Campaign Finance Reports Handbook of Instructions

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Title 16, Chapter 6, Article 1, Arizona Revised Statutes

NOTICE

This instruction handbook is intended to be a useful guide to Campaign Finance Reports. Every effort has been made to present accurate and reliable information; however, this handbook may contain some inadvertent errors. The League would appreciate your kindness in notifying our office of any inaccuracies by calling us at 602-258-5786, or by sending an e-mail to us at league@azleague.org.

Users should take note that the information in this handbook should not be considered as having the same weight and authority as Arizona Revised Statutes and established court decisions or attorney general opinions. In the event any information conflicts, this handbook is not controlling, and users must instead follow relevant legal authority.

Additionally, the information contained in this handbook is not a satisfactory substitute for legal counsel. If you believe that you or your organization could be adversely affected in any matter relating to the subject matter contained herein, you should seek the professional assistance of an attorney.

To assist candidates and campaign committees the League has included Chapter 6, Article 1 of Title 16 of the Arizona Revised Statues at the end of this handbook. This includes all the principal state statutes on campaign finance.

Quick Alphabetical Index to Campaign Finance Forms by Subject		
Subject Heading	**Secondary Subject Heading**	**Form**
Cash on hand, total		Front, Detailed Summary
Contributions	Contributions, $50 or less	Schedule A-1
	Contributions, from political committees	Schedule B
	Contributions, over $50	Schedule A
	Contributions, refunds	Schedule F-2
	Contributions to other political committee	Schedule D-7
	Contributions, total	Front, Detailed Summary
	Cumulative contributions, over $50	Schedule A
	Cumulative contributions, $50 or less	Schedule A-1
Debts	Debt forgiven	Schedule A, Schedule B, or Schedule E
	Debts from a previous campaign	Front, Detailed Summary
	Debts, unpaid	Schedule F-3
Disbursements	Disbursements, Miscellaneous	Schedule D-7
	Disbursements, total	Front, Detailed Summary
Discounted or reduced price for goods		Schedule E, Schedule D
Dividends and interest receipts		Schedule F-1
Expenditures	For operating expenses	Schedule D
	Independent expenditures	Schedule D-1
Forgiven loans		Schedule F-2, Schedule A or Schedule B
Independent expenditures		D-1, Detailed Summary
In-Kind contributions and expenditures		Schedule E
Joint fundraising		Schedule D-6
Loans	Forgiven by contributor	Schedule F-2, Schedule A or Schedule B
	Loans by a candidate/family	Schedule C
	Other loans received from individuals/political committees	Schedule C-1
	Repayment of all other loans	Schedule D-5
	Repayment of loans by candidate	Schedule D-4
Offsets to contributions received		Schedule F-2
Operating expenses		Schedule D
Outstanding debts owed by committee		Schedule F-3
Personal monies	Personal monies, Loans received from candidate/family	Schedule C
Political Committees	Contributions from	Schedule B
	Political Committees, Loans from	Schedule C-1
Receipts		Front, Detailed Summary
Rebates and other offsets		Schedule D-3
Refunds to contributors		Schedule F-2
Repayment of loans by candidate		Schedule D-4
Repayment of all other loans		Schedule D-5
Returning in-kind goods		Schedule F-2
Surplus from a previous campaign		Schedule D-6
Surplus funds to charity		Schedule D-7
Transfers to other political committees		Schedule D-6

Questions & Answers

Who must file Campaign Finance Reports?

Once you file a Statement of Organization to register a political committee, the committee must file Campaign Finance Reports. In some situations, the committee may file a No Activity Statement. (See related question.)

What is a political committee?

Any time two or more people work together to try to get an issue on the ballot, to recall a public official, or to influence the result of an election, they are a "political committee" under Arizona law. In addition, a candidate is considered a political committee if they intend to spend more than $250. All committees must register with each jurisdiction in which they are active. There is an exemption from registration for a religious assembly or institution that does not spend a substantial amount of time or assets on influencing any federal, state or local legislation or any ballot issues. The exemption does not apply if such a group is formed for a candidate election.

How do I register my committee?

Each political committee must file either a Statement of Organization or a $500 Threshold Exemption Statement with the filing officer (for cities and towns, the city or town clerk) in each jurisdiction in which the committee will be active before accepting contributions, making expenditures, distributing any campaign literature or circulating petitions unless the committee intends to keep both campaign expenditures and contributions at $250 or less. If the committee intends to accept contributions or make expenditures of more than $500, the committee must file a Statement of Organization and file Campaign Finance Reports. Committees which intend to expend $250 or less and receive contributions of $250 or less do not need to file a Statement of Organization, $500 Threshold Exemption Statement or any Campaign Finance Reports. For those expending or receiving contributions of more than $250 but $500 or less, the committee may file the $500 Threshold Exemption Statement. If you file the $500 Threshold Exemption Statement, you do not need to file any Campaign Finance Reports until you receive or spend more than $500. If you do receive or spend more than $500, you must file a Statement of Organization within 5 business days of the day you first received or spent more than $500, and you will have to start filing Campaign Finance Reports. The $250 exemption does not apply to the committee which files the application for the initiative or referendum.

Committees active in more than one jurisdiction in this state that meet the requirements of A.R.S. §16-901 and §16-902.01 may file a Statement of Organization with the Secretary of State and apply for status as a standing political committee. Standing political committees file Campaign Finance Reports only with the Secretary of State's office but must still file a copy of the Statement of Organization with each jurisdiction in which they are active.

Does a candidate who does not raise any money have to file a campaign finance report?

A candidate who intends to raise $250 or less need not file Campaign Finance Reports. If a candidate does not intend to raise or spend more than $500, the candidate may file a $500 Threshold Exemption Statement (see related question). A candidate who raises or spends more than $500 must designate a political committee. A.R.S. §16-903(A). Each political committee must file Campaign Finance Reports, setting forth receipts and disbursements. A.R.S. §16-913(A).

When must I start filing Campaign Finance Reports? When can I stop?

When you have to begin filing reports depends on when you file your Statement of Organization. Your first Campaign Finance Report will be the required report for the reporting period during which you filed your Statement of Organization. The filing officer can provide you with the reporting and filing periods that are applicable for your jurisdiction. Also, the schedule of reporting periods is on the front page of the Campaign Finance Report form. Even if your committee was only in existence for a few days in a reporting period you still must file the next report. The law sets the time periods–you cannot change them for your own convenience. A.R.S. §16-913.

When you can stop filing Campaign Finance Reports depends on the date you file your Termination Statement. You must file Campaign Finance Reports that cover every day between the date your Statement of Organization was filed and the date your Termination Statement is filed. Your committee is not terminated by filing a report with a zero balance or by losing an election.

Who has to fill out the Campaign Finance Report? Who can sign it?

Anybody can fill out the Campaign Finance Report, but the treasurer is responsible for making sure it is filled out correctly, and the treasurer must sign it. For a candidate's campaign committee or an exploratory committee, the candidate or the designating individual is also responsible for making sure the report is filled out correctly, and can sign instead of the treasurer. The treasurer who signs must be the treasurer you listed on the most recent Statement of Organization. **Filing an unsigned report, or a report signed by the wrong person, is considered a failure to file, according to Arizona law**.

Do I have to file all of the schedules?

If you have a report to file, but nothing to report on a particular schedule, do not include that schedule with your report. The detailed summary page tells the filing officer that nothing has changed on that schedule since your last report, and it's a waste of paper and filing space to send in blank schedules.

What if I have nothing to report?

The law allows the following statements to be filed in place of Campaign Finance Reports, in limited situations.

- No Activity Statement: If you filed a Statement of Organization for your political committee, but you did not receive any contributions and did not spend any money (not even your own) during the reporting period, you can file a No Activity Statement instead of the Campaign Finance Report. But you still have to file one for every reporting period – by the deadline – just as if you were filing Campaign Finance Reports. And you have to keep filing those No Activity Statements, if they are applicable, until you file your Termination Statement. A.R.S. §16-913(D).
- Annual No Activity Statement: This report is only for candidate campaign committees. If you have a candidate's campaign committee that remains open after an election because of outstanding debts, you can file an Annual No Activity Statement stating that your committee does not intend to receive any contributions or make any expenditures during the coming year. The Report must be filed by January 31 of each year for which it applies. You do not have to file any other No Activity Statements for that calendar year unless you have activity. If you receive any contributions or make any expenditures during the year, you must file Campaign Finance Reports. A.R.S. §16-913(E).

What is a contribution?

A contribution is anything of value that your committee receives. When you report contributions, they fall in the following categories.

- Monetary: This category includes cash, checks, money orders, and payroll deduction contributions. The money can be given under any circumstance, including as part of a fundraising event, such as a pancake breakfast, ice cream social, or cocktail party, or in return for a campaign memento, such as a tee shirt or coffee mug. When your committee receives a monetary contribution, you report receiving it on Schedule A, A-1 or B. When your committee gives a monetary contribution to another committee, you report giving it on Schedule D-7.
- Loans: This category includes loans of money, credit or advances that are contributed to your committee, and your committee has agreed to pay back to the contributor. Only the unpaid balance of a loan is considered a contribution, so as you pay the loans back, make sure you report the payments made. When your committee receives a loan, you report it on Schedule C or C-1 (depending on who gave you the loan). When you pay back all or part of the loan, you report it on Schedule D-4 or D-5. When your committee makes a loan to another committee, you report that on Schedule D-2.
- In-kind goods and services: This category includes such things as wood for signs, printing, paper products, mailing lists, or designing your campaign logo. In-kind contributions must be reported at their fair market value -- the price it would cost someone else (like your opponent) to purchase the same thing. If, instead of getting the whole thing, you get a special discount (a discount no one else gets), the amount you saved is an in-kind contribution. When your committee receives an in-kind contribution, report it on Schedule E. If your committee gives an in-kind contribution, report it on Schedule D-7.

Can a candidate accept contributions from foreign nationals?

Federal law prohibits the acceptance of campaign contributions made by foreign nationals. It also prohibits acceptance of contributions in the name of another. 2 U.S.C. §§ 441e and 441f.

Can a candidate accept contributions from a corporation or labor organization?

It is unlawful for a corporation, limited liability company, or a labor organization to make any contribution of money or anything of value to a candidate's campaign committee or exploratory committee. In addition, candidate campaign and exploratory committees are prohibited from accepting money from corporations, limited liability companies or labor organizations. However, a 2010 law allows corporations and labor organizations to make independent campaign expenditures to support or oppose candidates or to contribute to an independent expenditure committee.

Is everything my committee receives considered a contribution?

If you are a candidate's campaign committee or an exploratory committee, some of the money, loans, or in-kind goods and services you receive are not considered contributions, and do not have to be reported. The following are the most common examples. For a complete listing, please look at A.R.S. §16-901(5)(b).

- The professional services of an accountant or lawyer that are donated to a political committee are exempt from reporting <u>only if</u> the services are paid for by the regular employer of the individual rendering the services (*i.e.* the law firm or accounting firm; a client is not an "employer") <u>and</u> the services are given solely for the purpose of compliance with Arizona election law (all of Title 16 "Elections and Electors," not just campaign finance).
- The time your volunteers spend working on your campaign – stuffing envelopes, knocking on doors, calling voters, etc.
- The use of meeting places that are usually used for free, such as church recreation halls
- Up to $100 of expenses for invitations, food and beverages, spent by an adult having a fundraiser for you <u>only if</u> the fundraiser is held at the person's home or in a church or community room. If two adults who live in the same house host a fundraiser, each can spend up to $100 for invitations, food and beverages.
- Bank loans made in the ordinary course of business, such as overdrafts or credit reserve on your committee account

How do I know if contribution limits apply to my committee?

Limits on the contributions your committee can <u>receive</u> only apply to candidate campaign committees and exploratory committees. In other words, Arizona law sets a maximum amount that individuals and political action committees (PACs) can give to candidates and people exploring whether to run for office. The law sets one amount for local offices, which includes municipal, county, school and special district, and legislative offices, and a different amount for statewide offices. The limits are changed by the Secretary of State every two years, usually early in the odd-numbered years. The current Election Cycle Campaign Contribution Limits chart is included in this packet.

Contributions given by a minor are considered made by the child's parents.

Who has access to Campaign Finance Reports?

All filings are public records and are open to examination once they are filed.

So, if contribution limits apply to my committee, what does that mean?

First of all, it means that your committee can only receive contributions from individuals (who are U.S. citizens) and from other PACs. For example, you can receive contributions from your next-door neighbor, from people at your child's school, from people you don't even know. And you can receive contributions from other PACs, such as a committee organized to support "good government," a committee formed for "clean air," District 25 Republicans – the possibilities are endless.

Second, it means that the amount you receive from individuals and other PACs is limited. The current Election Cycle Campaign Contribution Limits chart lists who can contribute to your committee (the column on the left) and how much (the second column from the left – "Local"). How much depends on whether your committee is about getting someone elected to a local office or a statewide office. The first three rows show you how much you can receive from an individual, another PAC, or an "upper limit" political committee (often called a SuperPAC). If you are not sure who the SuperPACs are, you can check the list on the Secretary of State's Internet website (www.azsos.gov).

Third, it means that the total amount you can receive from some categories of contributors is limited. Look again at the current Contribution Limits chart. The fourth row down sets a limit on how much, overall, your committee can receive from all PACs except political parties. Once you have received that much, you can't take another dollar from another PAC.

This can get complicated, because contributions from political organizations [defined in A.R.S. §16-901(20)] – which are registered political committees – count toward both the total that all PACs can give at any time during the campaign, and the total that political parties and organizations can give after the primary.

There is no limit on the total amount, overall, you can receive from all individuals combined.

But what about using my own or my family's money?

If you are a candidate, or a member of the candidate's family, there is no limit on the contributions of money, loans or in-kind goods and services that you can make to your candidate's campaign committee. The same thing is true for a designating individual and his or her family, making contributions to his or her exploratory committee – no limits on their contributions.

If you are going to contribute your own or your family's money, watch out for two things. First, the law limits which family members can give contributions without limit. For campaign finance purposes, the law considers your "family members" to be your parents, your grandparents, your spouse, your children, your siblings, and the parents and spouses of those people. Any family contributions must be reported on Schedule A.

Second, keep track of the total amount of the contributions that come from you and the specified family members. (And remember – a loan is a contribution!)

Okay! My Campaign Finance Report is done! Where do I file it?

City or town candidates and political committees file with the city or town clerk in each jurisdiction in which the committee is registered. Standing Political Committees file only with the Secretary of State.

What are the deadlines for filing my report?

The filing officer can provide you with the filing deadlines. The deadlines for filing your Campaign Finance Reports are also listed on the Front Summary Page of the Report form. The filing officer is not required to send reminder notices before the deadlines.

What if the filing deadline is on a Saturday, Sunday or legal holiday?

If the legal filing deadline falls on a weekend or holiday, then your report is due on the next working day. For example, January 31, 2015 is on a Saturday, so reports are due on the next working day, February 2, 2015.

What is "on-time" filing?

Your Campaign Finance Report is considered "on time" if:

- it is received by the filing officer by 5:00 p.m. on the due date for that report. It can be received through U.S. mail, by private delivery or courier service, or hand delivery.
- you send the report certified U.S. Mail, and the postmark is on or before the filing deadline.
- for private delivery or courier service, the date of receipt or confirmation is on or before the deadline. There are no substitutions for this: you cannot use your private postage meter instead of getting a U.S. post office postmark, nor can you use the date of acceptance by a private sector delivery or courier service.

Reports submitted by facsimile will not be accepted as filed until the signed original is received.

How is an infraction of the campaign finance law enforced?

The filing officer will send one "Failure to File Notice" for any report which is due. A.R.S. §16-918(A). The notice will be mailed via certified mail within fifteen days after the filing deadline. A committee is liable for a late penalty of ten dollars for each business day the report is filed late. The filing officer cannot accept a late report unless it is accompanied by the late penalty. A.R.S. §16-918(B). In addition, a committee may be liable for additional penalties up to $25 a day for each day the report is late. A.R.S. §16-918(C).

