CONTRIBUTIONS

If the requested information is not applicable, DO NOT include this page in the report.


Description of investment

Amount of investment (\$)
ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

## EXPENDITURES MADE BY CREDIT CARD

If the requested information is not applicable, DO NOT include this page in the report.

## EXPENDITURE CATEGORIES FOR BOX 10(a)



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## POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS

If the requested information is not applicable, DO NOT include this page in the report.


## PAYMENT MADE FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH

If the requested information is not applicable, DO NOT include this page in the report.

| EXPENDITURE CATEGORIES FOR BOX 8(a) |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Advertising Expense <br> Accounting/Banking <br> Consulting Expense <br> Contributions/Donations Made By <br> Candidate/Officeholder/Political Committee Credit Card Payment |  | Event Expense <br> Fees <br> Food/Beverage Expense <br> Gift/Awards/Memorials Expense <br> Legal Services | Loan Repayment/Reimbursement Office Overhead/Rental Expense Polling Expense Printing Expense Salaries/Wages/Contract Labor ns how to complete this form. | Solicitation/Fundraising Expense <br> Transportation Equipment \& Related Expense <br> Travel In District <br> Travel Out Of District <br> Other (enter a category not listed above) |  |
| 1 Total pages Schedule H: | 2 FILER NAME |  |  | 3 Filer ID (Ethics Commission Filers) |  |
| 4 Date | 5 Business name |  |  |  |  |
| 6 Amount (\$) | 7 Business address; |  | City; State; |  | Zip Code |
| 8 <br> PURPOSE OF EXPENDITURE | (a) Category (See Categories listed at the top of this schedule) |  | (b) Description |  |  |
|  | (c) $\quad$ Check if travel outside of Texas. Complete Schedule T. |  | Check if Austin, TX, officeholder living expense |  |  |
| 9 Complete ONLY if direct expenditure to benefit $\mathrm{C} / \mathrm{OH}$ | Candidate / Officeholder name |  | Office sought | Office held |  |
| Date | Busine | name |  |  |  |
| Amount (\$) | Busine | address; | City; | State; | Zip Code |
|  | Categor | (See Categories listed at the top of this schedule) | Description |  |  |
|  |  | heck if travel outside of Texas. Complete Schedule T. | Check if Aus | TX, officeholder living |  |
| Complete ONLY if direct expenditure to benefit C/ | Cand | te / Officeholder name | Office sought |  | ce held |
| Date | Busine | name |  |  |  |
| Amount (\$) | Busine | address; | City; | State; | Zip Code |
|  | Catego | (See Categories listed at the top of this schedule) | Description |  |  |
|  |  | heck if travel outside of Texas. Complete Schedule T. | $\square$ Check if Aus | TX, officeholder living |  |
| Complete ONLY if direct expenditure to benefit $\mathrm{C} /$ | Cand | te / Officeholder name | Office sought |  | ce held |

## NON-POLITICAL EXPENDITURES <br> MADE FROM POLITICAL CONTRIBUTIONS

If the requested information is not applicable, DO NOT include this page in the report.

| The Instruction Guide explains how to complete this form. |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| 1 Total pages Schedule I: | 2 FILER NAME |  | 3 Filer ID (Ethics | mission Filers) |
| 4 Date | 5 Payee name |  |  |  |
| 6 Amount (\$) | 7 Payee address; | City | State | Zip Code |
| 8 <br> PURPOSE OF EXPENDITURE | (a) Category (See instructions for examples of acceptable categories.) | (b) Descrip required. | instructions regarding type | formation |
| Date | Payee name |  |  |  |
| Amount (\$) | Payee address; City State Zip Code |  |  |  |
| PURPOSE OF EXPENDITURE | Category (See instructions for examples of acceptable categories.) | Descrip required.) | instructions regarding type | formation |
| Date | Payee name |  |  |  |
| Amount (\$) | Payee address; City State Zip Code |  |  |  |
| PURPOSE OF EXPENDITURE | Category (See instructions for examples of acceptable categories.) | Descrip required.) | instructions regarding type | formation |
| Date | Payee name |  |  |  |
| Amount (\$) | Payee address; City State Zip Code |  |  |  |
| $\begin{gathered} \text { PURPOSE } \\ \text { OF } \end{gathered}$ <br> EXPENDITURE | Category (See instructions for examples of acceptable categories.) | Description (See instructions regarding type of information required.) |  |  |

# INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER 

If the requested information is not applicable, DO NOT include this page in the report.


## IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS

If the requested information is not applicable, DO NOT include this page in the report.


Name of Contributor / Corporation or Labor Organization / Pledgor / Payee

Contribution / Expenditure reported on:
$\square$ Schedule A2
$\square$ Schedule F2

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

The Instruction Guide explains how to complete this form.
-• Complete only if "Report Type" on page 1 is marked "Final Report" ••
1 C/OH NAME
2 Filer ID (Ethics Commission Filers)

3 SIGNATURE

I do not expect any further political contributions or political expenditures in connection with my candidacy. I understand that designating a report as a final report terminates my campaign treasurer appointment. I also understand that I may not accept any campaign contributions or make any campaign expenditures without a campaign treasurer appointment on file.

Signature of Candidate / Officeholder

## 4 FILER WHO IS NOT AN OFFICEHOLDER

-• Complete $A \& B$ below only if you are not an officeholder. .•

## A. CAMPAIGN FUNDS

## Check only one:

I do not have unexpended contributions or unexpended interest or income earned from political contributions.I have unexpended contributions or unexpended interest or income earned from political contributions. I understand that I may not convert unexpended political contributions or unexpended interest or income earned on political contributions to personal use. I also understand that I must file an annual report of unexpended contributions and that I may not retain unexpended contributions or unexpended interest or income earned on political contributions longer than six years after filing this final report. Further, I understand that I must dispose of unexpended political contributions and unexpended interest or income earned on political contributions in accordance with the requirements of Election Code, § 254.204.B.

ASSETS
Check only one:
$\square \quad$ I do not retain assets purchased with political contributions or interest or other income from political contributions.
$\square$ I do retain assets purchased with political contributions or interest or other income from political contributions. I understand that I may not convert assets purchased with political contributions or interest or other income from political contributions to personal use. I also understand that I must dispose of assets purchased with political contributions in accordance with the requirements of Election Code, § 254.204.

Signature of Candidate

## 5 OFFICEHOLDER

-. Complete this section only if you are an officeholder ..

I am aware that I remain subject to filing requirements applicable to an officeholder who does not have a campaign treasurer on file. I am also aware that I will be required to file reports of unexpended contributions if, after filing the last required report as an officeholder, I retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions.

## CORRECTIONIAMENDMENT AFFIDAVIT FOR CANDIDATE/OFFICEHOLDER

All Reports: A filer who files a corrected report must submit a correction affidavit. The affidavit must identify the information that has changed.

Reports filed with Texas Ethics Commission: A corrected report (other than a report due 8 days before an election) filed with the Ethics Commission after its due date is not considered late for purposes of late-filing penalties if: (1) any error or omission in the report as originally filed was made in good faith, and (2) the person filing the report files a corrected report and a good-faith affidavit not later than the 14th business day after the date the person learns that the report as originally filed is inaccurate or incomplete.

Semiannual Reports: A semiannual report (due January 15 or July 15) that is amended/corrected before the eighth day after the original report was filed is considered to have been filed on the date the original report was filed. A semiannual report that is amended/corrected on or after the eighth day after the original report was filed is considered to have been filed on the date the original report was filed if: (1) the amendment/correction is made before any complaint is filed with regard to the subject of the amendment/correction; and (2) the original report was made in good faith and without intent to mislead or misrepresent the information contained in the report.

Attach additional pages as necessary.

## INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. Filer ID. If you file with the Ethics Commission, you should have received a letter acknowledging receipt of your campaign treasurer appointment and assigning you a Filer ID. Put that number in this box. If you do not file with the Ethics Commission, skip this box.
2. Total Pages Filed. After completing this form and any attachments, count the number of pages. Enter that number in this box. Each side of a two-sided form counts as a page. In other words, this form is two pages.
3. Candidate/Officeholder Name. Put your full name here. Enter your name in the same way as on the report you are correcting.
4. Original Report Type. Mark the type of report you are correcting.
5. Original Period Covered. Enter the period covered by the report you are correcting. The year is important because filers sometimes correct reports years after filing the original.
6. Explanation of Correction. Attach any part of the campaign finance report form needed to report and explain corrections. Explain why there was an error on the original report. Also explain what information is being corrected and how the new information is different from the information on the original report. (Use additional pages if you need more space.) You may also use this area to request a waiver or reduction of a late-filing penalty and state the basis of your request.
7. Signature. If you are using the paper form, fill this section out by hand after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Candidate/Officeholder" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Candidate/Officeholder (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

CORRECTION/AMENDMENT AFFIDAVIT FOR CANDIDATE/OFFICEHOLDER

FORM COR-C/OH


# TEXAS ETHICS COMMISSION 

# CANDIDATE/OFFICEHOLDER REPORT OF UNEXPENDED CONTRIBUTIONS 

## FORM C/OH-UC - INSTRUCTION GUIDE

(PAPER FILERS ONLY)


Revised January 1, 2023

# FORM C/OH-UC: CANDIDATE/OFFICEHOLDER REPORT OF UNEXPENDED CONTRIBUTIONS 

These instructions are for candidates and officeholders using FORM C/OH-UC: CANDIDATE / OFFICEHOLDER REPORT OF UNEXPENDED CONTRIBUTIONS. Use Form C/OH-UC for filing either an annual report of unexpended contributions or a report of the final disposition of unexpended contributions.

## GENERAL INSTRUCTIONS

ANNUAL REPORT OF UNEXPENDED CONTRIBUTIONS. You must file this report if one of the following descriptions applies to you:
(1) You filed a final report as a candidate at a time when you were not an officeholder and you had unexpended political contributions, interest, assets, or other money earned from political contributions at the time you filed the final report; or
(2) You ceased to be an officeholder at a time when you did not have a campaign treasurer on file, and you had unexpended political contributions, interest, assets, or other money earned from political contributions at the time you ceased to be an officeholder.

You must file an Unexpended Contributions - Annual report not earlier than January 1 and not later than January 15 of the year after each year in which you maintained unexpended contributions or assets. You must complete Form C/OH-UC and designate the report as an annual report by checking the "Annual" box.

You must continue to file Unexpended Contributions - Annual reports until you have disposed of all your unexpended contributions or assets. Once you have disposed of all your contributions or assets, you must file an Unexpended Contributions - Final report.

You may not retain unexpended contributions or assets longer than six years after the date you filed your final report or ceased being an officeholder, as applicable. If you still maintain unexpended assets at the end of the six-year period, you must dispose of the assets in one of the following ways:
(1) You may give them to the political party with which you were affiliated when your name was last on the ballot.
(2) You may give them to a candidate or a political committee. If you do so, however, you must file a report on Form AS IF-SPAC as described below under "Extra Reporting for a Contribution to a Candidate or Political Committee."
(3) You may give them to the comptroller for deposit in the state treasury to be used to finance primary elections.
(4) You may give them to one or more persons from whom you received political contributions, but the total returned to any person may not exceed the aggregate
amount accepted from that person during the last two years during which you were accepting political contributions.
(5) You may give them to a recognized charitable organization formed for educational, religious, or scientific purposes that is exempt from taxation under Section 501(c)(3), Internal Revenue Code of 1986, and its subsequent amendments.
(6) You may give them to a public or private post-secondary educational institution or an institution of higher education as defined by Section 61.003(8), Education Code, for the purpose of assisting or creating a scholarship program.

You may dispose of unexpended contributions or assets in this manner at any time during the six-year period.

## EXTRA REPORTING FOR CONTRIBUTION TO CANDIDATE OR POLITICAL

COMMITTEE. If you contribute unexpended contributions or assets to another candidate or political committee, you must report the contribution twice. You must include the contribution on your Annual Report and you must also report the contribution on a AS IF-SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT (Form AS IF-SPAC). You must file the AS IFSPAC report with the filing authority with whom the candidate or political committee files reports by the date by which the candidate or political committee receiving the contribution must report the receipt of the contribution.

NOTE: If the candidate or political committee files with the Texas Ethics Commission (Commission), you will need a separate "AS IF-SPAC" filer ID to file the AS IF-SPAC report. Please contact the Commission for help in establishing an AS IF-SPAC filer ID.

FINAL DISPOSITION OF UNEXPENDED CONTRIBUTIONS REPORT. You must file a report of the final disposition of your unexpended contributions or assets. Complete Form $\mathrm{C} / \mathrm{OH}-\mathrm{UC}$ and designate the report as an "Unexpended Contributions - Final" report by checking the "Final Disposition" box. The report is due no later than the 30th day after the end of the sixyear period.

## SPECIFIC INSTRUCTIONS

Each numbered item in these instructions corresponds to the same numbered item on the form.

## PAGE 1

1. FILER ID: If you are filing with the Commission, you were assigned a filer identification (ID) number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your filer ID number. Enter this number wherever you see "Filer ID." If you do not file with the Commission, you are not required to enter a filer ID number.
2. CANDIDATE/OFFICEHOLDER NAME: Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable. Your entry here should be the same as in your APPOINTMENT OF CAMPAIGN TREASURER BY A CANDIDATE (CTA). Enter your name in the same way wherever you see "C/OH NAME".
3. CANDIDATE/OFFICEHOLDER ADDRESS: Enter your complete mailing address. Your entry here should be the same as the address in your APPOINTMENT OF CAMPAIGN TREASURER BY A CANDIDATE (CTA). If your mailing address has changed since you last gave notice of your address, check the "Change of Address" box.
4. REPORT TYPE: Check the appropriate box.
"Annual" Box: Check this box if you are filing an Unexpended Contributions Annual report.
"Final Disposition" Box: Check this box if you are filing an Unexpended Contributions - Final report.

## 5. PERIOD COVERED:

Annual Reports. For your first Unexpended Contributions - Annual report, the start date is the day after the day you filed your Final Report. The start date for all other Unexpended Contributions - Annual reports is January 1 of the previous year. The end date for all Unexpended Contributions - Annual reports is December 31 of the previous year.

Final Disposition Report. For an Unexpended Contributions - Final report, the start date is the day after the period covered by your most recent Unexpended Contributions Annual report. The end date is the date you file the report.
6. TOTALS: Complete this section only if you are filing an Annual Report. If you are not filing an Annual Report, go to section 7.

Line 1. Enter the total amount of unexpended political contributions and assets that you maintained as of December 31 of the previous year. (Note: Unlike other reports, you are not required to also disclose the total amount of expenditures entered in this Unexpended Contributions report. You are only required to disclose your unexpended balance as of December 31.)

Line 2. Enter the total amount of interest and other income earned on unexpended political contributions and assets during the previous year ending December 31.
7. SIGNATURE: Complete this section only after you have completed all other appropriate sections and schedules. You must always sign a report that you file. You must complete this section even if you have no schedules to attach. ONLY THE CANDIDATE OR OFFICEHOLDER FILING THE REPORT MAY SIGN THE AFFIDAVIT.

If you are using the paper form, fill this section out by hand after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Candidate/Officeholder" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Candidate/Officeholder (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

## PAGE 2

8. C/OH (CANDIDATE/OFFICEHOLDER) NAME: Enter your full name as you did on Form C/OH-UC, Page 1.
9. FILER ID: If you are filing with the Commission, enter your filer ID number. If you do not file with the Commission, you are not required to enter a filer ID number.
10. DATE: Enter the date the expenditure was made.

Credit Card Expenditures: There is a special reporting rule for expenditures made by credit card. The date of a credit card expenditure is either the date of the charge or the date the credit card statement is received. A filer can never go wrong by disclosing the date of the expenditure as the date of the charge.
11. PAYEE NAME: Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.
12. PAYEE ADDRESS: Enter the complete address of the payee.
13. AMOUNT: Enter the exact amount of the expenditure payment.
14. PURPOSE OF EXPENDITURE: Enter a brief statement or description of the expenditure. The brief statement or description must include the item or service purchased and must be sufficiently specific to make the reason for the expenditure clear.
"Check if Travel Outside of Texas" box: The law requires detailed information regarding in-kind contributions and political expenditures for travel outside of Texas. This information should be reported on Schedule T and attached to this form. Schedule T can be found on the Commission's website at https://www.ethics.state.tx.us/forms/Schedule T.pdf.
15. IS THE EXPENDITURE A CONTRIBUTION TO A CANDIDATE, OFFICEHOLDER, OR POLITICAL COMMITTEE? If the expenditure was a contribution to a candidate, officeholder, or political committee, check the "Yes" box. If you check "Yes," you must file an additional report for this expenditure on Form AS IF-SPAC. See the "Extra Reporting For Contribution To Candidate Or Political Committee" section in the General Instructions for this form.

If the expenditure was not a contribution to a candidate, officeholder, or political committee, check the "No" box.


Signature of Candidate/Officeholder
Please complete either option below:
(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by $\qquad$ this the $\qquad$ day of $\qquad$ 20 $\qquad$ , to certify which, witness my hand and seal of office.
(2) Unsworn Declaration

My name is $\qquad$ and my date of birth is $\qquad$ -
My address is $\qquad$ , $\qquad$ , $\qquad$ , (street) (city)
(state)

> (zip code)
(country)
Executed in $\qquad$ County, State of $\qquad$ , on the $\qquad$ day of $\qquad$ -.

## C/OH REPORT OF UNEXPENDED CONTRIBUTIONS: EXPENDITURES



## ATTACH ADDITIONAL COPIES OF THIS FORM AS NEEDED

## TEXAS ETHICS COMMISSION

# GUIDE TO A LOCAL FILING AUTHORITY'S DUTIES UNDER THE CAMPAIGN FINANCE LAW 



This guide is intended for campaign finance filing authorities in cities, school districts, and other political subdivisions other than counties.

Revised January 1, 2023

# GUIDE TO A LOCAL FILING AUTHORITY'S DUTIES UNDER THE CAMPAIGN FINANCE LAW 

## TABLE OF CONTENTS

GUIDE TO A LOCAL FILING AUTHORITY'S DUTIES UNDER THE CAMPAIGN FINANCE LAW ..... 3
IMPORTANT UPDATES ..... 3
PART I. THE ROLE OF THE FILING AUTHORITY ..... 3
WHAT IS TITLE 15 ABOUT? ..... 4
WHAT ARE MY RESPONSIBILITIES UNDER THE CAMPAIGN FINANCE LAW? ..... 4
WHO FILES WITH ME? ..... 5
WHAT FORMS DO I NEED TO MAKE AVAILABLE? ..... 5
WHY IS IT SO IMPORTANT TO PROVIDE THE INSTRUCTIONS WITH THE FORMS? ..... 7
IS THERE OTHER INFORMATION I CAN MAKE AVAILABLE TO FILERS? ..... 8
HOW DO I KNOW THE FILING DEADLINES? ..... 8
WHY SHOULD I DATE-STAMP FILINGS AND SAVE POSTMARKS? ..... 8
MAY FILERS USE COMPUTER PROGRAMS TO CREATE REPORTS? ..... 9
PART II. CANDIDATES ..... 9
WHAT MAKES SOMEONE A CANDIDATE? ..... 9
WHEN DOES A CANDIDATE HAVE TO FILE REPORTS? ..... 10
WHEN MAY A CANDIDATE STOP FILING TITLE 15 REPORTS? ..... 12
PART III. OFFICEHOLDERS ..... 12
WHAT DOES TITLE 15 HAVE TO DO WITH OFFICEHOLDERS? ..... 12
WHEN DOES AN OFFICEHOLDER HAVE TO FILE REPORTS? ..... 12
PART IV. SPECIFIC-PURPOSE POLITICAL COMMITTEES ..... 14
WHAT IS A POLITICAL COMMITTEE? ..... 14
WHAT IS A SPECIFIC-PURPOSE POLITICAL COMMITTEE? ..... 14
WHAT POLITICAL COMMITTEES FILE WITH POLITICAL SUBDIVISIONS? ..... 14
WHEN MUST A POLITICAL COMMITTEE FILE A CAMPAIGN TREASURER APPOINTMENT? ..... 14
WHAT ARE THE RESPONSIBILITIES OF A COMMITTEE'S CAMPAIGN TREASURER? ..... 15
HOW DOES A COMMITTEE CHANGE A CAMPAIGN TREASURER? ..... 15
WHAT IF A SPECIFIC-PURPOSE COMMITTEE BECOMES A GENERAL-PURPOSE COMMITTEE? ..... 15
WHEN DOES THE TREASURER OF A SPECIFIC-PURPOSE COMMITTEE HAVE TO FILE REPORTS? ..... 16
PART V. PENALTIES ..... 17
PART VI. FREQUENTLY ASKED QUESTIONS ..... 17
ENDNOTES ..... 19

## GUIDE TO A LOCAL FILING AUTHORITY'S DUTIES UNDER THE CAMPAIGN FINANCE LAW

This guide explains the responsibilities of local filing authorities (other than county filing authorities) under the Texas campaign finance law, which is set out in Title 15 of the Election Code. The Texas Ethics Commission is responsible for interpreting Title 15. Under Title 15, the campaign finance filing authority for a political subdivision other than a county is the clerk or secretary of the political subdivision's governing body. If the political subdivision does not have a clerk or secretary, the filing authority is the presiding officer of the political subdivision's governing body. You may direct questions about Title 15 to the Ethics Commission at (512) 463-5800. You should direct other questions about election law to the Secretary of State at (512) 463-5650 or (800) 252-8683.

Local filing authorities are not expected to be Title 15 experts. The Ethics Commission has prepared two filing guides for local filing authorities to distribute to filers: a CAMPAIGN Finance Guide for Local Candidates and Officeholders who File With Local filing Authorities and a Campaign Finance Guide for Political Committees. For questions not answered in those guides or in the instructions to forms, filers should call the Ethics Commission. (If you are an elected officeholder, you need to understand your obligations as a filer in addition to your obligations as a filing authority.)

## IMPORTANT UPDATES

As directed by section 571.064 of the Texas Government Code, the Commission is required to annually adjust certain reporting thresholds upward to the nearest multiple of $\$ 10$ in accordance with the percentage increase for the previous year in the Consumer Price Index for Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor.

These changes will be made effective January $1^{\text {st }}$ of each calendar year; the affected numbers and corresponding new thresholds are located in 1 T.A.C. §18.31, which can be found here: https://www.ethics.state.tx.us/rules/. The higher itemization thresholds will be reflected on the paper forms and in these instructions, as applicable.

Please verify that you are using the correct thresholds and forms that apply to your filing. For example, if you are filing a campaign finance report or lobby activities report that is due in January of 2021, you must use the forms and instructions that are applicable to the period ending December 31, 2020.

## PART I. THE ROLE OF THE FILING AUTHORITY

## WHAT IS TITLE 15 ABOUT?

The campaign finance law, Title 15 of the Election Code, regulates the acceptance of, expenditure of, and reports regarding money in political campaigns by candidates, officeholders, and political committees. There are civil and criminal penalties for violations of Title 15. Title 15 has nothing to do with ballot access. A violation of Title 15 will not keep a person off the ballot nor will it invalidate an election.

## WHAT ARE MY RESPONSIBILITIES UNDER THE CAMPAIGN FINANCE LAW?

Forms: You may print the various forms listed in this guide and the accompanying instructions from the Ethics Commission's website at http://www.ethics.state.tx.us on the Internet.

You are responsible for copying forms and making them available to filers. You may not charge filers for forms.

Filings: You are responsible for accepting documents that candidates, officeholders, and political committees file under Title 15. Always remember to date-stamp a filing and to save postmarks and receipt marks on envelopes.

Code of Fair Campaign Practices: Under chapter 258 of the Election Code, known as the Fair Campaign Practices Act, you must provide the following documents to each candidate or political committee that files a campaign treasurer appointment with you: (1) a copy of the Fair Campaign Practices Act and (2) a form on which the candidate or treasurer of the committee may subscribe to the Code of Fair Campaign Practices (FORM CFCP). The Ethics Commission makes these documents available. See "Forms" above. A candidate or committee treasurer may complete Form CFCP and file it with you.

No Filing Fees: Tex. Elec. Code § 251.003 states that you may not charge a filing fee for filings required by Title 15.

Notices: You are not required to send filers notices to file.
Penalties: You have no responsibility for making sure that candidates, officeholders, or political committees file the required documents; nor do you have authority to penalize a filer for failure to submit a required filing. Filers should be aware, however, that there are penalties for violating Title 15. See "Part V. Penalties" in this guide.

Public Access: Forms filed under Title 15 are public records and must be made available for public inspection during regular business hours.

School Districts with a Student Enrollment of More Than 15,000 and Located Wholly or Partly in a Municipality with a Population of More Than 500,000. A school district that meets this enrollment and population criteria is required to post on the school district's Internet website the reports filed by school board trustees, candidates for school board trustee, and specificpurpose committees that support, oppose, or assist a candidate for or member of the board of
trustees in a school district. A report must be posted on the school district's website not later than the fifth business day after the date the report is filed. Tex. Elec. Code § 254.04011.

Retention: You must keep a campaign treasurer appointment for two years after the campaign treasurer appointment is terminated. Also, if a candidate or committee treasurer files a form subscribing to the Code of Fair Campaign Practices, you must keep the form for the same period for which you keep the candidate's or committee treasurer's campaign treasurer appointment. You must keep other Title 15 records for at least two years after filing. If a criminal investigation or proceeding is pending in regard to the election to which Title 15 records pertain, you must keep the records until the investigation or proceeding is over. The Texas State Library and Archives Commission can provide general information about records retention and destruction. You may write the Library and Archives Commission at P.O. Box 12927, Austin, Texas 78711-2927. You may call the commission at (512) 463-5460.