Additionally, a candidate could potentially be disqualified from being a candidate for nomination or election, including state, county, city, town, school or special districts, paid or unpaid offices [A.R.S. §§16-918(F)], for five years from the date the Campaign Finance Report was due. Failure to File violations will be referred to the appropriate county, city or town attorney for enforcement.

Can an extension of the due date be granted for a Campaign Finance Report filing?

No. Arizona law does not provide filing officers any authority to give extensions. It is recommended that those individuals responsible for preparing and filing Campaign Finance Reports collect financial records and keep the records of receipts and expenditures current, and not wait until the last moment.

What must a candidate do when he or she mistakenly accepts a contribution that is over the limit?

A candidate who mistakenly accepts a campaign contribution (monetary or in-kind) that exceeds the statutory limit must reimburse the donor. The reimbursement is recorded on Schedule F-2.

Is it necessary to report whenever a candidate accepts free or discounted use of office space for campaign headquarters?

The donation of property at no cost or at a cost which is less than its fair rental value must be reported as an in-kind contribution by the candidate. The value of the contributions of free or discounted office space is its fair rental value. Corporation, limited liability companies and labor organizations are not permitted to make contributions; therefore, a candidate is unable to accept free or discounted use of office space owned by corporations, limited liability companies or labor organizations. A.R.S. §16-919.

Can a candidate's campaign committee transfer a debt or surplus monies to a subsequent campaign committee and terminate that committee?

Yes. A.R.S. §§16-914(A) and 16-915.01.

CAMPAIGN FINANCE FORMS

- ✓ Statement of Organization
- ✓ $500 Threshold Exemption Statement
  Campaign Finance Report Summary Pages and Schedules
  - ✓ Front Summary Schedule
  - ✓ Detailed Summary Schedule
  - ✓ Schedule A - Individual Contributions Over $50
  - ✓ Schedule A-1 - Aggregated Individual Contributions of $50 or Less
  - ✓ Schedule B - Contributions from Other Political Committees
  - ✓ Schedule C - Candidate Loans
  - ✓ Schedule C-1 - Other Loans
  - ✓ Schedule D - Expenditures for Operating Expenses
  - ✓ Schedule D-1 - Independent Expenditures
  - ✓ Schedule D-2 - Loans Made By The Reporting Committee
  - ✓ Schedule D-3 - Offsets to Operating Expenses
  - ✓ Schedule D-4 - Repayment of Candidate Loans
  - ✓ Schedule D-5 - Repayment of Other Loans
  - ✓ Schedule D-6 - Transfers to Other Political Committees
  - ✓ Schedule D-7 - Any Other Disbursements
  - ✓ Schedule E - In-kind Contributions and Expenditures
  - ✓ Schedule F-1 - Dividends, Interest, and Other Receipts
  - ✓ Schedule F-2 - Offsets to Contributions Received
  - ✓ Schedule F-3 Obligations
- ✓ Period No Activity Statement
- ✓ Annual No Activity Statement
- ✓ Termination Statement
- ✓ Independent Expenditure Notification Form
- ✓ Independent Expenditure Registration Form

STATEMENT OF ORGANIZATION

✓ What to report on this form:

This statement must be filed by all political committees that intend to receive or spend more than $500. The Statement must be filed before the committee begins accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. A.R.S. §16-903(A). Any change in the information contained on the Statement requires the filing of an amended Statement of Organization within five business days after the change.

✓ How to complete this schedule:

1. At the top, complete the name and address and other identifying information pertaining to the committee.

2. In the appropriate block, give the name and address of the sponsoring organization, if applicable, along with the type of organization and the relationship to the committee. A.R.S. §16-902(B).

3. The type of committee must be indicated.

4. Each committee must have a chairman and a treasurer. Complete all information requested for each of these committee officers. Note: In the case of a candidate's campaign committee, the chairman and treasurer may be the candidate.

5. On the back of the form, the committee must list all banks, safety deposit boxes or other depositories used by the committee. Also provide the required candidate information if applicable.

6. The statement must be signed and dated by the candidate, or designating individual, the chairman and the treasurer.

✓ Practical tip:

- Remember that in the case of a candidate's campaign committee, the committee's name must include the name of the candidate (or, if an exploratory committee, the name of the individual who designated the committee, pursuant to A.R.S. §16-902).
- Remember that in the case of a committee that supports or opposes a ballot measure, the committee's name must include the petition serial number and whether the committee supports or opposes the measure. If the petition serial number is not available at time of filing, an amended statement of organization must be filed within 5 days of receiving the petition serial number.
- Remember that if a committee has a sponsoring organization, the committee's name must include the name of the sponsoring organization.
- The committee ID will be assigned by the filing officer when the Statement is filed.

CITY / TOWN OF _____

POLITICAL COMMITTEE

STATEMENT OF ORGANIZATION

Titles 16 & 19 Arizona Revised Statutes

Definitions, statutory references and important information on reverse.

☐ Initial Registration ☐ Out of State Committee ☐ Amended Statement

ID#

1

NAME OF POLITICAL COMMITTEE			DATE	
ADDRESS (NUMBER & STREET)		CITY	STATE	ZIP
MAILING ADDRESS (If different from above)		CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS		

DOES THE POLITICAL COMMITTEE HAVE A SPONSORING ORGANIZATION? ☐ YES ☐ NO
If yes, please provide the following information:

2

NAME OF SPONSORING ORGANIZATION	TYPE OF ORGANIZATION
ADDRESS OF SPONSORING ORGANIZATION	RELATIONSHIP TO POLITICAL COMMITTEE

TYPE OF POLITICAL COMMITTEE - Please check only one box:

3

☐ CANDIDATE'S CAMPAIGN COMMITTEE

☐ SEPARATE SEGREGATED FUND ESTABLISHED BY A CORPORATION OR LABOR ORGANIZATION

☐ COMMITTEE IN SUPPORT OF OR OPPOSITION TO THE QUALIFICATION, PASSAGE OR DEFEAT OF A BALLOT MEASURE

Petition Serial Number _____ Support ☐ Oppose ☐

☐ COMMITTEE ORGANIZED TO CIRCULATE OR OPPOSE A RECALL PETITION OR TO INFLUENCE THE RESULT OF A RECALL ELECTION

☐ POLITICAL PARTY see A.R.S. §§ 16-801, 16-804, 16-821 and 16-825)

☐ COMMITTEE ORGANIZED FOR THE PURPOSE OF MAKING INDEPENDENT EXPENDITURES

☐ COMMITTEE ORGANIZED IN SUPPORT OF OR OPPOSITION TO ONE OR MORE CANDIDATES

☐ POLITICAL ORGANIZATION (see A.R.S. § 16-823)

☐ EXPLORATORY COMMITTEE

☐ OTHER TYPE OF COMMITTEE (please describe)

_____

☐ CHECK HERE IF REGISTERED WITH THE SECRETARY OF STATE AS A STANDING POLITICAL COMMITTEE PURSUANT TO A.R.S. § 16-902.01.
(You must provide a copy of the statement of organization filed with the Secretary of State designating standing committee status)

EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. §16-902(A).

4

NAME OF COMMITTEE CHAIRMAN	CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #	
CHAIRMAN'S ADDRESS	CITY	STATE	ZIP
CHAIRMAN'S OCCUPATION	CHAIRMAN'S EMPLOYER	CHAIRMAN'S E-MAIL ADDRESS	
NAME OF COMMITTEE TREASURER	TREASURER'S TELEPHONE #	TREASURER'S FAX #	
TREASURER'S ADDRESS	CITY	STATE	ZIP
TREASURER'S OCCUPATION	TREASURER'S EMPLOYER	TREASURER'S E-MAIL ADDRESS	

BEFORE A POLITICAL COMMITTEE ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE IT SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION (A.R.S. § 16-902(C)). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)

5

1. _____ 2. _____ 3. _____

FOR AN EXPLORATORY COMMITTEE OR A CANDIDATE'S CAMPAIGN COMMITTEE, PROVIDE THE FOLLOWING INFORMATION:
(Office sought is optional for an Exploratory Committee.)

NAME OF DESIGNATING INDIVIDUAL (DI) OR CANDIDATE	CANDIDATE'S OR DESIGNATING INDIVIDUAL'S E-MAIL ADDRESS		
OFFICE SOUGHT			
DI's OR CANDIDATE'S ADDRESS	CITY	STATE	ZIP

CANDIDATE'S (or DESIGNATING INDIVIDUAL'S) STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf.

Date: _____ Candidate's or D/I's signature: _____

6

CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, pursuant to A.R.S. § 16-902.01(B6) have read all the applicable laws relating to campaign finance and reporting and have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

Date: _____ Chairman's signature: _____

Date: _____ Treasurer's signature: _____

DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19) "Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Examples of types of political committees are listed on the front of this form.

NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES: An individual acting alone, unless that individual is a candidate, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort (as defined above in A.R.S. § 16-901(19)) begun by an individual, the association of persons has become a "political committee" under Arizona law, and must register the committee pursuant to A.R.S. § 16-902.01(A).

NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS: Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-114(B) and 19-202(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort, the association of persons must register as a political committee.

$500 THRESHOLD EXEMPTION STATEMENT

✓ What to report on this form:

This statement must be filed by all political committees that intend to receive or spend more than $250 but $500 or less. The Statement must be filed before the committee begins accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. A.R.S. §16-902.01(A). Any change in the information contained on the Statement requires the filing of an amended $500 Threshold Exemption Statement within five business days after the change. A.R.S. §16-902.01(D).

✓ How to complete this schedule:

1. The election cycle and election cycle dates will be supplied by the election officer.
2. Complete the committee ID that was assigned by the jurisdiction with which the committee is filing.
3. In the appropriate block, complete the name and address and other identifying information pertaining to the committee.
4. Identify whether the committee is a candidate committee, exploratory or other political committee as well as the candidate name and office sought or for other political committees the committee type.
5. Mark the box indicating that you have read the committee requirements.
6. The statement must be signed and dated by the chairman and treasurer of the committee. A candidate can be both.
7. This form is also used to terminate your committee. Check the box if termination applies and sign and date.

✓ Practical tips:

Remember that personal monies must be included when calculating the amounts received or spent to stay within the $500 threshold.

A candidate or committee filing a $500 threshold exemption statement must file a termination statement within 90 days after the end of the election cycle or face a $100 civil penalty.

You must maintain a record of all expenditures and contributions. This information is not required to be filed but must be available if you exceed the $500 limit and must file regular campaign finance reports.

You must file a Statement of Organization within five business days after receiving or spending more than the $500 limit. A.R.S. §§16-902.01 and 16-903(A).

POLITICAL COMMITTEE
$500 THRESHOLD EXEMPTION STATEMENT
(REGISTRATION OR TERMINATION)

					COMMITTEE ID #
Election Cycle (year)		Election Cycle Dates			
Name of Committee					
Address					
City	State	Zip Code	Phone Number	E-Mail Address	
Chairman Name		Chairman Phone Number		Chairman E-Mail Address	
Treasurer Name		Treasurer Phone Number		Treasurer E-Mail Address	
☐ Candidate Committee or Exploratory Committee		Name of Candidate			Office Sought
☐ Other Political Committee		Committee Type			

☐ **COMMITTEE REGISTRATION** **Date:**_____

The above named committee hereby asserts the following:

- The committee has heretofore neither accepted any contributions nor made any expenditures.
- The committee intends to receive or expend less than $500.
- The committee will file a Statement of Organization within five business days after expending or receiving monies over the $500 limit pursuant to A.R.S. §§ 16-902.01 and 16-903(A).
- We, the undersigned, have read all of the applicable laws relating to campaign finance and reporting pursuant to A.R.S. §16-902.01(B)(6) and certify, to the best of our knowledge and belief, that the information contained in this $500 Threshold Exemption Statement is true, correct and complete.

_____ _____

Signature of Chairman Signature of Treasurer

☐ **COMMITTEE TERMINATION** **Date:**_____

This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above did not exceed $500 for the named election cycle, that the committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01. (Deadline to file termination _____.)

_____ _____

Signature of Chairman Signature of Treasurer

***Beginning of election cycle is 20 days after your last election.** **Rev. 6/12**

FRONT SUMMARY SCHEDULE

✓ What to report on this schedule:

The Front Summary Schedule reports an overview, by major category, of a political committee's financial activities in the current reporting period and the cumulative activity for the election cycle. [A.R.S. §§ 16-913(A) and 16-913(D)]

✓ Application of contribution limits:

Contribution limits may apply to the amount reported as "Surplus from Previous Campaign" on this Schedule. See instructions for completing Line 5(a), below. (A.R.S. § 16-905(H))

✓ How to complete this schedule:

Lines 1 and 2. Complete the committee and candidate or sponsoring organization information.

Line 3A. Include the committee ID for the jurisdiction with which the Statement is being filed.

Line 4. Reporting Period: Identify the reporting period by checking or marking the appropriate box.

5 **Line 5(a). Surplus from Previous Campaign Committee (Column B):** If you have an exploratory or candidate's campaign committee, but did not have either one during the previous election cycle, put a zero in the "Surplus" box. If you transferred any surplus from a previous candidate's campaign or exploratory committee, put the amount of money you transferred from the old committee here on the first Campaign Finance Report you file for the current election cycle. (On the last Campaign Finance Report for your previous committee, put this amount on Schedule D-6 and terminate the old committee.) There are no limits on the amount of money you can transfer from your old committee to your new committee.

If you have any other kind of committee that continues from the last cycle, on the first report for the current election cycle put in the "Surplus" box the same amount listed as "Cash on Hand at Close of Reporting Period" from the most recent Report that you filed. If your committee is new, put a zero in this box. If you are a new out-of-state political committee, in "Surplus" enter the amount of money (if any) you deposited into your designated bank or financial institution to begin activity in Arizona.

6 **Line 5(b). Cash on Hand at Beginning of this Reporting Period:** On the first report you file, put the same amount here that you put into the "Surplus" box. After that, put the ending balance (Line 7) of the last report you filed. A.R.S § 16-915(A)(1).

7 **Line 6(a). Debts from Previous Campaign Committee (Column B):** For an exploratory or candidate's campaign committee put a zero in the "Debts" box *unless* you transferred any debts or obligations from a previous candidate's campaign or exploratory committee. If you transferred any debts, put the amount of money you transferred from the old committee here on the first Campaign Finance Report you file for the current election cycle. (On the last Campaign Finance Report for your previous committee, put this amount on Schedule D-6 and terminate the old committee.) There are no limits on the amount of debt you can transfer from your old committee(s) to your new committee.

Do not add or subtract this line from any other line in the front summary schedule. For all committees, the amount you put in "Debts" stays the same on every report you file for the entire election cycle.

8 **Line 7. Cash on Hand at Close of Reporting Period:** You should have the same amount in both columns here. If you don't, re-check the amounts you copied from the Detailed Summary Schedule, and re-check your addition on the other schedules. If your committee is in debt, put the amount in parentheses. If you are filing this report with your Termination Statement, you must have zeroes in both columns unless you certify that the committee will remain active in other jurisdictions.

POLITICAL COMMITTEE

CITY/TOWN OF _____

CAMPAIGN FINANCE REPORT

SAMPLE Election

FOR OFFICE USE ONLY

1. _____
Full Name of Committee

_____
Address

_____
City ZIP Code County Phone

2. _____
Sponsoring Organization or Candidate and office

_____
Name of Candidate and Office Sought (if applicable)

_____
E-Mail Address Fax #

3A. ID#

4. **REPORTING PERIOD** (Please check appropriate box) **DUE BETWEEN**

- ☐ January 31 Report - For Period of _____* thru December X, 20XX . . . . . January X, 20XX and January X, 20XX
- ☐ Pre-Primary Election Report - For Period of January X, 20XX thru February XX, 20XX . . . . . February X, 20XX and February X, 20XX
- ☐ Post-Primary Election Report - For Period of February X, 20XX thru March X, 20XX . . . . . March X, 20XX and April X, 20XX
- ☐ Pre-General Election Report - For Period of March X, 20XX thru April X, 20XX . . . . . April X, 20XX and May X, 20XX
- ☐ Post-General Election Report - For Period of April X, 20XX thru June X, 20XX . . . . . June X, 20XX and June X, 20XX
- ☐ **January 31 Report - For Period of June X, 20XX thru December X, 20XX . . . . . January X, 20XX and January X, 20XX

5. **SUMMARY**	**Column A** Total This Reporting Period	**Column B** Election Period Total To Date
5a Surplus from Previous Campaign (or at time Statement of Organization was filed for the new committee)		5
5b Cash on Hand at the Beginning of this Reporting Period	6	
5c Total Receipts (from corresponding columns on Detailed Summary Page, Line 8)		
5d Subtotal [add Lines b and c for Column A and add lines a and c for Column B]		
6a Total Debts and Obligations from Previous Campaign Committee at Beginning of this Election Period (or at time Statement of Organization was filed for the new committee) [Do not add or subtract this line from the other lines]		7
6b Total Disbursements (from corresponding columns on Detailed Summary Page, Line 18)		
7. Cash on Hand at Close of Reporting Period [Subtract Line 6b from Line 5d] 8		

*Insert date which is 21 days after date of last election (A.R.S. §16-913).

DETAILED SUMMARY SCHEDULE

✓ What to report on this schedule:

The Detailed Summary Schedule reports the compilation of totals of the amounts reported on the supporting schedules submitted for the current reporting period, and adds those current period amounts to the cumulative activity for the election cycle. (A.R.S § 16-915)

✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

✓ How to complete this schedule:

Lines 4 – 29. On the first campaign finance report you file, the amounts in Column A "This Period" will be the same as the amounts in Column B "Campaign to Date." For the rest of the reports, fill in Column A by putting in the totals from all the other schedules. Then, add those new Column A amounts to what you had in Column B from the last report that you filed, to get the new Column B amounts.

Line 20. Print (or type) the name of the person signing the report. If your committee is a candidate's campaign or an exploratory committee, the candidate or designating individual can sign the campaign finance report instead of the treasurer. For all other committees, only the treasurer can sign the report. A.R.S. § 16-913(I).

✓ Practical tips:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

DETAILED SUMMARY PAGE
OF RECEIPTS AND DISBURSEMENTS

1. Committee Name: _____

2. ID#

3. Report covering period from _____ Thru _____

RECEIPTS	*COLUMN A* THIS PERIOD	*COLUMN B* CAMPAIGN TO DATE
4. Contributions other than loans and in-kind:		
(a) Individuals - more than $50 (Total from Schedule A)		
(b) Individuals - aggregate $50 or less (Total from Schedule A-1)		
(c) Political Committees (Total from Schedule B)		
(d) Subtotal Contributions [add 4(a), 4(b), and 4(c)]		
(e) Refund of contributions (Total from Schedule F-2)		
(f) Total Contributions Other than Loans and In-kind [subtract 4(e) from 4(d)]		
5. (a) Loans made or guaranteed by candidate (Total from Schedule C)		
(b) All other loans (Total from Schedule C-1)		
(c) Total Loans [add 5(a) and 5(b)]		
6. In-kind contributions (Total from Schedule E)		
7. Dividends, interest, and other forms of receipts (Total from Schedule F-1)		
8. Total Receipts [add 4(f), 5(c), 6, and 7]		
DISBURSEMENTS		
9. Expenditures for operating expenses (Total from Schedule D)		
10. Independent Expenditures (Total from Schedule D-1)		
11. Value of In-kind expenditures (Total from Schedule E)		
12. Loans made by reporting committee (Total from Schedule D-2)		
13. (a) Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)		
(b) Repayment of all other loans (Total from Schedule D-5)		
(c) Total Loan Repayments [add 13(a) and 13(b)]		
14. Transfers to other political committees (Total from Schedule D-6)		
15. Any other disbursement (Total from Schedule D-7)		
16. Subtotal disbursements [add lines 9, 10, 11, 12, 13(c), 14, and 15]		
17. Rebates, refunds and other offsets to operating expenses (Total from Schedule D-3)		
18. Total disbursements [subtract line 17 from line 16]		
19. Total Outstanding Debts owed by Reporting Candidate or Political Committee (Schedule F-3)		

20. I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.

Type or Print Name of Treasurer

Signature of Treasurer or Candidate or Designating Individual | Date

SCHEDULE A
Individual Contributions Over $50

✓ What to report on this schedule:

On Schedule A list each monetary contribution your committee received from an individual if that contribution is more than $50, or if that contribution (no matter how small) made the cumulative contribution your committee received from that individual total more than $50. Use Schedule B to list contributions from political committees.

If it is lawful for your committee to accept contributions from corporations, list each monetary contribution on Schedule A if that contribution is more than $50, or if the contribution (no matter how small) made the cumulative amount your committee received from that contributor total more than $50. Remember that corporations may not contribute to a candidate or exploratory individual.

Examples of monetary contributions include cash, checks, money orders, or payroll deduction deposits.

✓ Application of contribution limits:

For candidate's campaign or exploratory committees, limits apply to how much you can receive from individual contributors and other political committees. Please refer to the current Election Cycle Campaign Contribution Limits chart in this handbook for the amounts. There are no limits on the amount of money you or certain members of your family can contribute to your candidate's campaign or exploratory committee.

The cumulative contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions received are not subject to limits.

✓ Instructions for completing this schedule:

Lines 4a – 4e. Contributors: Use a separate box for each check, money order or receipt for cash contribution your committee received. List the name of the person who signed the check or money order, or who the receipt is made out to. If the check is drawn on a joint account, list only the name of the person who signed the check, not both (all) the names on the account. If you receive a contribution that says, in writing, it is from "Mr. and Mrs." put the names of the husband and wife on separate lines and show the amount the written instructions say each contributed. Be sure to fill in addresses, occupations and employers for each contributor. A.R.S § 16-915(A)(2)(a); § 16-915(A)(3)(a); § 16-915(D).

✓ Practical tips:

If you get a contribution of $50 or less from a contributor who might later give more, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

Do not assume that a husband and wife will always split a contribution half and half. Ask!

Put an asterisk (*) by the name of an individual if the individual is contributing personal monies.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of each page.

Be sure to put the Schedule A page numbers in the bottom right-hand corner of each page.

CONTRIBUTIONS more than $50 - from INDIVIDUALS*

SCHEDULE **A**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	CONTRIBUTIONS NAME, ADDRESS, OCCUPATION AND EMPLOYER OR CONTRIBUTOR	DATE RECEIVED	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
4a.	LAST FIRST MI STREET ADDRESS CITY STATE ZIP OCCUPATION EMPLOYER			
b.	LAST FIRST MI STREET ADDRESS CITY STATE ZIP OCCUPATION EMPLOYER			
c.	LAST FIRST MI STREET ADDRESS CITY STATE ZIP OCCUPATION EMPLOYER			
d.	LAST FIRST MI STREET ADDRESS CITY STATE ZIP OCCUPATION EMPLOYER			
e.	LAST FIRST MI STREET ADDRESS CITY STATE ZIP OCCUPATION EMPLOYER			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE A *[If last page of Schedule A, transfer total to Detailed Summary Page Line 4(z), Column A]*			

*If contributions of $50 or less are listed with contributor's name, address, occupation and employer on Schedule A, do not include them on Schedule A-1.

SCHEDULE A-1
Aggregated Individual Contributions of $50 or Less

✓ What to report on this schedule:

On Schedule A-1, list how much money, total, your committee received from individual contributors whose contributions are $50 or less and whose cumulative contributions to your committee are $50 or less.

✓ Application of contribution limits:

For a candidate's campaign or exploratory committee, limits apply to contributions reported on this schedule in the same manner that the limits apply to contributions you reported on Schedule A. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contribution exceeds $50.

For other types of political committees, the contributions received are not subject to contribution limits. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contributions exceed $50.

The cumulative contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of money, outstanding loans, and in-kind goods and services contributed.

✓ How to complete this schedule:

Line 4. In the left column of the schedule write a description of the contribution. In the middle column write the amount of all the monetary contributions of this kind that your committee received this period. In the right column write the cumulative amount of all the monetary contributions of this kind that your committee has received. A.R.S. § 16-915(A)(3)(a).

Lines 5 – 6. Total the two amount columns and then be sure to move the "Total this period" and the "Cumulative Total this Campaign to Date" to the Detailed Summary Schedule.

✓ Practical tips:

If you get a contribution of $50 or less from a contributor who later might give more, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

If you are reporting a large lump sum of small contributions from a fundraiser, it's a good idea to put in a brief description of the event (e.g. 100 people at pancake breakfast at $15 per person) in case you are asked to explain it later.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule A-1 page numbers in the bottom right-hand corner of each page.

CONTRIBUTIONS of $50 or less - AGGREGATE TOTAL*

SCHEDULE **A-1**

2. ID #

1. Committee Name _____

3. Report covering period from _____thru_____

4. Aggregate Total of Contributions of $50 or less

DESCRIPTION	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE	
5. TOTAL THIS PERIOD [Transfer total to Detailed Summary Page, Line 4(b), Column A]		6. CUMMULATIVE TOTAL THIS CAMPAIGN TO DATE [Transfer total to Detailed Summary Page, Line 4(b), Column B]	

*If contributions of $50 or less are listed with contributor's name and address on Schedule A, do not include them on this schedule.

SCHEDULE B
Contributions from Other Political Committees

✓ What to report on this schedule:

On Schedule B, list the monetary contributions your committee received from other political committees. Do not use this schedule to list loans or in-kind contributions your committee received from other political committees. List those instead on Schedules C-1 or E.

✓ Application of contribution limits:

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from each political committee (except political parties) that contributes to your committee, and to how much you can receive from all political committees. Please refer to the current Election Cycle Campaign Contribution Limits chart in this handbook.

The cumulative or total contribution made to a candidate's campaign or exploratory committee by a political committee includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, contributions your committee receives are not subject to limits.

✓ How to complete this form:

Lines 4a – 4i. Contributions: Use a separate box for each contribution made by a political committee. To be considered complete, all of the identifying information, including the ID#, must be given. A.R.S. §§16-902.01(C); 16-904(E)(3); 16-915(A)(2)(b); 16-915(A)(3)(b); 16-915(D).

Line 5. On the last page of Schedule B total the "Amount Received This Period" and the "Cumulative Total this Campaign to Date" columns. Then be sure to include these totals on the Detailed Summary Schedule.

✓ Practical tip:

Put an asterisk (*) by the committee name if the contributing committee is certified by the Secretary of State to give at the upper limit. A candidate's campaign committee must receive a copy of the Secretary of State's certification from the contributing committee. A.R.S. §16-905(I).

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule B page numbers at the bottom of each page of this schedule.

CONTRIBUTIONS FROM POLITICAL COMMITTEES

SCHEDULE **B**

2. ID #

1. Committee Name _____

3. Report covering period from _____thru_____

4	CONTRIBUTIONS		AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	IDENTITY OF CONTRIBUTOR AND DATE RECEIVED			
4a	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
b.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
c.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
d.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
e.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
f.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
g.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
h.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
i.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE B *[If last page of Schedule B, transfer total to Detailed Summary Page, Line 4(c), Column A]*			

SCHEDULE C
Candidate Loans

✓ What to report on this schedule:

Use Schedule C to report loans of personal money your candidate campaign or exploratory committee received from your candidate, designating individual, or a family member as defined. A.R.S § 16-901(10). This schedule is to be used only by candidate's campaign and exploratory committees. A.R.S. §16-915(A)(1)(c).

✓ Application of contribution limits:

Limits do not apply to contributions made by a candidate and certain family members of the candidate to his or her candidate's campaign committee.

✓ How to complete this schedule:

Lines 4a – 4f. Loans Made or Guaranteed by Candidate: In each box, enter the name of the candidate, designating individual or family member making the loan, and that person's address. Enter the date the loans were made, the amount given this period, and the cumulative amount.

Line 5: On the last page of Schedule C, enter the total of loans made or guaranteed by the candidate.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule C page numbers at the bottom of each page of this schedule.

CANDIDATE LOANS

SCHEDULE **C**

1.	Committee Name	2. ID #
3.	Report covering period from _____thru_____	

4.	**LOANS MADE OR GUARANTEED BY CANDIDATE** NAME AND ADDRESS FROM WHOM RECEIVED	DATE RECEIVED	AMOUNT RECEIVED	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
b.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
c.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
d.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
e.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
f.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
5.	ENTER TOTAL OF LOANS MADE OR GUARANTEED BY CANDIDATE ONLY IF LAST PAGE OF SCHEDULE C [If last page of Schedule C, transfer total to Detailed Summary Page, Line 5(a), Column A]			

SCHEDULE C-1
Other Loans

✓ What to report on this schedule:

Use Schedule C-1 to report contributions in the form of loans your committee received from individuals and political committees. "Other Loans" are loans or advances of money (other than personal monies) made to your committee with an expectation of repayment prior to the termination of the committee.

✓ Application of contribution limits:

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from individuals and other political committees (except political parties), as well as an overall limit on how much your committee can receive from political committees. Please refer to the current Election Cycle Campaign Contribution Limits chart in this handbook.

The cumulative contribution made by an individual or a political committee to a candidate's campaign committee or exploratory committee includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions your committee receives are not subject to limits.

✓ How to complete this schedule:

Lines 4a – 4d. Other Loans: In each box, enter the name and address of the individual making the loan, or name, ID# and address of the political committee making the loan, as well as the name and address of the endorser or guarantor of the loan. Enter the date the loan was made, the amount given this period, and the cumulative amount. A.R.S. §§ 16-915(A)(2)(d); 16-915(A)(3)(c).

Line 5. On the last page of Schedule C-1 enter the total of the "Amount of Loan" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule C-1 page numbers at the bottom of each page of this schedule.

OTHER LOANS

SCHEDULE **C1**

1. Committee Name _____

2. ID #

3. Report covering period from _____ thru _____

4	**ALL OTHER LOANS** NAME AND ADDRESS OF EACH INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) OR LOAN, AND ANY ENDORSER OR GUARANTOR OF LOAN.	DATE LOAN RECEIVED	AMOUNT OF LOAN	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
4a	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4b	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4c	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4d	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE C-1 [If last page of Schedule C-1, transfer total to Detailed Summary Page, Line 5(a), Column A]			

SCHEDULE D
Expenditures for Operating Expenses

✓ What to report on this schedule:

On Schedule D, list each payment you made to a business, an employee, or a person doing contract services for you. List only the payments you made during the current reporting period. If you got the bill and paid the bill in this reporting period, this is the only schedule you need to use. But, if you got the bill in this period but didn't pay it, you need to list the bill on Schedule F-3 (which lists unpaid debts and obligations). If you paid part of the bill, but not all, put only the amount you paid on Schedule D. The unpaid amount will show up on Schedule F-3.

Examples of payments that go on Schedule D include, but are not limited to, monthly rent payment for office space, salary to an employee, cost of signs or literature, purchase of stamps.

Do not use Schedule D to show payment of bills for making Independent Expenditures; instead use Schedule D-1. Do not use Schedule D to show re-payments of loans; instead use Schedule D-4 or D-5.

✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

✓ How to complete this schedule:

Lines 4a – 4f. Expenditures: Give the name and address of the vendor (business or person) to whom you wrote the check or paid money. Put in the amount and the date you paid it, and a description of what you bought. A.R.S. §§ 16-915(A)(4)(a); 16-915(A)(5).

Line 5. On the last page of Schedule D enter the total of the "Amount of the Expenditure" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D page numbers at the bottom of each page of this schedule.

EXPENDITURES FOR OPERATING EXPENSES*

SCHEDULE **D**

2. ID #

1. Committee Name _____

3. Report covering period from _____thru_____

4	**EXPENDITURES** NAME AND ADDRESS TO WHOM EXPENDITURE (DISBURSEMENT) WAS MADE	DATE EXPENDITURE MADE	AMOUNT OF THE EXPENDITURE
4a.	NAME, ADDRESS, CITY, STATE AND ZIP DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
b.	NAME, ADDRESS, CITY, STATE AND ZIP DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
c.	NAME, ADDRESS, CITY, STATE AND ZIP DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
d.	NAME, ADDRESS, CITY, STATE AND ZIP DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
e.	NAME, ADDRESS, CITY, STATE AND ZIP DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
f.	NAME, ADDRESS, CITY, STATE AND ZIP DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D *[If last page of Schedule D, transfer total to Detail Summary Page Line 9, Column A]*		

*Expenditures, other than a contract, promise or agreement to make an expenditure resulting in credit

SCHEDULE D-1
Independent Expenditures

✓ What to report on this schedule:

Schedule D-1 is a special schedule to use when your committee made an Independent Expenditure. On Schedule D-1, list the payments you made to a person or business for goods or services your committee used to make an "Independent Expenditure," the candidate the expenditure was meant to support or oppose, and who contributed the most to your committee.

✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

✓ How to complete this schedule:

Lines 4a – 4c. Independent Expenditures: For the definition of "Independent Expenditures" see A.R.S. §16-901(14). First, give the name and address of the "recipient of expenditure" (business or person) to whom you wrote the check or paid money. Enter that person's or business' address, the amount you paid, and the date you paid it. (Remember, do not list this payment on Schedule D, only list it here.) Second, write a description of what your committee did with the purchase, and check either the "benefitted" or "opposed" box. Third, fill in the information about the candidate you are trying to benefit or oppose. A.R.S. §16-915(A)(4)(h); 16-915(F).

Line 5. On the last page of Schedule D-1 enter the total of the "Amount of the Expenditure" column.

6 **Treasurer's certification:** The committee treasurer must sign this schedule.

7 **Top Contributors:** List the name, occupation, employer, and amount contributed by each of the three contributors who gave the most to your committee within the six months before the date the committee made the Independent Expenditure. If any other contributor gave the same amount during this time period as any of the top three contributors, the information must be provided for that contributor as well. Remember that the total amount of "contributions" includes money, outstanding loans and the value of in-kind goods and services. If any of the listed contributors is a political committee, then list the name of the political committee, ID#, and the names, occupations and employers of that committee's chairman and treasurer. A.R.S. §16-915(F)(5).

✓ Practical tip:

Not many committees will use this schedule, because not many committees can legally make Independent Expenditures. For example, candidates' campaign committees and exploratory committees can never make Independent Expenditures, so those committees never use this schedule. A.R.S. §16-901-14 and 16-917.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-1 page numbers at the bottom of each page of this schedule.

INDEPENDENT EXPENDITURES*

SCHEDULE **D-1**

2. ID #

1. Committee Name _____

3. Report covering period from _____thru_____

4	**INDEPENDENT EXPENDITURES** IDENTIFY RECIPIENT OF EXPENDITURE AND CANDIDATE WHO IS BENEFITTED OR OPPOSED	DATE EXPENDITURE MADE	AMOUNT OF THE EXPENDITURE
4a.	NAME, ADDRESS, CITY, STATE AND ZIP PURPOSE AND DESCRIPTION OF PURCHASE Benefitted ☐ Opposed ☐ CANDIDATE OFFICE SOUGHT YEAR OF ELECTION		
4b.	NAME, ADDRESS, CITY, STATE AND ZIP PURPOSE AND DESCRIPTION OF PURCHASE Benefitted ☐ Opposed ☐ CANDIDATE OFFICE SOUGHT YEAR OF ELECTION		
4c.	NAME, ADDRESS, CITY, STATE AND ZIP PURPOSE AND DESCRIPTION OF PURCHASE Benefitted ☐ Opposed ☐ CANDIDATE OFFICE SOUGHT YEAR OF ELECTION		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-1 *[If last page of Schedule D-1, transfer total to Detailed Summary Page Line 10, Column A]*		

*SEE A.R.S. § 16-901(14).

I certify, under pently of perjury, that the above stated independent expenditure(s) was not made in cooperation, consultation or concert with or at the request or suggestion of any candidate or any campaign committee or agent of that candidate.

6

_____
Signature of Treasurer

NAMES, OCCUPATIONS AND EMPLOYERS AND AMOUNT CONTRIBUTED BY EACH OF THE THREE TOP CONTRIBUTORS WITHIN THE LAST SIX MONTHS	AMOUNT
7	

SCHEDULE D-2
Loans Made by the Reporting Committee

✓ What to report on this schedule:

Use Schedule D-2 if your committee made a loan to another political committee.

✓ Application of contribution limits:

For political organizations [defined in A.R.S. § 16-901(20)], you can contribute (including loans) to candidate campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate's campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee's committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona [defined in A.R.S. § 16-901(21)], the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For candidate's campaign or exploratory committees, you cannot make contributions to another candidate's campaign or exploratory committee.

For other types of committees, limits apply to the amount your committee can give to a candidate's campaign or exploratory committee. Limits do not apply to amounts your committee gives to any other type of committee.

Contribution limits apply to the total amount your committee contributes to a candidate's campaign committee or exploratory committee, including monetary, outstanding loans and in-kind contributions.

✓ How to complete this form:

Lines 4a – 4i. Loans Made by the Reporting Committee: In each box, give the name, ID# and address of each committee that your committee gave a loan to during the current reporting period. Put in the date the loan was made and the amount of the loan. You do not need to report the cumulative amount your committee has given the other committee.

Line 5. On the last page of Schedule D-2 enter the total of the "Amount of the Loan" column.

✓ Practical tip:

When the other committee repays your committee, list that repayment on Schedule F-1 (Dividends, Interest and Other Receipts). But do not use Schedule D-2 to show any changes in the loan amount because of a re-payment; Schedule D-2 only shows new loans being made.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-2 page numbers at the bottom of each page of this schedule.

LOANS MADE BY REPORTING COMMITTEE

SCHEDULE **D-2**

2. ID #

1. Committee Name _____

3. Report covering period from _____thru_____

4	LOANS MADE BY THE REPORTING COMMITTEE NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM LOAN (DISBURSEMENT) WAS MADE	DATE LOAN MADE	AMOUNT OF THE LOAN
4a.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
g.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
h.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
i.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-2 *[Transfer total to Detail Summary Page Line 12, Column A]*		

SCHEDULE D-3
Offsets to Operating Expenses

✓ What to report on this schedule:

On Schedule D-3, you list money you got back from a business or a person whose bill you already paid.

Examples include, but are not limited to: getting money back from the Post Office for unused postage on your meter, getting a refund for returning unused supplies, or selling back equipment to a store or getting a full or partial refund for its rental.

If what your committee returned was an in-kind contribution when you received it, you not only have to list the money here - on Schedule D-3 - you also have to use Schedule F-2 and Schedule A to move the amount of the contribution to the right schedule. The instructions for moving contributions from one schedule to another are on Schedule F-2.

✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

✓ How to complete this schedule:

Lines 4a – 4f. Rebates, Refunds and Other Offsets to Operating Expenses: Give the name and address of the person or the business who is giving you money, and a description of what it was that you returned or got a rebate on. Fill in the amount of the refund, and the date you got it. A.R.S. §§16-915(A)(3)(d) and 16-915(A)(4)(e).

Line 5. On the last page of Schedule D-3 enter the total of the "Amount of the Refund" column.

✓ Practical tip:

When your committee gets a refund, you do not have to change any amount on Schedule D. After you put the totals from Schedule D-3 on the Detailed Summary Schedule, then add and subtract on that schedule, you can see that your "Campaign to Date" expenses have gone down.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-3 page numbers at the bottom of each page of this schedule.

OFFSETS TO OPERATING EXPENSES *

SCHEDULE **D-3**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

	REBATES, REFUNDS AND OTHER OFFSETS TO OPERATING EXPENSES	DATE REFUND RECEIVED	AMOUNT OF THE REFUND
	NAME AND ADDRESS FROM WHOM REFUND OR REBATE WAS RECEIVED		
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-3 *[If last page of Schedule D-3, transfer total to Detailed Summary Page Line 17 Column A]*		

* Includes return of contributions made by reporting committee

SCHEDULE D-4
Repayment of Candidate Loans

✓ What to report on this schedule:

On Schedule D-4 list each loan re-payment your committee made to the candidate, designating individual, or members of his or her family. Use Schedule D-4 only to repay loans you previously listed on Schedule C.

Do not use Schedule D-4 to show that a loan (or any part of a loan) was forgiven by the candidate or family member. Instead, list the amount forgiven on Schedule F-2, Offsets to Contributions Received, then report that same amount as a monetary contribution on Schedule A if the contributor is an individual or on Schedule B if the contributor is a political committee.

✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

✓ How to complete this schedule:

Lines 4a – 4f. Repayment of Loans Made or Guaranteed by Candidate: List the name and address of the candidate, designating individual or family member, the day the committee paid the person back, and how much was paid back.

Line 5. On the last page of Schedule D-4 enter the total of the "Amount of the Repayment" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-4 page numbers at the bottom of each page of this schedule.

REPAYMENT OF CANDIDATE LOANS

SCHEDULE **D-4**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

	REPAYMENT OF LOANS MADE OR GUARANTEED BY CANDIDATE NAME AND ADDRESS TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-4 [Transfer total to Detail Summary Page, Line 13(a), Column A]		

SCHEDULE D-5
Repayment of Other Loans

✓ What to report on this schedule:

On Schedule D-5, list each repayment your committee made to an individual or political committee that loaned money to your committee.

Do not use Schedule D-5 to list any loan (or part of a loan) that is forgiven by the contributor. Instead, report the amount forgiven on Schedule F-2, Offsets to Contributions Received. Then report that same amount as a monetary contribution on Schedule A if the contributor is an individual or on Schedule B if the contributor is a political committee.

✓ Application of contribution limits:

Contribution limits apply to the unpaid amount of these loans. If the loan is forgiven, the amount that is forgiven is still a contribution and is subject to limits.

✓ How to complete this schedule:

Lines 4a – 4f. Repayment of Other Loans: List the name and address of the contributor who loaned the money to your committee, the day the committee paid the individual back, and how much was paid back. If the contributor was a political committee, also list that committee's ID#.

Line 5. On the last page of Schedule D-5 enter the total of the "Amount of the Repayment" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-5 page numbers at the bottom of each page of this schedule.

REPAYMENT OF ALL OTHER LOANS

SCHEDULE **D-5**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	REPAYMENT OF ALL OTHER LOANS NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-5 [Transfer total to Detailed Summary Page, Line 13(b), Column A]		

SCHEDULE D-6
Transfers to Other Political Committees

✓ What to report on this schedule:

Schedule D-6 is a special schedule that you use only to transfer money between committees when that money is not a contribution. Schedule D-6 is only used in the following special situations:

- When your committee and another committee has had a joint fundraising event, and you are cleaning up the books between the two of you. Be sure to review the law on the specifics of how you do that. A.R.S. § 16-901(5) (b)(xi).
- When your committee is a candidate's campaign committee, and you are terminating the committee from the last election cycle and moving the surplus money to the candidate's campaign committee that the candidate has set up for the next election year.
- When your committee is an exploratory committee and you are moving the surplus money to an exploratory or candidate's campaign committee that the designating individual has set up for the next election year. A.R.S. § 16-905(F).

Do not use Schedule D-6 to report refunds to contributors upon the termination of the reporting committee. Use Schedule F-2 to report those refunds to individuals.

✓ Application of contribution limits:

For candidate's campaign and exploratory committees, limits apply to some transfers of surplus funds. A.R.S. § 16-905(F).

✓ How to complete this schedule:

Lines 4a – 4f. Transfers: In each block, give the name, ID# and address of the political committee receiving the transfer, the amount transferred, and the date it occurred.

Line 5. On the last page of Schedule D-6 enter the total of the "Amount of the Transfer" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-6 page numbers at the bottom of each page of this schedule.

TRANSFERS TO OTHER POLITICAL COMMITTEES

SCHEDULE **D-6**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	TRANSFERS MADE BY THE REPORTING COMMITTEE NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE	DATE TRANSFER MADE	AMOUNT OF THE TRANSFER
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-6 [Transfer total to Detailed Summary Page, Line 14, Column A]

SCHEDULE D-7
Any Other Disbursement

✓ What to report on this schedule:

On Schedule D-7 list the monetary and in-kind contributions your committee gave to other political committees. This schedule is also a "catchall" for disbursements. If your committee gave surplus funds to a 501(C)(3) charity, report that donation on this schedule.

Examples include, but are not limited to, checks, money orders or cash given to another committee, or in-kind goods or services given to other committees, such as mailing lists, postage, or long distance telephone time.

Do not use this schedule to report loans made to other political committees. Instead, use Schedule D-2.

✓ Application of contribution limits:

For political organizations [defined in A.R.S. § 16-901(20)], you can make contributions, including loans, to candidate's campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate's campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee's committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona [defined in A.R.S. § 16-901(21)], the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For candidate's campaign or exploratory committees, you cannot make contributions to another candidate's campaign or exploratory committee.

For any other type of committee, limits apply to the amount your committee can give to candidate campaign or exploratory committees. Limits do not apply to amounts your committee gives to any other type of committee.

Contribution limits apply to the total amount your committee contributes to a candidate's campaign committee or exploratory committee, including monetary, outstanding loans and in-kind contributions.

✓ How to complete this form:

Lines 4a – 4e. Other Disbursements: List the name, ID# and address of the political committee that your committee made a contribution to, the amount of the contribution and the date it was made.

Line 5. On the last page of Schedule D-7 enter the total of the "Amount of the Disbursement" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-7 page numbers at the bottom of each page of this schedule.

ANY OTHER DISBURSEMENT

SCHEDULE **D-7**

1. Committee Name _____

2. ID #

3. Report covering period from _____ thru _____

	ANY OTHER DISBURSEMENTS NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM DISBURSEMENT WAS MADE; DESCRIPTION	DATE DISBURSEMENT MADE	AMOUNT OF THE DISBURSEMENT
a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-7 *[Transfer total to Detailed Summary Page Line 15 Column A]*

SCHEDULE E
In-kind Contributions and Expenditures

✓ What to report on this schedule:

Use Schedule E to report contributions of in-kind goods and services (anything of value that is not money) your committee received. In-kind contributions must be reported at their fair market value - the cost that would be charged to any other person for the same goods or services. For almost every in-kind contribution, Schedule E uses a single entry to report both the contribution and the expenditure side of in-kind contributions (see "How to complete this schedule" for exception). If the contributor reduced (or discounted) the price charged to the reporting committee, the difference between the fair market price and the reduced price must be reported as an in-kind contribution. Report the discounted amount (the savings) on Schedule E, as both contribution and expenditure. Report the amount paid on Schedule D.

Examples include, but are not limited to, design of campaign logo, wood for signs, mailing lists, stationery and envelopes.

✓ Application of contribution limits:

For candidate campaign or exploratory committees, limits apply to how much you can receive from individual contributors, other political committees, and political parties and organizations. Please refer to the current Election Cycle Campaign Contribution Limits chart in this handbook. There are no limits on the amount of money you or certain members of your family can contribute to your candidate's campaign or exploratory committee.

The cumulative or total contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of all money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions your committee receives are not subject to limits.

✓ How to complete this schedule:

Lines 4a – 4d. In-Kind Contributions and Expenditures: In each box, enter the name and address of the individual contributor. Describe the goods or services contributed and enter the date and fair market value (or discount) of the goods and services. Check off both the contribution and expenditure boxes, unless the entry is one of the following exceptions: 1) an in-kind contribution that was received at the end of a reporting period, but not expended until the next reporting period, or 2) an in-kind contribution that was expended as part of an activity reported on Schedule D-1, Independent Expenditures.

Lines 5 & 6. Totals: On the last page of Schedule E enter the total amount separately for contributions and expenditures. These totals will match, unless one of the entries fell into an exception category. A.R.S. §§16-915(A)(2)(g), 16-915(A)(4)(g) and 16-915(B).]

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule E page numbers at the bottom of each page of this schedule.