Questions from Filers: You are not expected to be a Title 15 expert. Filers will find answers to most of their questions either in the instructions to the forms or in the applicable Ethics Commission campaign finance guide. For further information filers may call the Ethics Commission.

## WHO FILES WITH ME?

The following individuals and committees file with the filing authority for a political subdivision:

1. Candidates for and officeholders of elective offices of the political subdivision;
2. Specific-purpose committees supporting or opposing candidates for and officeholders of elective offices of the political subdivision; and
3. Specific-purpose committees supporting or opposing a measure to be submitted at an election ordered by an authority of the political subdivision. See "Part IV. SpecificPurpose Political Committees" in this guide.

NOTE: A specific-purpose committee that would be required to file with more than one local filing authority may instead file with the Ethics Commission.

## WHAT FORMS DO I NEED TO MAKE AVAILABLE?

When a candidate first comes in and says they want to run for office with your local filing authority, make only the following forms available (make sure to include the Instruction Guide!):

## 1. Form CTA and Form CTA Instruction Guide (Appointment of a Campaign Treasurer by a Candidate)

A person who takes action to gain nomination or election to a public office must file FORM CTA even if the person does not intend to accept campaign contributions or make campaign expenditures. Additionally, before a candidate may raise or spend money for his or her candidacy, the candidate must appoint a campaign treasurer by filing FORM CTA with the
appropriate filing authority. For example, a candidate must file a campaign treasurer appointment before paying a filing fee.
2. Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities.

This guide gives general information on what is expected of a candidate or officeholder who files locally.

You can also direct new candidates to the video training presentation on Starting Your Campaign - Candidates found under the Training page of the Ethics Commission's website.

A candidate who brings back a completed CTA form is now considered a candidate for purposes of campaign finance laws. At that time, you should make the following forms available. For most forms, there is a separate instruction guide. Remember: always make the appropriate instruction guide available with a form!

1. Form ACTA and Form ACTA Instruction Guide (Amendment: Appointment of a Campaign Treasurer by a Candidate)

A candidate uses Form ACTA to show changes in information on a campaign treasurer appointment.

## 2. Form C/OH and Form C/OH Instruction Guide (Candidate/Officeholder Campaign Finance Report)

Candidates and officeholders use FORM C/OH to file periodic reports of contributions and expenditures. A person who is both a candidate and an officeholder reports all activity on the same Form C/OH.
3. FORM C/OH-FR and FORM C/OH Instruction Guide (C/OH Report: Designation of Final Report)

A candidate uses Form C/OH-FR to file a final report when he or she does not intend to accept further campaign contributions or make further campaign expenditures. The Ethics Commission makes Form C/OH-FR available as the last page of FORM C/OH; thus the instructions for Form C/OH-FR are included in the Form C/OH Instruction Guide.

## 4. Form C/OH-UC and Form C/OH-UC Instruction Guide (Candidate/Officeholder Report of Unexpended Contributions)

Former candidates and officeholders use this form to report the disposition of unexpended contributions.
5. Form STA and Form STA Instruction Guide (Appointment of a Campaign Treasurer by a Specific-Purpose Committee)

A specific-purpose political committee uses FORM STA to appoint a campaign treasurer. Before a political committee may accept more than $\$ 980$ in political contributions or spend more than $\$ 980$ in political expenditures, the committee must appoint a campaign treasurer.
6. Form ASTA and Form ASTA Instruction Guide (Amendment: Appointment of a Campaign Treasurer by a Specific-Purpose Committee)

A specific-purpose political committee uses this form to show changes in information provided on a campaign treasurer appointment.
7. Form SPAC and Form SPAC Instruction Guide (Specific-Purpose Committee Campaign Finance Report)

The treasurer of a specific-purpose political committee uses this form to file periodic reports of contributions and expenditures.
8. Form PAC-DR and Form SPAC Instruction Guide (Political Committee Affidavit of Dissolution)

The treasurer of a political committee files Form PAC-DR, along with a FORM SPAC designated as a dissolution report, to dissolve the committee. The Ethics Commission makes FORM PAC-DR available as the last page of FORM SPAC; thus the instructions for FORM PAC-DR are included in the FORM SPAC Instruction Guide.
9. Form CFCP and copy of the Fair Campaign Practices Act

You must provide a copy of FORM CFCP and a copy of the Fair Campaign Practices Act (Election Code chapter 258) to each candidate or political committee that files a campaign treasurer appointment with you.

## 10. Form PFS (Personal Financial Disclosure Statement)

Certain local officials are required to file personal financial disclosure statements with local filing authorities. See Tex. Local Gov’t. Code chs. 145, 159, 335; Tex. Educ. Code § 11.064; Tex. Water Code ch. 60, subch. O.

## WHY IS IT SO IMPORTANT TO PROVIDE THE INSTRUCTIONS WITH THE FORMS?

The forms consist mainly of blank spaces. The instructions explain the reporting requirements in detail.

## IS THERE OTHER INFORMATION I CAN MAKE AVAILABLE TO FILERS?

The Ethics Commission makes the following guides available for filing authorities to provide to filers.

1. Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities.
2. Campaign Finance Guide for Political Committees.
3. Campaign Finance Guide for Judicial Candidates and Officeholders.
4. Schedules of Filing Dates.
5. A Guide to Political Advertising: What You Need To Know.
6. A Guide To The Prohibition Against Using Political Subdivision Resources for Political Advertising.

## HOW DO I KNOW THE FILING DEADLINES?

Title 15 of the Election Code prescribes the filing deadlines for candidates, officeholders, and treasurers of political committees. Filing schedules are also posted on the Ethics Commission's website at http://www.ethics.state.tx.us on the Internet. The filing schedules set out the filing deadlines for semiannual reports and pre-election reports for elections held on uniform election dates. Some elections ordered by a political subdivision may be held on dates other than uniform election dates. The Ethics Commission cannot know in advance the dates of all possible elections called by political subdivisions. If an election arises that is not covered on the schedule, please call the Ethics Commission for assistance in calculating the due dates for preelection reports.

Deadline on Weekend or Holiday. If the due date for a report falls on a Saturday, Sunday, or legal holiday, the report is due on the next regular business day.

5 p.m. Deadline. The deadline for filing a report is 5 p.m. on the due date.
Delivery by Mail or Other Carrier. For most reporting deadlines, a document is filed on time if it is properly addressed with postage or handling charges prepaid and bears a postmark or receipt mark of a common or contract carrier indicating a time by the deadline.

Pre-Election Reports. A report due 30 days before an election and a report due 8 days before an election must be received by the appropriate filing authority no later than the report due date to be considered filed on time.

## WHY SHOULD I DATE-STAMP FILINGS AND SAVE POSTMARKS?

Reports are due by certain deadlines, and members of the public or a prosecutor may be interested in knowing whether a particular report was filed on time. A file stamp will show
whether a hand-delivery was on time. For other filings, a postmark or receipt mark will show whether the filings were timely.

## MAY FILERS USE COMPUTER PROGRAMS TO CREATE REPORTS?

The Ethics Commission makes available computer software for local candidates and committee treasurers to use in drafting reports required under Title 15. Local filers may use the software to draft a report, but they must print it, sign the unsworn declaration or get their signature signed in front of a notary, and then file the report with their local filing authority. Local filers who have questions about the software should call the Ethics Commission directly.

## PART II. CANDIDATES

## WHAT MAKES SOMEONE A CANDIDATE?

Any action a person takes to seek nomination or election to public office makes the person a candidate for Title 15 filing purposes. A candidate must file a campaign treasurer appointment even if the candidate does not intend to accept campaign contributions or make campaign expenditures. Once a person has filed a campaign treasurer appointment, he or she must file periodic reports of contributions and expenditures as a candidate. The obligation to file reports as a candidate lasts until the person files a final report.

Additionally, a person may not accept a campaign contribution or make a campaign expenditure (even from personal funds) without a campaign treasurer appointment on file.

## HOW DOES A CANDIDATE APPOINT A CAMPAIGN TREASURER?

To appoint a campaign treasurer, a candidate files FORM CTA with the appropriate filing authority.

Qualifications of Campaign Treasurer. A candidate may appoint himself, a relative, a friend, or anyone else as campaign treasurer. A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations.

Duties of a Candidate's Campaign Treasurer. A candidate's campaign treasurer has no official duties. The candidate, not the campaign treasurer, is required to sign reports. (The treasurer of a political committee is required to file reports for the committee.)

Effective Date of Appointment. If delivered by hand, a campaign treasurer appointment takes effect on the date of delivery. If delivered by mail or common carrier, a campaign treasurer appointment takes effect on the date of the postmark or receipt mark.

Transferring a Campaign Treasurer Appointment. A person who has a campaign treasurer appointment on file with you may wish to begin raising or spending money in connection with a campaign for an office that requires filing with a different filing authority. In that case, the candidate transfers his or her campaign treasurer appointment by filing a FORM CTA-T with you,
then filing a file-stamped copy of the CTA-T, a certified copy of their old CTA and a new CTA with the new filing authority. This procedure can affect you in two ways: (1) You may receive a FORM CTA-T with a certified copy of an old campaign treasurer appointment attached, or (2) you may be asked to provide a certified copy of a campaign treasurer appointment on file with you.

Candidate Who Files a Campaign Treasurer Appointment with a New Filing Authority. When a candidate files a CTA-T with you to transfer their filing responsibilities to a different filing authority, this ends the person's obligation to file with you even if he or she continues to hold an office of your political subdivision.

Example: Jane Doe, a city council member with a campaign treasurer appointment on file with the city secretary, decides to run for the state legislature. She files a CTA-T with her city secretary, then files a file-stamped copy of the CTA-T, a certified copy of their old CTA and a new CTA with the Ethics Commission. She is no longer required to file Title 15 reports with the city secretary. Nonetheless, she may wish to file duplicate copies of reports with the city secretary as long as she holds a city office.

Termination of a Campaign Treasurer Appointment. It is important for you to know the termination date of a campaign treasurer appointment because you must keep a campaign treasurer appointment for two years after it is terminated. A campaign treasurer appointment may be terminated by the candidate or treasurer in three different ways: (1) the candidate files a final report; (2) the candidate appoints a new campaign treasurer; or (3) the campaign treasurer or the candidate notifies you that the appointment is terminated.

An "inactive" campaign treasurer appointment may be terminated by you if the governing body of your political subdivision adopts a process by ordinance or order allowing such termination. A candidate is inactive if the candidate: (1) has never filed or has ceased to file any required campaign finance reports, (2) has not been elected to an office which requires filing a campaign treasurer appointment with you, and (3) has not filed a final report. Before a campaign treasurer appointment may be terminated, the governing body of the political subdivision must consider the proposed termination in a regularly scheduled open meeting.

## WHEN DOES A CANDIDATE HAVE TO FILE REPORTS?

Officeholder Who Files a Campaign Treasurer Appointment. An officeholder who files a campaign treasurer appointment and who did not already have a campaign treasurer appointment on file must file a report no later than 15 days after filing the campaign treasurer appointment. This requirement does not apply when an officeholder simply changes campaign treasurers. After filing a campaign treasurer appointment and the " 15 -day" report, the candidate/officeholder files according to the filing schedule for candidates.

Exception. The "15-day" reporting requirement does not apply if the candidate/officeholder had no more than $\$ 1,010$ in contributions or expenditures during the period covered by the report.

Semiannual Reports. A candidate is required to file semiannual reports on January 15 and July 15 of each year on FORM C/OH. A person who is both a candidate and an officeholder (that is,
an officeholder who has a campaign treasurer appointment on file) is not required to file two separate reports. Nor is a person required to distinguish between candidate activity and officeholder activity on the report.

No Exception. A person who has a campaign treasurer appointment on file must file semiannual reports, even for reporting periods during which there is no reportable activity and even if the person chose modified reporting. ${ }^{1}$

Pre-Election Reports. An opposed candidate in an upcoming election must file pre-election reports. Pre-election reports are due 30 days and 8 days before an election. ${ }^{2}$ A pre-election report must be received by the appropriate filing authority no later than the report due date.

An "opposed candidate" is a candidate who has an opponent whose name is printed on the ballot. Pre-election reports are not required if a candidate's only opposition is a write-in candidate. ${ }^{3}$

Modified Reporting. An opposed candidate who selects "modified reporting" is not required to file pre-election reports (or runoff reports). (The selection of modified reporting does not affect a candidate's obligation to file semiannual reports.) A candidate is eligible to select modified reporting if he or she does not intend to exceed $\$ 1,010$ in contributions or expenditures in connection with an election. (A candidate has separate $\$ 1,010$ thresholds for a primary, a runoff, and a general election.) A candidate selects modified reporting by signing the appropriate blank on FORM CTA or FORM ACTA.

A "modified filer" who exceeds one of the $\$ 1,010$ thresholds in connection with an election is subject to the regular filing requirements for opposed candidates. If a modified filer exceeds one of the thresholds before the due date for the " 30 -day" pre-election report, the filer is not required to give special notice; the filer is simply required to file the pre-election reports by the scheduled due dates. A modified filer who exceeds one of the thresholds after the due date for the " 30 -day" pre-election report must file a report within 48 hours of exceeding the threshold. If the candidate files the " 48 -hour" report before the due date for the " 8 -day" pre-election report, he or she must also file an " 8 -day" preelection report by the regular due date for that report.

Many filers at the local level select modified reporting. To understand the rules that apply to modified filing, candidates should consult the Ethics Commission's CAmpaign Finance Guide For Candidates And Officeholders Who File With Local Filing Authorities.

Runoff Reports. A candidate in a runoff must file a runoff report. A runoff report is due no later than the 8th day before the runoff election and must be received by the appropriate filing authority no later than the report due date.

Modified Reporting. A candidate who has selected modified reporting and who remains eligible for modified reporting is not required to file a runoff report. (The selection of modified reporting does not affect a candidate's obligation to file semiannual reports.)

A candidate who has selected modified reporting has $\$ 1,010$ thresholds in connection with the main election and new $\$ 1,010$ thresholds in connection with a runoff.

Annual Reports of Unexpended Contributions. A person who files a final report is no longer a candidate for Title 15 purposes. If the person has surplus funds or assets (and is not an officeholder), he or she must file annual reports of unexpended contributions.

Annual reports are due not earlier than January 1 and not later than January 15 of each year on Form C/OH-UC. The obligation to file annual reports ends when the former candidate files a report of final disposition of unexpended contributions. Final disposition must be made within six years of filing a final report or leaving office, whichever is later.

Report of Final Disposition of Unexpended Contributions. After a former candidate disposes of all surplus funds and assets, he or she must file a report of final disposition of unexpended contributions, also on FORM C/OH-UC. The former candidate may file this report at any time during the year.

## WHEN MAY A CANDIDATE STOP FILING TITLE 15 REPORTS?

Filing a final report ${ }^{4}$ ends a person's obligation to file Title 15 reports unless (1) the filer has not yet filed past-due reports, (2) the person is an officeholder, or (3) the person has surplus funds at the time of filing a final report. An officeholder may be required to file Title 15 reports as an officeholder. See "Part III. Officeholders. When Does An Officeholder Have To File Reports?" in this guide. A former candidate who is not an officeholder but who has surplus campaign funds must file annual reports of contributions and expenditures. See "Part II. Candidates. Annual Reports of Unexpended Contributions" above.

## PART III. OFFICEHOLDERS

This section only applies to an officeholder who does not have a campaign treasurer appointment on file. Once an officeholder files a campaign treasurer appointment, he or she becomes a candidate for purposes of the Title 15 filing requirements and must comply with the Title 15 requirements applicable to candidates rather than the requirements applicable to officeholders. Note that only a person who has a campaign treasurer appointment on file may accept a campaign contribution or make a campaign expenditure (even from personal funds). ${ }^{5}$

## WHAT DOES TITLE 15 HAVE TO DO WITH OFFICEHOLDERS?

Although Title 15 is commonly referred to as the campaign finance law, it also requires officeholders who are not candidates (in other words, who do not have a campaign treasurer appointment on file) to file reports of officeholder contributions and expenditures.

## WHEN DOES AN OFFICEHOLDER HAVE TO FILE REPORTS?

Semiannual Reports. An officeholder is required to file semiannual reports of officeholder contributions and expenditures on January 15 and July 15 of each year. For this report officeholders use Form C/OH.

Exception for Certain Local Officeholders. There is an exception to the requirement to file semiannual reports for a local officeholder (who does not have a campaign treasurer appointment on file) who did not exceed $\$ 1,010$ in either contributions or expenditures during the reporting period. An officeholder who has a campaign treasurer appointment on file must file semiannual reports even if there is no reportable activity during the reporting period.

Report Required after Appointment of Campaign Treasurer. An officeholder who files an appointment of campaign treasurer (and who did not already have a campaign treasurer appointment on file) must file a report of contributions and expenditures no later than 15 days after filing the appointment, using FORM C/OH. After filing the campaign treasurer appointment and the "15-day" report, the officeholder is subject to the filing requirements applicable to candidates.