IN-KIND CONTRIBUTIONS and EXPENDITURES

SCHEDULE **E**

1. Committee Name _____

2. ID #

3. Report covering period from _____ thru _____

4	IN-KIND CONTRIBUTIONS and EXPENDITURES NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIVED OR TO WHOM GIVEN		DATE	FAIR MARKET VALUE
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9		
	DESCRIPTION			
	OCCUPATION	EMPLOYER		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9		
	DESCRIPTION			
	OCCUPATION	EMPLOYER		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9		
	DESCRIPTION			
	OCCUPATION	EMPLOYER		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9		
	DESCRIPTION			
	OCCUPATION	EMPLOYER		
5.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E *[If last page of Schedule E, transfer total to Detailed Summary Page Line 6, Column A]*			
6.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E *[If last page of Schedule E, transfer total to Detailed Summary Page Line 11, Column A]*			

SCHEDULE F-1
Dividends, Interest, and Other Receipts

✓ What to report on this schedule:

Use Schedule F-1 to report money your committee received that is not a contribution, such as interest or dividends paid on contributed money, or money received in repayment of loans the reporting committee made to other committees.

✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

✓ How to complete this schedule:

Lines 4a – 4f. Dividends, Interest, and Other Forms of Receipts: List the name and address of the bank or financial institution paying the interest or dividend, or the name and ID# of the political committee re-paying the loan. Give a description of the money received, the date and amount received. A.R.S. §§ 16-915(A)(2)(f) and 16-915(A)(3)(e).

Line 5. On the last page of Schedule F-1 enter the total of the "Amount of the Receipt" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule F-1 page numbers at the bottom of each page of this schedule.

DIVIDENDS, INTEREST, AND OTHER RECEIPTS

SCHEDULE **F-1**

2. ID #

1. Committee Name _____

3. Report covering period from _____thru_____

4	DIVIDENDS, INTEREST AND OTHER FORMS OF RECEIPTS NAME AND ADDRESS FROM INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIPT WAS RECEIVED	DATE AMOUNT RECEIVED	AMOUNT OF THE RECEIPT
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-1 *[If last page of Schedule F-1, transfer total to Detailed Summary Page Line 7 Column A*

SCHEDULE F-2
Offsets to Contributions Received

✓ What to report on this schedule:

On Schedule F-2, list changes you want to make to correct or somehow change any contribution that you listed on Schedule A, A-1, B, C, C-1, or E on a prior report.

Examples of when you may want to change the amount include, but are not limited to:
- ✓ *refunding money to a contributor who contributed over the limits;*
- ✓ *deducting a contribution when the check bounced, or returning in-kind goods (remember to also use Schedule D-3 to change the expenditure, too).*

Examples of when you may want to change the schedule on which a contribution is listed include but are not limited to:
- ✓ *when a contributor forgives a loan made to your committee instead of your committee repaying the loan;*
- ✓ *when a contributor who made smaller contributions in the past now makes a contribution that puts his or her cumulative contribution over $50.*

✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

✓ How to complete this schedule:

Lines 4a – 4f. Name and address to whom refund was made: For each contribution that you are going to change, list the name and address of the contributor (and ID# if the contributor is a political committee). Where it says "description of refund," describe the change you are making.

Line 5. On the last page of Schedule F-2 enter the total of the "Amount of the Refund" column.

✓ Practical tip:

When you use Schedule F-2 to change the schedule on which a contribution is listed, remember that you not only have to list the contributor and the amount on F-2, you also have to list the contributor and the amount on the new schedule where you want the contribution to show up.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule F-2 page numbers at the bottom of each page of this schedule.

OFFSETS TO CONTRIBUTIONS RECEIVED *

SCHEDULE **F-2**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	REFUNDS AND OTHER OFFSETS TO CONTRIBUTIONS RECEIVED NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM REFUND WAS MADE	DATE REFUND MADE	AMOUNT OF THE REFUND
a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF REFUND		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF REFUND		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF REFUND		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF REFUND		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF REFUND		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF REFUND		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-2 *[If last page of Schedule F-2, transfer total to Detailed Summary Page, Line 4(E), Column A]*		

* Includes return of contributions received by reporting committee

SCHEDULE F-3
Debts and Obligations (Excluding Loans)

✓ What to report on this schedule:

On Schedule F-3, list any bills your committee receives or contracts your committee signs that your committee is not going to pay off before the end of the current reporting period. Once you put a bill or contract on Schedule F-3, you must keep sending in a Schedule F-3 for each report period until your committee has finished paying off all the debts and obligations. Once your committee pays off each debt or contract, you do not have to list it anymore.

Examples include, but are not limited to: a year's lease on office space, a contract for consultant's services, the cost of stationery you ordered.

If the person or business to whom your committee owes the debt forgives any part of debt rather than your committee having to pay it, you have to list the amount that was forgiven as a contribution on either Schedule A, B or E. (Remember that corporations cannot give to candidate campaign or exploratory committees.)

✓ Application of contribution limits:

For candidate campaign or exploratory committees, if a debt or obligation is forgiven rather than re-paid, any amount forgiven becomes a contribution and is subject to contribution limits.

For any other types of political committees, if a debt or obligation is forgiven rather than re-paid, the amount forgiven becomes a contribution but is not subject to contribution limits.

✓ How to complete this schedule:

Lines 4a – 4e. Debts and obligations: In each block, give the name, address and ID# (if a political committee) of the vendor or contractor with whom the committee has contracted for goods or services to be paid off in subsequent reporting period(s). Describe the goods or services that engendered the debt. List the following amounts in the appropriate column:

- ✓ the outstanding debt at the beginning of the reporting period;
- ✓ the portion of debt that was incurred in the current reporting period;
- ✓ the payment made in the current reporting period; and
- ✓ the outstanding balance at the close of the reporting period. A.R.S. § 16-915(A)(6).

Line 5. On the last page of Schedule F-3 enter the total of the "Outstanding Balance at Close of This Period" column.

✓ Practical tip:

Don't worry that you had to list on both Schedule D and Schedule F-3 the amount your committee paid on each debt this period. The only reason you put it on Schedule F-3 was to figure out the "Outstanding Balance at Close of this Period." Since you don't put the total of "Payment This Period" on the Detailed Summary Sheet" it won't affect the balance.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

DEBTS AND OBLIGATIONS (Excluding Loans)

SCHEDULE **F-3**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	DEBTS AND OBLIGATIONS NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM DEBT IS OWED	OUTSTANDING BALANCE BEGINNING THIS PERIOD	AMOUNT INCURRED THIS PERIOD	PAYMENT THIS PERIOD	OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD
a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
5.	ENTER TOTAL OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD ONLY IF LAST PAGE OF SCHEDULE F-3 *[Transfer total to Detail Summary Page Line 19, Column A]*				

PERIODIC NO ACTIVITY STATEMENT

✓ What to report on this schedule

This Statement is filed when your political committee has had no receipts and no expenditures during the reporting period. This Statement may be filed instead of the Campaign Finance Report.

✓ How to complete this schedule:

1. Complete the committee information.

2. Complete the information about the sponsoring organization, if applicable.

3. Include the committee ID that was assigned for the jurisdiction with which the Statement is being filed.

4. Identify the reporting period covered by the Statement.

5. Print the name of the person signing the Statement. In the case of a candidate's campaign committee or exploratory committee, the candidate or designating individual may sign the Statement. For all other committees, the treasurer must sign.

✓ Practical tip:

The treasurer signing the Statement must be the treasurer who is named on the most recent Statement of Organization that has been filed with the filing officer.

Be sure the date the form is signed is entered on the appropriate line.

SAMPLE

FOR OFFICE USE ONLY

CITY/TOWN OF _____
POLITICAL COMMITTEE
NO ACTIVITY STATEMENT

1. _____
Full Name of Committee

_____
Address

_____
City ZIP Code County Phone Number

2. _____
Sponsoring Organization or Candidate and office E-mail address Fax #

3. ID#

4. **REPORTING PERIOD** **DUE BETWEEN**
(Please check appropriate box)

☐ January 31 Report - For Period of
_____ *thru December 31, 20XX . . . . . January 1, 20XX and January 31, 20XX

☐ Pre-Primary Election Report - For Period of
January 1, 20XX thru February 18, 20XX . . . . . February 19, 20XX and February 6, 20XX

☐ Post-Primary Election Report - For Period of
February 19, 20XX thru March 30, 20XX. . . . . March 31, 20XX and April 9, 20XX

☐ Pre-General Election Report - For Period of
March 31, 20XX thru April 29, 20XX . . . . . April 30, 20XX and May 7, 20XX

☐ Post-General Election Report - For Period of
April 30, 20XX thru June 8, 20XX . . . . . June 9, 20XX and June 18, 20XX

☐ **January 31, Report - For Period of
June 9, 20XX thru December 31, 20XX . . . . . January 1, 20XX and January 31, 20XX

*Insert date which is 21 days after date of last election (A.R.S. §16-913).
**Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

I, _____ 5 _____, upon my oath and under penalty of perjury, say that this political
(name of treasurer or candidate- printed)
committee received no contributions and made no expenditures for the period indicated above, and therefore is filing a No Activity Statement pursuant to A.R.S. §16-913 (D), and this statement, pursuant to A.R.S. §16-913 (E) is true and complete.

_____ _____
Date Signature of Candidate or Treasurer

ANNUAL NO ACTIVITY STATEMENT

✓ What to report on this schedule

This Statement may only be used by a candidate campaign committee that cannot terminate because the committee has outstanding debt. If a committee files this Statement, which is due by January 31 of each year, the committee will not be required to file additional Campaign Finance Reports during the calendar year, *unless* the committee has additional receipts or expenditures.

✓ How to complete this schedule:

1. Complete the committee information.

2. Complete the information about the sponsoring organization, if applicable.

3. Include the committee ID that was assigned for the jurisdiction with which the Statement is being filed.

4. You must enter the calendar year for which this report is applicable.

5. Print the name of the person signing the Statement, who also must sign the Statement. In the case of a candidate's campaign committee or exploratory committee, the candidate or designating individual may sign the Statement. For all other committees, the treasurer must sign.

✓ Practical tip:

The treasurer signing the Statement must be the treasurer who is named on the most recent Statement of Organization that has been filed with the filing officer.

CITY / TOWN OF _____
CANDIDATE CAMPAIGN COMMITTEE
ANNUAL NO ACTIVITY STATEMENT

1.

Full Name of Committee

Address

City State ZIP Code Phone Number Email Address

2.

Candidate and Office

3. ID#

4

The above named candidate's campaign committee will remain active due to outstanding debts and does not intend to receive any contributions or make any expenditures during the year _____. If the candidate's campaign committee does receive any contributions or make any expenditures during the year indicated above, the committee shall report as prescribed by A.R.S. § 16 -913(B)(C).

5

I, _____, certify under penalty of perjury, that this
(Name of Treasurer or Candidate – Printed)
statement pursuant to A.R.S. § 16-913(I) is true and complete.

_____
Signature of Treasurer or Candidate

THIS REPORT MAY BE FILED NO LATER THAN JANUARY 31 BY A CANDIDATE'S CAMPAIGN COMMITTEE THAT REMAINS ACTIVE AFTER AN ELECTION DUE TO OUTSTANDING DEBTS.

TERMINATION STATEMENT

✓ What to report on this schedule

This Statement is filed when your political committee will no longer be active in a jurisdiction in which it is registered. Once the Termination Statement is filed, the committee will not be required to file additional campaign finance reports.

✓ How to complete this schedule:

1. Complete the committee information. Complete the information about the candidate or sponsoring organization. Include the committee ID that was assigned for the jurisdiction with which the Statement is being filed.

2. You must check one of the two applicable boxes in this section, if you have checked box A. All Receipts and Expenditures must have been reported, and if there was surplus monies, the disposition of those monies must be reported. Check the applicable box to indicate how the disposition was reported.

3. If the committee intends to remain active in other jurisdictions, and to use the surplus monies in those other jurisdictions, check this box.

4. If the committee has transferred surplus monies to a subsequent candidate's campaign committee or exploratory committee, check this box.

5. Print the name of the chairman and treasurer, who also must sign the Statement. In the case of a candidate's campaign committee or exploratory committee, the candidate or designating individual may sign the Statement. For all other committees, the chairman and treasurer must sign.

✓ Practical tip:

The chairman and treasurer signing the Statement must be the chairman and treasurer who are named on the most recent Statement of Organization that has been filed with the filing officer.

$500 Threshold Committees must terminate using the $500 Threshold Exemption Statement (refer to the $500 Threshold Exemption Statement on pages 16-17).

CITY / TOWN OF _____

POLITICAL COMMITTEE TERMINATION STATEMENT

A.R.S. §§ 16-914 and 16-915.01

ID#

1

NAME OF POLITICAL COMMITTEE			
ADDRESS (NUMBER & STREET)	CITY	STATE	ZIP
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS	
NAME OF SPONSORING ORGANIZATION OR CANDIDATE AND OFFICE			
ADDRESS OF SPONSORING ORGANIZATION	EMAIL ADDRESS AND FAX #		

Select the boxes that apply:

A. ☐ This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above have been reported as required by A.R.S. § 16-913. We further certify that the political committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01.

Please mark the appropriate statement below to indicate which campaign finance report states the disposition of any surplus monies.

2 ☐ The disposition of surplus monies was submitted on the campaign finance report filed on: _____

3 ☐ The disposition of surplus monies is reported on the attached campaign finance report.

B. ☐ This committee has terminated its activities in the above-named jurisdiction. The undersigned chairman and treasurer hereby attest that it is the intent of this committee to remain active in other jurisdictions and that all remaining monies of this committee shall be used in other jurisdictions.

4

C. ☐ This committee has transferred the committee's debts and obligations to a subsequent committee.

Please enter the full name and ID# of the committee into which debts and obligations have been transferred.

Name of Committee: _____ ID # _____

5 We, _____ _____ ,certify under
Printed name of Chairman and Printed name of Treasurer

penalty of perjury that this statement of termination pursuant to A.R.S. § 16-914 is true and complete.

_____ _____
Signature of Chairman Signature of Treasurer

INDEPENDENT EXPENDITURE NOTIFICATION FORM

✓ What to report on this form

This form is filed by independent expenditure entities formed by corporate or labor groups to support or oppose candidates. All expenditures of these entities that are made to influence a candidate election must be reported on this form. You must also indicate the candidate who is being supported or opposed by the expenditure. The notification form must be filed within one day of the expenditure.

✓ How to complete this schedule:

1. Complete the election cycle information and committee ID information.
2. Complete the information about the organization.
3. Complete the information on the expenditure amount.
4. Check one of the communication types. Choose the type that most closely matches the kind of expenditure.
5. Choose one of the descriptions of expenditures from the attached list of descriptions and enter it here.

✓ Practical tip:

The person signing the notification form must be the person authorized to make expenditures on the organization's registration form.

CITY/TOWN OF _____

INDEPENDENT EXPENDITURE NOTIFICATION FORM FOR CORPORATIONS, LIMITED LIABILITY COMPANIES, AND LABOR ORGANIZATIONS

1

Election Cycle:		Committee ID:	
☐ Initial Expenditure ☐ Additional Expenditure		Total Amount of Expenditures this Notification:	

Expenditure Status:

Verified: _____

Unverified: _____

Delinquent: _____

2

Full Name of Organization			
Address	City	State	Zip Code
Phone Number	E-mail Address		

3

Expenditure Date:		Expenditure Amount:	
Vendor/Payee Name:			
Candidate Name:			☐ Supports ☐ Opposes
Communication Type:	☐ Communications ☐ Travel ☐ Professional Services ☐ Event Expenses ☐ Overhead ☐ Administration ☐ Miscellaneous		
Description of Purchase:	Please use a description from the list of subcategories provided.		

Expenditure Date:		Expenditure Amount:	
Vendor/Payee Name:			
Candidate Name:			☐ Supports ☐ Opposes
Communication Type:	☐ Communications ☐ Travel ☐ Professional Services ☐ Event Expenses ☐ Overhead ☐ Administration ☐Miscellaneous		
Description of Purchase:	Please use a description from the list of subcategories provided.		

☐ See other side or attached form for additional expenditures for this notification.