Exception. The "15-day" reporting requirement does not apply if the candidate/officeholder had no more than $\$ 1,010$ in contributions or expenditures during the period covered by the report.

Annual Report of Unexpended Contributions. A former officeholder who did not have a campaign treasurer appointment on file at the time of leaving office may be required to file annual reports of unexpended contributions. This requirement applies if the former officeholder retained surplus political funds or assets at the time of filing his or her last required report of contributions and expenditures. The former officeholder may not retain surplus political funds or assets for more than 6 years after leaving office.

Annual reports of unexpended contributions are due not earlier than January 1 and not later than January 15 of each year. The reports, on Form C/OH-UC, cover the preceding calendar year. A report is due regardless of whether there is any reportable activity. The obligation to file annual reports ends when the former officeholder files a report of final disposition of unexpended contributions.

Report of Final Disposition of Unexpended Contributions. Once a former officeholder disposes of surplus funds and assets, he or she must file a report of final disposition of unexpended contributions. A former officeholder may file this report at any time during the year. For this report former officeholders use Form C/OH-UC.

Officeholder Who Files a Campaign Treasurer Appointment with a Different Filing Authority. An officeholder (who does not have a campaign treasurer appointment on file) may file a campaign treasurer appointment with a different filing authority. This ends the officeholder's obligation to file with you even if he or she continues to hold an office of the political subdivision.

## PART IV. SPECIFIC-PURPOSE POLITICAL COMMITTEES

## WHAT IS A POLITICAL COMMITTEE?

A political committee, commonly referred to as a "PAC," is any group that accepts political contributions or makes political expenditures. Although the term "PAC" may suggest a powerful "special interest" group, a political committee may also be a small group such as two people who get together to raise funds for an old friend who is a candidate for school board.

## WHAT IS A SPECIFIC-PURPOSE POLITICAL COMMITTEE?

There are two main types of political committees: general-purpose political committees and specific-purpose political committees. In essence, a general-purpose political committee exists to support or promote a particular political point-of-view or the interests of a certain group, whereas a specific-purpose committee exists to support or oppose specific candidates, officeholders, or ballot measures. It is the filer's responsibility, not your responsibility, to determine whether a committee is a general-purpose committee or a specific-purpose committee. The Ethics Commission's Campaign Finance Guide for Political Committees explains the differences in detail.

## WHAT POLITICAL COMMITTEES FILE WITH POLITICAL SUBDIVISIONS?

A specific-purpose committee files with the clerk, secretary, or presiding officer of a political subdivision other than a county if the committee supports or opposes either individual candidates or officeholders who file with the political subdivision or ballot measures on elections called by the political subdivision. ${ }^{6}$ All general-purpose political committees file with the Ethics Commission. It is the filer's responsibility to determine where a political committee files campaign finance reports. The Ethics Commission's Campaign Finance Guide for Political Committees will help filers make this determination.

Note for School Districts: A specific-purpose committee created to support or oppose a measure on the issuance of bonds by a school district must file all of its campaign finance reports with the Ethics Commission. This does not affect the filing requirements for the committee's campaign treasurer appointment.

## WHEN MUST A POLITICAL COMMITTEE FILE A CAMPAIGN TREASURER APPOINTMENT?

\$980 Thresholds. A specific-purpose committee must file a campaign treasurer appointment, on FORM STA, before it exceeds $\$ 980$ in either political contributions or political expenditures. Once the committee has filed a campaign treasurer appointment, the treasurer must file periodic reports of contributions and expenditures.

Effective Date. If delivered by hand, a committee's campaign treasurer appointment takes effect on the day of delivery. If delivered by mail or common carrier, the appointment takes effect on the date of the postmark or receipt mark.

Termination of a Committee's Campaign Treasurer Appointment. It is important for you to know the termination date of a committee's campaign treasurer appointment because you must keep a campaign treasurer appointment for two years after it is terminated. A committee's campaign treasurer appointment may be terminated by the committee in three different ways: (1) the committee files a dissolution report; (2) the committee appoints a new campaign treasurer; or (3) you receive notification from the committee or the campaign treasurer that the appointment is terminated.

An "inactive" campaign treasurer appointment may be terminated by you if the governing body of your political subdivision adopts a process by ordinance or order allowing such termination. A political committee is inactive if the committee: (1) has never filed or has ceased to file any required campaign finance reports, and (2) has not filed a dissolution report. Before a campaign treasurer appointment may be terminated, the governing body of the political subdivision must consider the proposed termination in a regularly scheduled open meeting.

## WHAT ARE THE RESPONSIBILITIES OF A COMMITTEE'S CAMPAIGN TREASURER?

The treasurer of a political committee is responsible for filing the committee's reports of contributions and expenditures. (In contrast, a candidate or officeholder, not his or her campaign treasurer, is responsible for filing candidate and officeholder reports of contributions and expenditures.)

## HOW DOES A COMMITTEE CHANGE A CAMPAIGN TREASURER?

A specific-purpose committee changes treasurers by filing an amended appointment of campaign treasurer on FORM ASTA. The new appointment terminates the old appointment. The outgoing treasurer is required to file a termination report on FORM SPAC not later than 10 days after the termination. (A separate termination report is not required if the termination occurs on the last day of a reporting period and the proper report for that period is filed.)

## WHAT IF A SPECIFIC-PURPOSE COMMITTEE BECOMES A GENERAL-PURPOSE COMMITTEE?

A change in political activity may mean that a political committee that has been filing with a local filing authority has become a general-purpose committee. This change will require the committee to file a new campaign treasurer appointment with the Ethics Commission. In addition to filing a new campaign treasurer appointment with the Ethics Commission, the committee is required to give notice to the local filing authority of the change in status. The committee should review the Ethics Commission's Campaign Finance Guide for Political Committees to become familiar with the contribution and expenditure limits that arise in connection with the transition.

## WHEN DOES THE TREASURER OF A SPECIFIC-PURPOSE COMMITTEE HAVE TO FILE REPORTS?

Semiannual Reports. The treasurer of a specific-purpose committee is required to file semiannual reports by January 15 and July 15 of each year. The treasurer must file semiannual reports even if there is no reportable activity.

Pre-Election Reports. A specific-purpose committee supporting or opposing an opposed candidate in an upcoming election must file pre-election reports. A specific-purpose committee supporting or opposing a ballot measure must also file pre-election reports. Filers use FORM SPAC for pre-election reports, which are due 30 days and 8 days before an election. ${ }^{7}$ (If you are the filing authority for a school district, see the Note under "What Political Committees File with Political Subdivisions?" in this guide.) A pre-election report must be received by the appropriate filing authority no later than the report due date.

For purposes of filing pre-election reports, supporting or opposing a candidate or measure means accepting political contributions or making political expenditures to support or oppose the candidate or measure.

Modified Reporting. The treasurer of a specific-purpose committee that selects "modified reporting" is not required to file pre-election reports (or runoff reports). (The selection of modified reporting does not affect the treasurer's obligation to file semiannual reports.) A committee may select modified reporting if the committee does not intend to exceed $\$ 1,010$ in contributions or expenditures in connection with an election. (A committee has separate $\$ 1,010$ thresholds for a primary, a runoff, and a general election.) A committee selects modified reporting by signing the appropriate blank on Form STA or Form ASTA.

A committee that has selected modified reporting must file pre-election reports if the committee exceeds one of the $\$ 1,010$ thresholds. If the committee exceeds one of the thresholds before the due date for a " 30 -day" pre-election report, the committee is not required to give special notice of that fact; the treasurer is simply required to file the preelection reports by the scheduled due dates. If the committee exceeds one of the thresholds after the due date for the " 30 -day" pre-election report, the treasurer must file a report within 48 hours of exceeding the threshold (on FORM SPAC) and then file any preelection or runoff reports that come due.

Runoff Reports. A specific-purpose committee that supports or opposes a candidate in a runoff election must file a runoff report on FORM SPAC. A runoff report is due no later than the 8th day before the runoff and must be received by the appropriate filing authority no later than the report due date.

Modified Reporting. A specific-purpose committee that has selected modified reporting and remains eligible for modified reporting is not required to file a runoff report.

A committee that has selected modified reporting has $\$ 1,010$ thresholds in connection with the main election and additional $\$ 1,010$ thresholds in connection with a runoff.

Termination Report. After the treasurer of a political committee resigns or is replaced, the outgoing treasurer is required to file a termination report on FORM SPAC not later than 10 days after the termination. (A separate termination report is not required if the termination occurs on the last day of a reporting period and the proper report for that period is filed.)

Dissolution Report. A political committee that expects to receive no further political contributions or make no further political expenditures may file a dissolution report on FORM SPAC with Form PAC-DR attached.

The dissolution report terminates the committee's campaign treasurer appointment and relieves the campaign treasurer of the duty to file additional reports. (In this case, the dissolution report serves as the treasurer's termination report.)

## PART V. PENALTIES

As a local filing authority, you have no authority to penalize filers in any way for violations of Title 15. Any individual may file a criminal complaint regarding a violation of Title 15 with the appropriate county or district attorney. Also, anyone who lives in Texas or owns property in Texas may file a sworn complaint with the Ethics Commission alleging a violation of Title 15.

## PART VI. FREQUENTLY ASKED QUESTIONS

If you have questions about your responsibilities as a filing authority, call the Ethics Commission. The following list contains questions that local filing authorities frequently ask.
Q. What Title 15 documents should I give to a person who says he is interested in running for an office of my political subdivision?
A. In addition to information you provide about getting on the ballot, you should give the person a copy of the Ethics Commission's Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities, Form CTA and the Form CTA Instruction Guide.

## Q. What should I give to a person who files a campaign treasurer appointment?

A. The person, who is now a candidate for purposes of Title 15, will need Form $\mathrm{C} / \mathrm{OH}$ and the Form C/OH Instruction Guide and a Filing Schedule. You are required to give the person a copy of the 1997 Fair Campaign Practices Act, Chapter 258 of the Election Code, and a copy of FORM CFCP. You should also make sure that the person has a copy of the Ethics Commission's Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities.
Q. What should I give someone who is interested in forming a political committee?
A. A group that intends to accept political contributions or make political expenditures should get a copy of the Ethics Commission's Campaign Finance Guide for Political

Committees, Form STA and the Form STA Instruction Guide. The group should read the filing guide to determine whether it is a specific-purpose or general-purpose committee.

## Q. What should I give to someone who files a campaign treasurer appointment for a political committee?

A. The treasurer of the political committee will need Form SPAC and the Form SPAC Instruction Guide. You are required to give the committee a copy of the 1997 Fair Campaign Practices Act, Chapter 258 of the Election Code, and a copy of Form CFCP. The treasurer should also have a copy of the Ethics Commission's Campaign Finance Guide for Political Committees.

## Q. What should I tell a write-in candidate who asks about Title 15 ?

A. A person who declares himself or herself to be a write-in candidate must file a campaign treasurer appointment and reports of contributions and expenditures.
Q. What do I tell a candidate who says he isn't going to file a campaign treasurer appointment because he is not going to accept campaign contributions?
A. All candidates must file a campaign treasurer appointment even if a candidate does not intend to accept campaign contributions or make campaign expenditures. Also, the fact that a candidate doesn't accept campaign contributions does not mean that the candidate will have nothing to report. The candidate must report campaign expenditures from personal funds. A candidate who does not plan to spend over $\$ 1,010$ or accept more than $\$ 1,010$ in total contributions in connection with an election should take the following steps:

1. The candidate should complete FORM CTA and sign the back for modified filing.
2. If a July 15 or January 15 deadline occurs before the election, the candidate must file a report of contributions and expenditures on FORM C/OH.
3. Whenever the candidate reaches a point where they do not intend to accept any further campaign contributions or make any further campaign expenditures (including payment of campaign debts), the candidate can file a report of contributions and expenditures on Form C/OH and mark it as a Final Report in Box 9, page 1. The candidate should also complete FORM C/OH-FR and submit it along with FORM C/OH. The final report terminates the candidate's appointment of campaign treasurer and ends the person's obligation to file as a candidate. (If the person won the election, he or she will be subject to the filing requirements applicable to officeholders.)
B. May a candidate refuse to list the office or seat sought on a campaign treasurer appointment?
A. Yes. A person may decide to start raising money to run for office before the person decides which office to run for.

## Q. What do I do if someone files a report after the filing deadline?

A. You should accept the filing.

## Q. What do I do if someone files a corrected or amended filing?

A. You should accept the filing. A filer may also wish to file a Correction/Amendment Affidavit for Candidate/Officeholder with the amendment or correction. Filers should call the Ethics Commission if they have questions about corrected reports.
Q. What should I tell a candidate who asks about disclosures on political advertising?
A. Give the filer a copy of the Ethics Commission's Guide to Political Advertising: What You Need to Know, and A Guide To the Prohibition Against Using Political Subdivision Resources for Political Advertising. You can also direct them to the video training presentation on political advertising found under the Training page of the Ethics Commission's website.
Q. May I enter into a contract to perform the Title 15 functions of another entity?
A. No. An elections services contract may not change the authority with whom Title 15 documents are filed.
Q. If a candidate forms a specific-purpose committee, must the candidate continue to file reports on FORM C/OH?
A. Yes. The candidate and the committee are subject to separate reporting requirements.

## ENDNOTES

1. See also Part III: Officeholders (Certain officeholders who do not have campaign treasurer
appointment on file are excepted from filing semiannual reports).
2. An opposed candidate in a runoff election is only required to file a pre-election report 8 days before a runoff election; there is no " 30 -day" pre-election report due before a runoff.
3. A write-in candidate must file a campaign treasurer appointment before accepting campaign contributions or making campaign expenditures. Furthermore, a person who declares himself or herself to be a write-in candidate is required to file pre-election reports as long as the write-in candidate has an opponent whose name appears on the ballot.
4. A person terminates a campaign treasurer appointment by filing a final report on FORM C/OH with FORM C/OH-FR attached.
5. Once an officeholder files a campaign treasurer appointment, he or she may use contributions
received as an officeholder to make campaign expenditures.
6. A specific-purpose political committee that supports candidates, officeholders, or measures at the political subdivision level may file with the Ethics Commission if it also supports candidates, officeholders, or measures in a jurisdiction other than the political subdivision. For example, a specific-purpose committee that supports a particular candidate for county commissioner and a particular candidate for the city council of a city within the county has two choices of where to file campaign finance reports: (1) The committee may file both with the county election official and with the appropriate city filing authority, or (2) the committee may file with the Ethics Commission only.
7. A political committee is only required to file a report 8 days before a runoff election; there is no " 30 day" pre-election report required before a runoff.

# POLITICAL ADVERTISING <br> What You Need to Know 



The Texas Election Code requires certain disclosures and notices on political advertising. The law also prohibits certain types of misrepresentation in political advertising and campaign communications. This brochure explains what you need to know to insure that your political advertising and campaign communications comply with the law.

If you are not sure what the law requires, do the cautious thing. Use the political advertising disclosure statement whenever you think it might be necessary, and do not use any possibly misleading information in political advertising or a campaign communication. If you are using political advertising or campaign communications from a prior campaign, you should check to see if the law has changed since that campaign.

Candidates for federal office should check with the Federal Election Commission at (800) 4249530 for information on federal political advertising laws.

NOTICE: This guide is intended only as a general overview of the disclosure statements that must appear on political advertising as required under Chapter 255 of the Election Code, which is distinct from political reporting requirements under Chapter 254 of the Election Code.

## Texas Ethics Commission

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## REQUIRED DISCLOSURE ON POLITICAL ADVERTISING

## I. What Is Political Advertising?

The disclosure statement and notice requirements discussed in this section apply to "political advertising." In the law, "political advertising" is a specifically defined term. Do not confuse this special term with your own common-sense understanding of advertising.

To figure out if a communication is political advertising, you must look at what it says and where it appears. If a communication fits in one of the categories listed in Part A (below) and if it fits in one of the categories listed in Part B (below), it is political advertising.

## Part A. What Does It Say?

1. Political advertising includes communications supporting or opposing a candidate for nomination or election to either a public office or an office of a political party (including county and precinct chairs).
2. Political advertising includes communications supporting or opposing an officeholder, a political party, or a measure (a ballot proposition).

## Part B. Where Does It Appear?

1. Political advertising includes communications that appear in pamphlets, circulars, fliers, billboards or other signs, bumper stickers, or similar forms of written communication.
2. Political advertising includes communications that are published in newspapers, magazines, or other periodicals in return for consideration.
3. Political advertising includes communications that are broadcast by radio or television in return for consideration.
4. Political advertising includes communications that appear on an Internet website.

## II. When Is a Disclosure Statement Required?

The law provides that political advertising that contains express advocacy is required to include a disclosure statement. The person who causes the political advertising to be published, distributed, or broadcast is responsible for including the disclosure statement.

The law does not define the term "express advocacy." However, the law does provide that political advertising is deemed to contain express advocacy if it is authorized by a candidate, an agent of a candidate, or a political committee filing campaign finance reports. Therefore, a disclosure statement is required any time a candidate, a candidate's agent, or a political committee authorizes political advertising.