_____

Signature Date

CITY/TOWN OF_____

REGISTRATION FORM FOR
CORPORATIONS, LIMITED LIABILITY COMPANIES, AND LABOR ORGANIZATIONS
Arizona Revised Statutes §16-914.02

☐ Initial Registration ☐ Amended Registration

☐ Corporation ☐ Limited Liability Company (LLC) ☐ Labor Organization

FILER ID NUMBER

NAME OF CORPORATION, LLC, OR LABOR ORGANIZATION	DATE
CORPORATION, LLC, OR LABOR ORGANIZATION ADDRESS	ELECTION YEAR

CITY	STATE	ZIP	TELEPHONE #

EACH CORPORATION, LLC, OR LABOR ORGANIZATION SHALL DESIGNATE A PERSON AUTHORIZED TO MAKE INDEPENDENT EXPENDITURES. ***A.R.S. §16-914.02(C).***

NAME OF RESPONSIBLE PARTY	TITLE OF RESPONSIBLE PARTY
RESPONSIBLE PARTY'S TELEPHONE #	RESPONSIBLE PARTY'S EMAIL ADDRESS

YOUR APPLICATION IS NOT COMPLETE WITHOUT THE REQUIRED SIGNATURE AND NOTARIZATION BELOW.

State of Arizona)
) ss.
County of _____)

I, the undersigned, have examined the information contained in this registration statement and, to the best of my knowledge and belief, it is true, correct and complete.

_____
Signature Date

SUBSCRIBED AND SWORN TO (OR AFFIRMED) before me this ____ day of _____, _____.

_____ _____
Notary Public My Commission Expires

THE ORIGINAL OF THIS FORM MUST BE RECEIVED BY THE CITY CLERK WITHIN FIVE (5) DAYS OF MAKING AN INITIAL INDEPENDENT EXPENDITURE UNLESS PREVIOUSLY FILED.

CAMPAIGN CONTRIBUTIONS AND EXPENSES
Arizona Revised Statutes, Title 16, Chapter 6, Article 1

§16-901. Definitions

In this chapter, unless the context otherwise requires:

1. "Agent" means, with respect to any person other than a candidate, any person who has oral or written authority, either express or implied, to make or authorize the making of expenditures as defined in this section on behalf of a candidate, any person who has been authorized by the treasurer of a political committee to make or authorize the making of expenditures or a political consultant for a candidate or political committee.

2. "Candidate" means an individual who receives or gives consent for receipt of a contribution for his nomination for or election to any office in this state other than a federal office.

3. "Candidate's campaign committee" means a political committee designated and authorized by a candidate.

4. "Clearly identified candidate" means that the name, a photograph or a drawing of the candidate appears or the identity of the candidate is otherwise apparent by unambiguous reference.

5. "Contribution" means any gift, subscription, loan, advance or deposit of money or anything of value made for the purpose of influencing an election including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question or proposition or the recall of a public officer and:

   (a) Includes all of the following:

      (i) A contribution made to retire campaign debt.

      (ii) Money or the fair market value of anything directly or indirectly given or loaned to an elected official for the purpose of defraying the expense of communications with constituents, regardless of whether the elected official has declared his candidacy.

      (iii) The entire amount paid to a political committee to attend a fund-raising or other political event and the entire amount paid to a political committee as the purchase price for a fund-raising meal or item, except that no contribution results if the actual cost of the meal or fund-raising item, based on the amount charged to the committee by the vendor, constitutes the entire amount paid by the purchaser for the meal or item, the meal or item is for the purchaser's personal use and not for resale and the actual cost is the entire amount paid by the purchaser in connection with the event. This exception does not apply to auction items.

      (iv) Unless specifically exempted, the provision of goods or services without charge or at a charge that is less than the usual and normal charge for such goods and services.

(b) Does not include any of the following:

(i) The value of services provided without compensation by any individual who volunteers on behalf of a candidate, a candidate's campaign committee or any other political committee.

(ii) Money or the value of anything directly or indirectly provided to defray the expense of an elected official meeting with constituents if the elected official is engaged in the performance of the duties of his office or provided by the state or a political subdivision to an elected official for communication with constituents if the elected official is engaged in the performance of the duties of his office.

(iii) The use of real or personal property, including a church or community room used on a regular basis by members of a community for noncommercial purposes, that is obtained by an individual in the course of volunteering personal services to any candidate, candidate's committee or political party, and the cost of invitations, food and beverages voluntarily provided by an individual to any candidate, candidate's campaign committee or political party in rendering voluntary personal services on the individual's residential premises or in the church or community room for candidate-related or political party-related activities, to the extent that the cumulative value of the invitations, food and beverages provided by the individual on behalf of any single candidate does not exceed one hundred dollars with respect to any single election.

(iv) Any unreimbursed payment for personal travel expenses made by an individual who on his own behalf volunteers his personal services to a candidate.

(v) The payment by a political party for party operating expenses, party staff and personnel, party newsletters and reports, voter registration and efforts to increase voter turnout, party organization building and maintenance and printing and postage expenses for slate cards, sample ballots, other written materials that substantially promote three or more nominees of the party for public office and other election activities not related to a specific candidate, except that this item does not apply to costs incurred with respect to a display of the listing of candidates made on telecommunications systems or in newspapers, magazines or similar types of general circulation advertising.

(vi) Independent expenditures.

(vii) Monies loaned by a state bank, a federally chartered depository institution or a depository institution the deposits or accounts of which are insured by the federal deposit insurance corporation or the national credit union administration, other than an overdraft made with respect to a checking or savings account, that is made in accordance with applicable law and in the ordinary course of business. In order for this exemption to apply, this loan shall be deemed a loan by each endorser or guarantor, in that proportion of the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors, the loan shall be made on a basis that assures

repayment, evidenced by a written instrument, shall be subject to a due date or amortization schedule and shall bear the usual and customary interest rate of the lending institution.

(viii) A gift, subscription, loan, advance or deposit of money or anything of value to a national or a state committee of a political party specifically designated to defray any cost for the construction or purchase of an office facility not acquired for the purpose of influencing the election of a candidate in any particular election.

(ix) Legal or accounting services rendered to or on behalf of a political committee or a candidate, if the only person paying for the services is the regular employer of the individual rendering the services and if the services are solely for the purpose of compliance with this title.

(x) The payment by a political party of the costs of campaign materials, including pins, bumper stickers, handbills, brochures, posters, party tabloids and yard signs, used by the party in connection with volunteer activities on behalf of any nominee of the party or the payment by a state or local committee of a political party of the costs of voter registration and get-out-the-vote activities conducted by the committee if the payments are not for the costs of campaign materials or activities used in connection with any telecommunication, newspaper, magazine, billboard, direct mail or similar type of general public communication or political advertising.

(xi) Transfers between political committees to distribute monies raised through a joint fund-raising effort in the same proportion to each committee's share of the fund-raising expenses and payments from one political committee to another in reimbursement of a committee's proportionate share of its expenses in connection with a joint fund-raising effort.

(xii) An extension of credit for goods and services made in the ordinary course of the creditor's business if the terms are substantially similar to extensions of credit to nonpolitical debtors that are of similar risk and size of obligation and if the creditor makes a commercially reasonable attempt to collect the debt, except that any extension of credit under this item made for the purpose of influencing an election that remains unsatisfied by the candidate after six months, notwithstanding good faith collection efforts by the creditor, shall be deemed receipt of a contribution by the candidate but not a contribution by the creditor.

(xiii) Interest or dividends earned by a political committee on any bank accounts, deposits or other investments of the political committee.

6. "Earmarked" means a designation, instruction or encumbrance that results in all or any part of a contribution or expenditure being made to, or expended on behalf of, a clearly identified candidate or a candidate's campaign committee.

7. "Election" means any election for any initiative, referendum or other measure or proposition or a primary, general, recall, special or runoff election for any office in this state other than the office of precinct committeeman and other than a federal office. For purposes of sections 16-903 and 16-905, the general election includes the primary election.

8. "Expenditures" includes any purchase, payment, distribution, loan, advance, deposit or gift of money or anything of value made by a person for the purpose of influencing an election in this state including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question or proposition or the recall of a public officer and a contract, promise or agreement to make an expenditure resulting in an extension of credit and the value of any in-kind contribution received. Expenditure does not include any of the following:

   (a) A news story, commentary or editorial distributed through the facilities of any telecommunications system, newspaper, magazine or other periodical publication, unless the facilities are owned or controlled by a political committee, political party or candidate.

   (b) Nonpartisan activity designed to encourage individuals to vote or to register to vote.

   (c) The payment by a political party of the costs of preparation, display, mailing or other distribution incurred by the party with respect to any printed slate card, sample ballot or other printed listing of three or more candidates for any public office for which an election is held, except that this subdivision does not apply to costs incurred by the party with respect to a display of any listing of candidates made on any telecommunications system or in newspapers, magazines or similar types of general public political advertising.

   (d) The payment by a political party of the costs of campaign materials, including pins, bumper stickers, handbills, brochures, posters, party tabloids and yard signs, used by the party in connection with volunteer activities on behalf of any nominee of the party or the payment by a state or local committee of a political party of the costs of voter registration and get-out-the-vote activities conducted by the committee if the payments are not for the costs of campaign materials or activities used in connection with any telecommunications system, newspaper, magazine, billboard, direct mail or similar type of general public communication or political advertising.

   (e) Any deposit or other payment filed with the secretary of state or any other similar officer to pay any portion of the cost of printing an argument in a publicity pamphlet advocating or opposing a ballot measure.

9. "Exploratory committee" means a political committee that is formed for the purpose of determining whether an individual will become a candidate and that receives contributions or makes expenditures of more than five hundred dollars in connection with that purpose.

10. "Family contribution" means any contribution that is provided to a candidate's campaign committee by a parent, grandparent, spouse, child or sibling of the candidate or a parent or spouse of any of those persons.

11. "Filing officer" means the office that is designated by section 16-916 to conduct the duties prescribed by this chapter.

12. "Identification" means:

   (a) For an individual, his name and mailing address, his occupation and the name of his employer.

(b) For any other person, including a political committee, the full name and mailing address of the person. For a political committee, identification includes the identification number issued on the filing of a statement of organization pursuant to section 16-902.01.

13. "Incomplete contribution" means any contribution received by a political committee for which the contributor's mailing address, occupation, employer or identification number has not been obtained and is not in the possession of the political committee.

14. "Independent expenditure" means an expenditure by a person or political committee, other than a candidate's campaign committee, that expressly advocates the election or defeat of a clearly identified candidate, that is made without cooperation or consultation with any candidate or committee or agent of the candidate and that is not made in concert with or at the request or suggestion of a candidate, or any committee or agent of the candidate. Independent expenditure includes an expenditure that is subject to the requirements of section 16-917, which requires a copy of campaign literature or advertisement to be sent to a candidate named or otherwise referred to in the literature or advertisement. An expenditure is not an independent expenditure if any of the following applies:

(a) Any officer, member, employee or agent of the political committee making the expenditure is also an officer, member, employee or agent of the committee of the candidate whose election or whose opponent's defeat is being advocated by the expenditure or an agent of the candidate whose election or whose opponent's defeat is being advocated by the expenditure.

(b) There is any arrangement, coordination or direction with respect to the expenditure between the candidate or the candidate's agent and the person making the expenditure, including any officer, director, employee or agent of that person.

(c) In the same election the person making the expenditure, including any officer, director, employee or agent of that person, is or has been:

(i) Authorized to raise or expend monies on behalf of the candidate or the candidate's authorized committees.

(ii) Receiving any form of compensation or reimbursement from the candidate, the candidate's committees or the candidate's agent.

(d) The expenditure is based on information about the candidate's plans, projects or needs, or those of his campaign committee, provided to the expending person by the candidate or by the candidate's agents or any officer, member or employee of the candidate's campaign committee with a view toward having the expenditure made.

15. "In-kind contribution" means a contribution of goods or services or anything of value and not a monetary contribution.

16. "Itemized" means that each contribution received or expenditure made is set forth separately.

17. "Literature or advertisement" means information or materials that are mailed, distributed or placed in some medium of communication for the purpose of influencing the outcome of an election.

18. "Personal monies" means any of the following:

(a) Assets to which the candidate has a legal right of access or control at the time he becomes a candidate and with respect to which the candidate has either legal title or an equitable interest.

(b) Salary and other earned income from bona fide employment of the candidate, dividends and proceeds from the sale of the stocks or investments of the candidate, bequests to the candidate, income to the candidate from trusts established before candidacy, income to the candidate from trusts established by bequest after candidacy of which the candidate is a beneficiary, gifts to the candidate of a personal nature that have been customarily received before the candidacy and proceeds received by the candidate from lotteries and other legal games of chance.

(c) The proceeds of loans obtained by the candidate that are not contributions and for which the collateral or security is covered by subdivision (a) or (b) of this paragraph.

(d) Family contributions.

19. "Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures of more than two hundred fifty dollars in connection therewith, notwithstanding that the association or combination of persons may be part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Political committee includes the following types of committees:

(a) A candidate's campaign committee.

(b) A separate, segregated fund established by a corporation or labor organization pursuant to section 16-920, subsection A, paragraph 3.

(c) A committee acting in support of or opposition to the qualification, passage or defeat of a ballot measure, question or proposition.

(d) A committee organized to circulate or oppose a recall petition or to influence the result of a recall election.

(e) A political party.

(f) A committee organized for the purpose of making independent expenditures.

(g) A committee organized in support of or opposition to one or more candidates.

(h) A political organization.

(i) An exploratory committee.

20. "Political organization" means an organization that is formally affiliated with and recognized by a political party including a district committee organized pursuant to section 16-823.

21. "Political party" means the state committee as prescribed by section 16-825 or the county committee as prescribed by section 16-821 of an organization that meets the requirements for recognition as a political party pursuant to section 16-801 or section 16-804, subsection A.

22. "Sponsoring organization" means any organization that establishes, administers or contributes financial support to the administration of, or that has common or overlapping membership or officers with, a political committee other than a candidate's campaign committee.

23. "Standing political committee" means a political committee that satisfies all of the following:

(a) Is active in more than one reporting jurisdiction in this state for more than one year.

(b) Files a statement of organization as prescribed by section 16-902.01, subsection E.

(c) Is any of the following as defined by paragraph 19 of this section:

(i) A separate, segregated fund.

(ii) A political party.

(iii) A committee organized for the purpose of making independent expenditures.

(iv) A political organization.

24. "Statewide office" means the office of governor, secretary of state, state treasurer, attorney general, superintendent of public instruction, corporation commissioner or mine inspector.

25. "Surplus monies" means those monies of a political committee remaining after all of the committee's expenditures have been made and its debts have been extinguished.

§16-901.01. Limitations on certain unreported expenditures and contributions

A. For purposes of this chapter, "expressly advocates" means:

1. Conveying a communication containing a phrase such as "vote for," "elect," "re-elect," "support," "endorse," "cast your ballot for," "(name of candidate) in (year)," "(name of candidate) for (office)," "vote against," "defeat," "reject," or a campaign slogan or words that in context can have no reasonable meaning other than to advocate the election or defeat of one or more clearly identified candidates, or

2. Making a general public communication, such as in a broadcast medium, newspaper, magazine, billboard, or direct mailer referring to one or more clearly identified candidates and targeted to the electorate of that candidate(s):

(a) That in context can have no reasonable meaning other than to advocate the election or defeat of the candidate(s), as evidenced by factors such as the presentation of the candidate(s) in a favorable or unfavorable light, the targeting, placement, or timing of the communication, or the inclusion of statements of the candidate(s) or opponents, or

(b) In the sixteen-week period immediately preceding a general election.

B. A communication within the scope of subsection A, paragraph 2 shall not be considered as one that "expressly advocates" merely because it presents information about the voting record or position on a campaign issue of three or more candidates, so long as it is not made in coordination with a candidate, political party, agent of the candidate or party, or a person who is coordinating with a candidate or candidate's agent.

§16-902. Organization of political committees

A. Each political committee shall have a chairman and treasurer. The position of chairman and treasurer of a single political committee may not be held by the same individual, except that a candidate may be chairman and treasurer of his own campaign committee.

B. The name of each political committee shall include the name of any sponsoring organization, and, in the case of a candidate's campaign committee, the committee's name shall include the name of the candidate, or, if for an exploratory committee, the individual, who designated the committee pursuant to section 16-903.

C. Before a political committee accepts a contribution or makes an expenditure it shall designate one or more state banks, federally chartered depository institutions or depository institutions the deposits or accounts of which are insured by the federal deposit insurance corporation or the national credit union administration as its campaign depository or depositories. The political committee shall notify the filing officer of the designation of the financial institution either at the time of filing the statement of organization pursuant to section 16-902.01 or within five business days after opening an account. All withdrawals or disbursements from these accounts require the signature of the treasurer or a designated agent of the political committee.

16-902.01. Registration of political committees; contents; amendment

A. Each political committee that intends to accept contributions or make expenditures of more than five hundred dollars shall file a statement of organization with the filing officer in the format prescribed by the filing officer before accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. Each political committee that intends to accept contributions or make expenditures of five hundred dollars or less, and more than two hundred fifty dollars, shall file a signed exemption statement in a form prescribed by the filing officer that states that intention before making any expenditures, accepting any contributions, distributing any campaign literature or circulating petitions. If a political committee that has filed a five hundred dollar threshold exemption statement receives contributions or makes expenditures of more than five hundred dollars, that political committee shall file a statement of organization with the filing officer in the format prescribed by the filing officer within five business days after exceeding the five hundred dollar limit.

B. The statement of organization of a political committee shall include all of the following:

1. The name, address and type of committee.

2. The name, address, relationship and type of any sponsoring organization.

3. The names, addresses, telephone numbers, occupations and employers of the chairman and treasurer of the committee.

4. In the case of a candidate's campaign committee, the name, address, office sought and party affiliation of the candidate.

5. A listing of all banks, safety deposit boxes or other depositories used by the committee.

6. A statement that the chairman and treasurer have read all of the applicable laws relating to campaign finance and reporting.

C. Except as prescribed by subsection E of this section, on the filing of a statement of organization, a political committee shall be issued an identification number in the format prescribed by the filing officer.

D. The political committee shall file an amended statement of organization reporting any change in the information prescribed in subsections B and F of this section within five business days after the change.

E. A standing political committee shall file a statement of organization with the secretary of state and in each jurisdiction in which the committee is active, and only the secretary of state shall issue an identification number for the committee. The statement of organization shall include a statement with the notarized signature of the chairman or treasurer of the standing political committee that declares the committee's status as a standing political committee. The secretary of state may charge an annual fee for the filing.

F. For a political committee that makes expenditures in an attempt to influence the results of a ballot proposition election, the statement of organization shall include in the name of the political committee the official serial number for the petition, if assigned, and a statement as to whether the political committee supports or opposes the passage of the ballot measure. On completion of the designation of statewide ballot propositions by number as prescribed in section 19-125, the secretary of state is authorized to and shall amend the name of the political committee by attaching to the statement of organization the ballot proposition number as a substitute for the official serial number in the name of the political committee. The secretary of state shall promptly notify the political committee of the amended political committee name and shall make that information available to the public.

§16-902.02. Out-of-state political committees; registration; initial reporting

A political committee that files a statement of organization in this state as prescribed by section 16-902.01, that is registered in another state or pursuant to federal law and that intends to use in this state monies raised before filing its statement of organization shall also file in the format prescribed by the filing officer complete copies of its previous campaign finance or other similar

reports filed in those other jurisdictions that cover all contributions or receipts for the preceding two years.

§16-903. Candidate's campaign committees; exploratory committees; designation; candidate as agent; civil penalty

A. Each candidate who intends to receive contributions or make expenditures of more than five hundred dollars in connection with a campaign for office shall designate in the format prescribed by the filing officer a political committee for each election to serve as the candidate's campaign committee. The candidate shall make the designation pursuant to this subsection by filing a statement of organization before making any expenditures, accepting any contributions, distributing any campaign literature or circulating any petitions. Each candidate who intends to receive contributions or make expenditures of five hundred dollars or less shall file a signed exemption statement in the format prescribed by the filing officer that states that intention before making any expenditures, accepting any contributions, distributing any campaign literature or circulating petitions. If a candidate who has filed a five hundred dollar exemption statement receives contributions or makes expenditures of more than five hundred dollars, that candidate shall file a statement of organization with the filing officer within five business days after exceeding the five hundred dollar limit.

B. An individual who receives contributions or makes expenditures of more than five hundred dollars for the purpose of determining whether the individual will become a candidate for election to an office in this state shall designate in the format prescribed by the filing officer a political committee to serve as the individual's exploratory committee. The individual shall make the designation pursuant to this subsection before making any expenditures, accepting any contributions, circulating any petitions or distributing any campaign literature.

C. An individual may have only one exploratory committee in existence at one time. A candidate may have only one campaign committee designated for each election, but a candidate may have more than one campaign committee simultaneously in existence.

D. A political committee that supports or has supported another candidate or more than one candidate may not be designated as a candidate's campaign committee.

E. Any candidate who receives a contribution or any loan for use in connection with the campaign of that candidate for election or who makes a disbursement in connection with that campaign shall be deemed as having received the contribution or loan or as having made the disbursement as an agent of the candidate's campaign committee for purposes of this article.

F. An elected official is not deemed to have offered himself for nomination or election to an office or to have made a formal, public declaration of candidacy within the meaning of section 38-296 solely by his designation of a candidate campaign committee.

G. After designating an exploratory committee, a candidate may lawfully collect signatures on nomination petitions and receive contributions.

H. A person who violates this section is subject to a civil penalty imposed as prescribed in section 16-924 of up to three times the amount of money that has been received, expended or promised in violation of this section or up to three times the value in money for an equivalent of money or other things of value that have been received, expended or promised in violation of this section.

§16-904. Treasurer; duties; records; civil penalty

A. No expenditure may be made for or on behalf of a political committee without the authorization of the treasurer or the treasurer's designated agent.

B. The treasurer shall maintain a record of all petty cash disbursements pursuant to subsection E, paragraph 4 of this section.

C. All receipts received by a political committee shall be deposited in an account designated pursuant to section 16-902, subsection C. All monies of a political committee shall be segregated from, and may not be commingled with, the monies of any individual other than contributions by an individual.

D. A political committee shall exercise its best efforts to obtain the required information for any incomplete contribution received that is required to be itemized on a campaign finance report pursuant to section 16-915, subsection A, paragraph 3. A political committee will not be deemed to have exercised best efforts to obtain the required information unless the treasurer or the treasurer's agent has made at least one effort after the receipt of the contribution to obtain the missing information by a written request sent to the contributor or by oral contact with the contributor documented in writing and shall comply with the following:

1. The request must clearly ask for the missing information and inform the contributor that the committee is required by law to obtain the mailing address, occupation and employer of each individual contributor and the mailing address and identification number of each political committee contributor.

2. Any information required for the identification of a contributor received by the political committee after the contribution has been disclosed on a campaign finance report required pursuant to section 16-913 shall be reported on an amended report.

E. The treasurer of a political committee is the custodian of the committee's books and accounts and shall keep an account of all of the following:

1. All contributions or other monies received by or on behalf of the political committee.

2. The identification of any individual or political committee that makes any contribution together with the date and amount of each contribution and the date of deposit into a designated account.

3. Cumulative totals contributed by each individual or political committee.

4. The name and address of every person to whom any expenditure is made, the date, amount and purpose or reason for the expenditure and, except in the case of an expenditure by a candidate's campaign committee, the name of the candidate and the office sought by the candidate if the expenditure was made on behalf of or in opposition to a candidate.

5. All periodic or other statements for each account designated pursuant to section 16-902, subsection C.

F. For any committee that has filed a five hundred dollar threshold exemption statement:

1. The committee and treasurer shall maintain a record of all contributions received and expenditures made by the committee. If the committee exceeds the five hundred dollar limit, the committee shall amend its statement of organization, file a report of its contributions and expenditures pursuant to section 16-913 and comply with all reporting requirements.

2. For a committee that does not exceed its five hundred dollar threshold, the committee terminates at the end of the election cycle for which it was formed, shall file a termination statement as prescribed by section 16-914 and shall dispose of any surplus monies as otherwise provided by law.

3. A committee that fails to file its termination statement pursuant to paragraph 2 of this subsection is terminated by operation of law ninety days after the end of the election cycle for which it was formed and shall pay a civil penalty of one hundred dollars.

G. Unless specified by the contributor or contributors to the contrary, the treasurer shall record a contribution made by check, money order or other written instrument as a contribution by the person whose signature or name appears on the bottom of the instrument or who endorses the instrument before delivery to the committee. If a contribution is made by more than one person in a single written instrument, the treasurer shall record the amount to be attributed to each contributor as specified.

H. All contributions other than in-kind contributions must be made by a check drawn on the account of the actual contributor or by a money order or a cashier's check containing the name of the actual contributor or must be evidenced by a written receipt with a copy of the receipt given to the contributor and a copy maintained in the contribution records of the recipient.

I. The treasurer shall preserve all records required to be kept by this section and copies of all finance reports required to be filed by this article for three years after the filing of the finance report covering the receipts and disbursements evidenced by the records.

J. On request of the attorney general, the county, city or town attorney or the filing officer, the treasurer shall provide any of the records required to be kept pursuant to this section.

K. A person who violates this section is subject to a civil penalty imposed as prescribed in section 16-924 of three times the amount of money that has been received, expended or promised in violation of this section or three times the value in money for an equivalent of money or other things of value that has been received, expended or promised in violation of this section.

§16-905. Contribution limitations; civil penalty; complaint

A. For an election other than for a statewide office, a contributor shall not give and an exploratory committee, a candidate or a candidate's campaign committee shall not accept contributions of more than:

1. For an election for a legislative office, four hundred eighty-eight dollars from an individual.

2. For an election other than for a legislative office, three hundred ninety dollars from an individual.

3. For an election for a legislative office, four hundred eighty-eight dollars from a single political committee, excluding a political party, not certified under subsection G of this section to make contributions at the higher limits prescribed by paragraph 5 of this subsection and subsection B, paragraph 3 of this section.

4. For an election other than for a legislative office, three hundred ninety dollars from a single political committee, excluding a political party, not certified under subsection G of this section to make contributions at the higher limits prescribed by subsection B, paragraph 3 of this section.

5. Two thousand dollars from a single political committee, excluding a political party, certified pursuant to subsection G of this section.

B. For an election for a statewide office, a contributor shall not give and an exploratory committee, a candidate or a candidate's committee shall not accept contributions of more than:

1. One thousand ten dollars from an individual.

2. One thousand ten dollars from a single political committee, excluding a political party, not certified under subsection G of this section to make contributions at the higher limits prescribed by subsection A, paragraph 5 of this section and paragraph 3 of this subsection.

3. Five thousand ten dollars from a single political committee excluding political parties certified pursuant to subsection G of this section.

C. A candidate shall not accept contributions from all political committees, excluding political parties, combined totaling more than:

1. For an election for a legislative office, sixteen thousand one hundred fifty dollars.

2. For an office other than a legislative office or a statewide office, ten thousand twenty dollars.

3. For a statewide office, one hundred thousand one hundred ten dollars.

D. A nominee of a political party shall not accept contributions from all political parties or political organizations combined totaling more than ten thousand twenty dollars for an election for an office other than a statewide office, and one hundred thousand one hundred ten dollars for an election for a statewide office.

E. An individual shall not make contributions totaling more than five thousand six hundred ten dollars in a calendar year to state and local candidates and political committees contributing to state or local candidates. Contributions to political parties and contributions to independent expenditure committees are exempt from the limitations of this subsection.

F. A candidate's campaign committee or an individual's exploratory committee shall not make a loan and shall not transfer or contribute money to any other campaign or exploratory committee that is designated pursuant to this chapter or 2 United States Code section 431 except as follows:

1. An exploratory committee may transfer monies to a subsequent candidate's campaign committee of the individual designating the exploratory committee, subject to the limits of subsection B of this section.

2. A candidate's campaign committee may transfer or contribute monies to another campaign committee designated by the same candidate as follows:

(a) Subject to the contribution limits of this section, transfer or contribute monies from one committee to another if both committees have been designated for an election in the same year.

(b) Without application of the contribution limits of this section, transfer or contribute monies from one committee to another designated for an election in a subsequent year.

G. Only political committees that received monies from five hundred or more individuals in amounts of ten dollars or more in the one year period immediately before application to the secretary of state for qualification as a political committee pursuant to this section may make contributions to candidates under subsection A, paragraph 5 of this section and subsection B, paragraph 3 of this section. The secretary of state shall obtain information necessary to make the determination that a committee meets the requirements of this subsection and shall provide written certification of the fact to the committee. A political committee certification is valid for two years. A candidate's campaign committee shall not accept a contribution pursuant to this subsection unless it is accompanied by a copy of the certification. All political committees that do not meet the requirements of this subsection are subject to the individual campaign contribution limits of subsection A, paragraphs 1 and 2 of this section and subsection B, paragraph 1 of this section.

H. The secretary of state biennially shall adjust to the nearest ten dollars the amounts in subsections A through E of this section by the percentage change in the consumer price index and publish the new amounts for distribution to election officials, candidates and campaign committees. For the purposes of this subsection, "consumer price index" means the consumer price index for all urban consumers, United States city average, that is published by the United States department of labor, bureau of labor statistics.

I. The following specific limitations and procedures apply:

1. The limits of subsections A through E of this section apply to each election for any office or offices which the candidate seeks.

2. The limits of subsections A, B and C of this section apply to the total contributions from all separate segregated funds established, as provided in section 16-920, by a corporation, labor organization, trade association, cooperative or corporation without capital stock.

3. A contribution by an unemancipated minor child shall be treated as a contribution by the child's custodial parent or parents for determining compliance with subsection A, paragraphs 1 and 2, subsection B, paragraph 1 and subsection E of this section.

4. A contribution by an individual or a single political committee to two or more candidates in connection with a joint fund-raising effort shall be divided among the candidates in direct proportion to each candidate campaign committee's share of the expenses for the fund-raising effort.

5. A candidate shall sign and file with the candidate's nomination paper a statement that the candidate has read all applicable laws relating to campaign financing and reporting.

6. An individual or political committee shall not use economic influence to induce members of an organization to make contributions to a candidate, collect contributions from members of an organization for transmittal to a candidate, make payments to candidates for public appearances or services which are ordinarily uncompensated or use any similar device to circumvent any of the limitations of this section.

J. A person who violates this section is subject to a civil penalty imposed as prescribed in section 16-924 of three times the amount of money that has been received, expended or promised in violation of this section or three times the value in money for an equivalent of money or other things of value that have been received, expended or promised in violation of this section.

K. Any qualified elector may file a sworn complaint with the attorney general or the county attorney of the county in which a violation of this section is believed to have occurred, and the attorney general or the county attorney shall investigate the complaint for possible action.

L. If the filing officer, attorney general or county attorney fails to institute an action within forty-five working days after receiving a complaint under subsection K of this section, the individual filing the complaint may bring a civil action in the individual's own name and at the individual's own expense, with the same effect as if brought by the filing officer, attorney general or county attorney. The individual shall execute a bond payable to the defendant if the individual fails to prosecute the action successfully. The court shall award to the prevailing party costs and reasonable attorney fees.

M. If a provision of this section or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the section which can be given effect without the invalid provision or application, and to this end the provisions of this section are severable.

N. The use of a candidate's personal monies, or the use of personal monies by an individual who designates an exploratory committee, is not subject to the limitations of this section.

§16-906. Loans; repayments; guarantors

A. A loan to a political committee or to a candidate made for the purpose of influencing an election that exceeds the lender's contribution limitations prescribed in section 16-905 remains unlawful whether or not it is repaid.

B. A loan to a political committee or to a candidate made for the purpose of influencing an election made within the contribution limitations prescribed in section 16-905 remains a contribution to the extent it remains unpaid. A loan is no longer a contribution to the extent it is repaid.

C. Except as provided in subsection D of this section, the making of a loan that is made for the purpose of influencing an election results in a contribution by each endorser or guarantor. The endorser's or guarantor's contribution is that portion of the total amount of the loan for which he agreed in writing to be liable or, if not stated in writing, the contribution is in the same proportion to the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors. Any reduction in the unpaid balance of the loan reduces proportionately the amount of the contribution of each endorser or guarantor.