The precise language of political advertising authorized by someone other than a candidate, the candidate's agent, or a political committee will determine if the advertising contains express advocacy and is therefore required to include a disclosure statement. Generally, the question is whether the communication expressly advocates the election or defeat of an identified candidate, or expressly advocates the passage or defeat of a measure, such as a bond election. The inclusion of words such as "vote for," "elect," "support," "defeat," "reject," or "Smith for Senate" would clearly constitute express advocacy, but express advocacy is not limited to communications that use those words. Similar phrases, such as "Cast your ballot for X," would also constitute express advocacy. Additionally, in 2007, the United States Supreme Court held that an advertisement included express advocacy or its functional equivalent "if the ad is susceptible to no reasonable interpretation other than as an appeal to vote for or against a specific candidate." FEC v. Wis. Right to Life, Inc., 551 U.S. 449 (2007). It is a question of fact whether a particular communication constitutes express advocacy. If you are not sure whether political advertising contains express advocacy, do the cautious thing and include the disclosure statement. That way, there is no need to worry about whether you have violated the law.

Remember: The concept of "express advocacy" is relevant in determining whether political advertising is required to include a disclosure statement. However, the political advertising laws governing the right-of-way notice, misrepresentation, and use of public funds by political subdivisions will apply to political advertising regardless of whether the advertising contains express advocacy.

## III. What Should the Disclosure Statement Say?

A disclosure statement must include the following:

1. the words "political advertising" or a recognizable abbreviation such as "pol. adv."; and
2. the full name of one of the following: (a) the person who paid for the political advertising; (b) the political committee authorizing the political advertising; or (c) the candidate or specific-purpose committee supporting the candidate, if the political advertising is authorized by the candidate.

The disclosure statement must appear on the face of the political advertising or be clearly spoken if the political advertising is audio only and does not include written text.

The advertising should not be attributed to entities such as "Committee to Elect John Doe" unless a specific-purpose committee named "Committee to Elect John Doe" has filed a campaign treasurer appointment with the Ethics Commission or a local filing authority.

## IV. Are There Any Exceptions to the Disclosure Statement Requirement?

The following types of political advertising do not need the disclosure statement:

1. t-shirts, balloons, buttons, emery boards, hats, lapel stickers, small magnets, pencils, pens, pins, wooden nickels, candy wrappers, and similar materials;
2. invitations or tickets to political fundraising events or to events held to establish support for a candidate or officeholder;
3. an envelope that is used to transmit political advertising, provided that the political advertising in the envelope includes the disclosure statement;
4. circulars or fliers that cost in the aggregate less than $\$ 500$ to publish and distribute;
5. political advertising printed on letterhead stationery, if the letterhead includes the name of one of the following: (a) the person who paid for the advertising, (b) the political committee authorizing the advertising, or, (c) the candidate or specific-purpose committee supporting the candidate, if the political advertising is authorized by the candidate. (Note: There is also an exception for holiday greeting cards sent by an officeholder, provided that the officeholder's name and address appear on the card or the envelope.)
6. postings or re-postings on an Internet website if the person posting or re-posting is not an officeholder, candidate, or political committee and did not make an expenditure exceeding $\$ 100$ in a reporting period for political advertising beyond the basic cost of hardware messaging software and bandwidth;
7. an Internet social media profile webpage of a candidate or officeholder, if the webpage clearly and conspicuously displays the full name of the candidate or officeholder; and
8. postings or re-postings on an Internet website if the advertising is posted with a link to a publicly viewable Internet webpage that either contains the disclosure statement or is an Internet social media profile webpage of a candidate or officeholder that clearly and conspicuously displays the candidate's or officeholder's full name.

## V. What Should I Do If I Discover That My Political Advertising Does Not Contain a Disclosure Statement?

The law prohibits a person from using, causing or permitting to be used, or continuing to use political advertising containing express advocacy if the person knows it does not include the disclosure statement. A person is presumed to know that the use is prohibited if the Texas Ethics Commission notifies the person in writing that the use is prohibited. If you receive notice from the Texas Ethics Commission that your political advertising does not comply with the law, you should stop using it immediately.

If you learn that a political advertising sign designed to be seen from the road does not contain a disclosure statement or contains an inaccurate disclosure statement, you should make a good faith attempt to remove or correct those signs that have been distributed. You are not required to attempt to recover other types of political advertising that have been distributed with a missing or inaccurate disclosure statement.

## VI. The Fair Campaign Practices Act.

The Fair Campaign Practices Act sets out basic rules of decency, honesty, and fair play to be followed by candidates and political committees during a campaign. A candidate or political committee may choose to subscribe to the voluntary code by signing a copy of the code and filing it with the authority with whom the candidate or committee is required to file its campaign
treasurer appointment. A person subscribing to the code may indicate that fact on political advertising by including the following or a substantially similar statement:
(Name of the candidate or political committee, as appropriate) subscribes to the Code of Fair Campaign Practices.

## VII. Special Notice to Political Subdivisions and School Districts.

You may not use public funds or resources for political advertising. Please see our "Publications and Guides" section of our website for more information.

## ROAD SIGNS

## I. When Is the "Right-Of-Way" Notice Required?

All written political advertising that is meant to be seen from a road must carry a "right-of-way" notice. It is a criminal offense to omit the "right-of-way" notice in the following circumstances:

1. if you enter into a contract or agreement to print or make written political advertising meant to be seen from a road; or
2. if you instruct another person to place the written political advertising meant to be seen from a road.

## II. What Should the "Right-Of-Way" Notice Say?

Section 259.001 of the Texas Election Code prescribes the exact language of the notice:
NOTICE: IT IS A VIOLATION OF STATE LAW (CHAPTERS 392 AND 393, TRANSPORTATION CODE) TO PLACE THIS SIGN IN THE RIGHT-OFWAY OF A HIGHWAY.

## III. Do Yard Signs Have to Have the "Right-Of-Way" Notice?

Yes. The "right-of-way" notice requirement applies to signs meant to be seen from any road. The notice requirement assures that a person responsible for placing signs is aware of the restriction on placing the sign in the right-of-way of a highway.

## IV. What About Bumper Stickers?

Bumper stickers do not need the "right-of-way" notice. They do, however, need a political advertising disclosure statement.

## V. Where May I Place My Signs and How Long May Signs Be Posted?

For information about exactly where you may or may not place signs, or for information regarding the length of time your signs may be posted, check with your city or county government or your homeowner's association. The Texas Ethics Commission does not have
jurisdiction over matters involving the location of signs, and the length of time that they may be posted.

## MISREPRESENTATION

## I. Are There Restrictions on the Contents of Political Advertising?

Political advertising and campaign communications may not misrepresent a person's identity or official title, nor may they misrepresent the true source of the advertising or communication. The election law does not address other types of misrepresentation in political advertising or campaign communications.

Note that the misrepresentation rules apply to both political advertising and campaign communications. "Campaign communication" is a broader term than "political advertising."

A "campaign communication" means "a written or oral communication relating to a campaign for nomination or election to public office or office of a political party or to a campaign on a measure."

## II. Misrepresentation of Office Title.

A candidate may not represent that he or she holds an office that he or she does not hold at the time of the representation. If you are not the incumbent in the office you are seeking, you must make it clear that you are seeking election rather than reelection by using the word "for" to clarify that you don't hold that office. The word "for" must be at least one-half the type size as the name of the office and should appear immediately before the name of the office. For example, a non-incumbent may use the following formats:


A non-incumbent may not be allowed to use the following verbiage:


## III. Misrepresentation of Identity or Source.

A person violates the law if, with intent to injure a candidate or influence the result of an election, the person misrepresents the source of political advertising or a campaign communication or if the person misrepresents his or her own identity or the identity of his or her agent in political advertising or in a campaign communication. (If someone else is doing something for you, that person is your agent.) For example, you may not take out an ad in favor of your opponent that purports to be sponsored by a notoriously unpopular group.

## IV. Use of State Seal.

Only current officeholders may use the state seal in political advertising.

## V. Criminal Offenses.

Be aware that many violations of the Election Code are criminal offenses. For example, unlawfully using public funds for political advertising can be a Class A misdemeanor. So can misrepresenting one's identity or office title in political advertising. For more details on these offenses and political advertising in general, see Chapter 255 of the Election Code.






Dallas College Trustee District 4
Illustrative Plan 1 Revised








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[^0]:    ${ }^{1}$ This document is a copy of chapter 258, Election Code. To subscribe to the Code of Fair Campaign Practices, a candidate or campaign treasurer of a political committee must submit Texas Ethics Commission FORM CFCP, not a signed copy of this document.