D. A loan obtained by a candidate on which the candidate's spouse's signature is required if jointly owned assets are used as collateral or security is not considered a contribution from the candidate's spouse.

§16-907. Prohibited contributions; classification

A. Any person who makes a contribution in the name of another person or who knowingly permits his name to be used to effect such a contribution and any person who knowingly accepts a contribution made by one person in the name of another person is guilty of a class 6 felony.

B. Except for a contribution to a candidate's campaign committee, an individual or political committee shall not give and a political party or other political committee shall not accept an earmarked contribution.

C. For purposes of this article, a contribution from partnership funds shall only be made in the name of the individual partners who make the contribution.

D. A standing political committee shall not act as a campaign committee or a sponsoring organization for any candidate, initiative, referendum or recall but may contribute to other political committees as provided by law.

§16-912. Candidates and independent expenditures; campaign literature and advertisement sponsors; identification; civil penalty

A. A political committee that makes an expenditure for campaign literature or advertisements that expressly advocate the election or defeat of any candidate or that make any solicitation of contributions to any political committee shall be registered pursuant to this chapter at the time of distribution, placement or solicitation and shall include on the literature or advertisement the words "paid for by" followed by the name of the committee that appears on its statement of organization or five hundred dollar exemption statement.

B. If the expenditure for the campaign literature or advertisements by a political committee is an independent expenditure, the political committee, in addition to the disclosures required by subsection A of this section, shall include on the literature or advertisement the names and telephone numbers of the three political committees making the largest contributions to the political committee making the independent expenditure. If an acronym is used to name any political committee outlined in this section, the name of any sponsoring organization of the political committee shall also be printed or spoken. For purposes of determining the three contributors to be disclosed, the contributions of each political committee to the political committee making the independent expenditure during the one year period before the election being affected are aggregated.

C. Subsection A of this section does not apply to bumper stickers, pins, buttons, pens and similar small items on which the statements required in subsection A of this section cannot be conveniently printed or to signs paid for by a candidate with campaign monies or by a candidate's campaign committee or to a solicitation of contributions by a separate segregated fund from those persons it may solicit pursuant to sections 16-920 and 16-921.

D. The disclosures required pursuant to this section shall be printed clearly and legibly in a conspicuous manner or, if the advertisement is broadcast on a telecommunications system, the disclosure shall be spoken. For printed material that is delivered or provided by hand or by mail, the disclosure shall be printed in a font that is at least 3/32 inches tall in dark type on light background surrounded by a dark box. For communications that are broadcast on a telecommunications system or other medium that can provide a viewable disclosure and a spoken disclosure, the disclosure may be made in printed format only and a spoken disclosure is not required.

E. A person who violates this section is subject to a civil penalty of up to three times the cost of producing and distributing the literature or advertisement. This civil penalty shall be imposed as prescribed in section 16-924.

§16-912.01. Ballot measure committees; campaign literature and advertising funding; identification; disclosure; civil penalty; definition

A. A political committee that makes an expenditure in connection with any literature or advertisement to support or oppose a ballot proposition shall disclose and, after November 2, 2010, shall include on the literature or advertisement the words "paid for by", followed by the name of the committee that appears on its statement of organization or five hundred dollar threshold exemption statement, and shall also include in such literature or advertisement the four largest of its major funding sources as of the time the literature or advertisement is printed, recorded or otherwise produced for dissemination. If a political committee has fewer than four major funding sources, the committee shall disclose all major funding sources.

B. For the purposes of this section, a major funding source of a political committee is any contributor that is not an individual person and that has made cumulative contributions of either:

1. Ten thousand dollars or more for an expenditure in support of or opposition to a statewide ballot proposition or a ballot proposition of a political subdivision with a population of one hundred thousand persons or more.

2. Five thousand dollars or more for an expenditure in support of or opposition to a ballot proposition of a political subdivision with a population of less than one hundred thousand persons.

C. If an out-of-state contributor or group of out-of-state contributors is a major funding source to a political committee disclosed pursuant to subsection A, the political committee shall state the contributor is an out-of-state contributor on its literature or advertisement in support of or in opposition to a ballot proposition.

D. Contributors that make contributions to more than one political committee that supports or opposes the same ballot proposition shall notify each political committee of the cumulative total of these contributions. Cumulative totals must be disclosed by each political committee that received contributions from the same contributor if the cumulative totals qualify as a major funding source to be disclosed pursuant to subsection A.

E. Any disclosure statement required by this section shall be printed clearly and legibly in a conspicuous manner in type at least as large as the majority of the printed text. For printed material that is delivered or provided by hand or by mail, the disclosure shall be printed in a font that is at least 3/32 inches tall in dark type on light background surrounded by a dark box. If the communication is broadcast on radio, the information shall be spoken at the end of the communication. If the communication is broadcast on a telecommunications system, the information shall be both written and spoken at the end of the communication, except that if the disclosure statement is written for at least five seconds of a thirty second advertisement broadcast or ten seconds of a sixty second advertisement broadcast, a spoken disclosure statement is not required. If the communication is broadcast on a telecommunications system, the written disclosure statement shall be printed in letters equal to or larger than four per cent of the vertical picture height.

F. Subsection A does not apply to bumper stickers, pins, buttons, pens and similar small items on which the statements required in subsection A cannot be conveniently printed or to a communication by an organization solely to its members.

G. A committee shall change future literature and advertisements to reflect any change in funding sources that must be disclosed pursuant to subsection A.

H. This section only applies to advertisements the contents of which are more than fifty per cent devoted to one or more ballot propositions or proposed measures on the same subject.

I. Any committee that violates this section is liable in a civil action brought by the attorney general, county attorney or city or town attorney, as appropriate, or by any other person for a civil penalty of three times the total cost of the advertisement. A donor who does not accurately disclose its contributions is liable for a civil penalty of three times the amount donated.

J. For the purposes of this section, "advertisement" means general public advertising through the print and electronic media, signs, billboards and direct mail.

§16-913. Campaign finance reports; reporting of receipts and disbursements; exemptions; civil penalty

A. Except as provided in subsection K of this section, each political committee shall file campaign finance reports in the format prescribed by the filing officer setting forth the committee's receipts and disbursements according to the schedule prescribed in subsections B and C of this section.

B. In any calendar year during which there is a regularly scheduled election at which any candidates, measures, questions or propositions appear or may appear on the ballot, the political committee shall file each of the following campaign finance reports:

1. A report covering the period beginning January 1 through May 31, filed no later than June 30.

2. A preelection report, that shall be filed not less than four days before any election and that shall be complete through the twelfth day before the election.

3. A postelection report, that shall be filed not more than thirty days after any election and that shall be complete through the twentieth day after the election.

C. In any other calendar year, the political committee shall file a report covering the period beginning twenty-one days after the date of the election in the preceding calendar year through December 31 of the nonelection year filed no later than January 31 of the following calendar year. For a special election for which the secretary of state is the filing officer, a political committee that receives contributions or makes expenditures to influence that election shall file the following:

1. For an initiative, referendum or recall, a preelection report that is due within fifteen days of filing the petition with the secretary of state and current through the date the petition was filed.

2. A preelection report that is due within fifteen days of the governor's proclamation calling the special election and current through the date of the governor's proclamation.

3. A preelection report that is due as prescribed by subsection B, paragraph 2 of this section.

4. A postelection report that is due as prescribed by subsection B, paragraph 3 of this section.

D. In the event that a political committee receives no contributions and makes no expenditures during a period in which it is required to file a campaign finance report, the committee treasurer or if the treasurer is unavailable the candidate, in lieu of filing a report required by subsection B of this section, may sign and file a form prescribed by the secretary of state indicating no activity during the specific reporting period.

E. In lieu of the reports prescribed in subsections B and C of this section, a candidate's political committee that remains active after an election due to outstanding debts may file a document no later than January 31 in a form prescribed by the secretary of state that

states that the committee does not intend to receive any contributions or make any expenditures during the year. If a candidate's political committee does receive a contribution or make an expenditure during that year, the committee shall report as prescribed by subsection B or C of this section.

F. A judge who has filed a declaration of the desire to be retained in office is exempt from filing any report required by this section if the judge, not later than twelve days before the general election, files a statement signed and sworn to by the judge certifying that the judge has received no contributions, has made no expenditures and has no campaign committee and that the judge does not intend to receive contributions, make expenditures or have a campaign committee for the purpose of influencing the result of the vote on the question of the judge's retention. With respect to superior court judges, a statement filed pursuant to this subsection is effective until the earlier of twelve days before the third general election following the filing of this statement or the judge receives contributions, makes expenditures or authorizes a campaign committee. Such a statement filed by a supreme court justice or a court of appeals judge is effective until the earlier of twelve days before the fourth general election following the filing of this statement or the justice or judge receives contributions, makes expenditures or authorizes a campaign committee.

G. Reports in connection with special or recall elections shall conform to the filing deadlines set forth in subsections B and C of this section.

H. Except as provided in section 16-916, subsection B and subsection K of this section, a political committee shall comply with the requirements of this section in each jurisdiction in this state in which the committee has filed a statement of organization until the committee terminates pursuant to section 16-914, and its statements, designations and reports shall be filed with each officer with whom it has filed a statement of organization, as appropriate.

I. Each report required to be filed pursuant to this section shall be signed by the committee treasurer or the candidate or the designating individual if the treasurer is unavailable and shall contain the certification of the signer under penalty of perjury that the report is true and complete.

J. A political committee and the candidate, in the case of a candidate's campaign committee, or the designating individual, in the case of an exploratory committee, who violate this section are subject to the penalty prescribed in section 16-918.

K. A standing political committee shall file reports with the secretary of state and is exempt from filing a report with any other jurisdiction in which it is active. The reports shall be in an electronic format as prescribed by the secretary of state or by use of the internet. The secretary of state shall promptly make the reports available to the public on the internet and shall make the reports available by electronic means by request. The standing committee shall file the following reports:

1. A preelection report that is due as prescribed by subsection B, paragraph 2 of this section shall be filed for each consolidated election date prescribed by section 16-204.

2. A postelection report that is due as prescribed by subsection B, paragraph 3 of this section shall be filed for each consolidated election date prescribed by section 16-204.

3. An annual report that is due by January 31 in the year immediately following the calendar year that is the subject of the report.

§16-914. Termination statement

A. Except as prescribed by subsection C of this section and section 16-904, subsection F, a political committee may terminate only when the committee chairman and treasurer file a statement with the officer with whom the committee's statement of organization is filed in the format prescribed by the filing officer certifying under penalty of perjury that it will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations and that any surplus monies have been disposed of pursuant to section 16-915.01 together with a statement of the manner of disposition of the surplus, the name and address of each recipient of surplus monies and the date and amount of each disposition of surplus monies. For a political committee that is an individual's exploratory committee or a candidate's campaign committee, the committee may transfer the committee's debts and obligations to a subsequent committee for that individual or candidate, as prescribed by section 16-915.01, and in that event may terminate without certifying that the committee has no outstanding debts or obligations.

B. After the filing of an appropriate termination statement, a political committee is not required to file any subsequent campaign finance reports and shall have no further receipts or disbursements without filing a new statement of organization.

C. A political committee may terminate its activities in a reporting jurisdiction and remain active in other jurisdictions by attaching a statement to the reporting jurisdiction's termination statement that is signed by the committee's chairman and treasurer, that attests to the intent to remain active in other jurisdictions and that contains a statement that the committee's remaining monies shall be used for activities in other jurisdictions.

§16-914.01. Reporting of contributions by committees acting on ballot measures; civil penalty; definition

A. In addition to the requirements relating to election contributions prescribed in section 16-913, a committee acting in support of or opposition to the qualification, passage or defeat of an initiative or referendum or any other ballot measure, question or proposition or in support of or opposition to a recall election shall give notice to the secretary of state for statewide measures and the local filing officer who is responsible for receiving campaign finance reports for filing for nonstatewide measures of any contribution or group of contributions to the committee that is made from a single source less than twenty days before the day of the election if it exceeds:

1. A cumulative total of ten thousand dollars for a statewide ballot measure, question or proposition.

2. Two thousand five hundred dollars for a nonstatewide ballot measure, question or proposition in a political subdivision with a population of one hundred thousand or more persons.

3. Five hundred dollars for a nonstatewide ballot measure, question or proposition in a political subdivision with a population of less than one hundred thousand persons.

B. In addition to the requirements of section 16-913, a committee acting in support of or opposition to the qualification, passage or defeat of an initiative or referendum or any other ballot measure, question or proposition shall give notice to the secretary of state for statewide measures and the local filing officer who is responsible for receiving campaign finance reports for filing for nonstatewide measures the first time each of the following occurs:

1. The committee has received contributions totaling ten thousand dollars or more.

2. The committee has made expenditures totaling ten thousand dollars or more.

3. The committee has received contributions totaling ten thousand dollars or more from a single source.

4. The committee has received contributions totaling ten thousand dollars or more from different additional single sources.

C. The notices prescribed by this section shall be filed within twenty-four hours, excluding Saturdays, Sundays and other legal holidays, after the ten thousand dollar amount has been reached and shall include the identification of the contributors, the dates of receipt and the amounts of the contributions or the amount, recipient and purpose of the expenditures. Contributions subject to the notification requirements of this section shall be included in the next report filed pursuant to section 16-913.

D. A political committee that violates this section and a person who knowingly violates this section are liable in a civil action for a civil penalty of up to three times the amount improperly reported as prescribed by section 16-924.

E. For the purposes of this section, "single source" includes principals of the same partnership, corporation, limited partnership, limited liability company, limited liability partnership or association.

§16-914.02. Reporting independent expenditures of corporations, limited liability companies and labor organizations; statement; disclaimer and disclosure; civil action; civil penalty; violation; classification; definitions

A. Any corporation, limited liability company or labor organization that makes cumulative independent expenditures in an attempt to influence the outcome of a candidate election and in at least the following amounts in an election cycle shall register and notify the appropriate filing officer not later than one day after making that expenditure, excluding Saturdays, Sundays and other legal holidays:

1. An aggregate of five thousand dollars or more in one or more statewide races.

2. An aggregate of two thousand five hundred dollars or more in one or more legislative races.

3. One thousand dollars or more in one or more county, city, town or other local races if the one thousand dollars is aggregated in races in a single county, city, town or other local jurisdiction.

B. The secretary of state is the filing officer for registrations and notifications for independent expenditures in statewide and legislative elections. City, town or county filing officers are the filing officers for notifications in a city, town, county or other local election as provided in section 16-916. The corporation, limited liability company or labor organization also shall notify the filing officer within the same time limit prescribed in subsection A of this section of each additional accumulation of expenditures that exceeds the threshold amount prescribed in subsection A of this section but is not required to register again during that election cycle after the initial registration. A corporation, limited liability company or labor organization may register with the filing officer and provide a notarized, sworn statement of authority in advance of the expenditure in anticipation of making an independent expenditure. The secretary of state shall provide for electronic filing for registrations and notifications and shall provide for website access to the information for the public. Filings at the secretary of state's office shall be in the form prescribed by the secretary of state. Other filing officers shall prescribe the format for filing registrations and notifications and shall provide for public access to that information. On or after November 27, 2012 and at the request of the local election filing officer, the secretary of state may provide for electronic filing pursuant to this section for local elections.

C. The registration shall include all of the following:

1. The name and address of the corporation, limited liability company or labor organization.

2. The name, title, electronic mail address and telephone number of the person authorizing the independent expenditure.

D. Each notification shall include all of the following:

1. The name and address of the corporation, limited liability company or labor organization making the independent expenditure.

2. The amount of the expenditure and the name of the vendor or other payee receiving the expenditure.

3. The name of the candidate and race in which the expenditure was made and whether the expenditure was in support of or opposition to the candidate.

4. The communication medium and description of what was purchased with the expenditure.

5. The date of the expenditure.

E. If the corporation, limited liability company or labor organization did not register and provide a notarized sworn statement in advance of the expenditure as prescribed by this section, the corporation, limited liability company or labor organization shall file with the secretary of state or other appropriate filing officer within five days after an initial threshold expenditure as prescribed in subsection A of this section a notarized sworn statement that the person, agent or officer filing the registration and notice had authority to make that expenditure on behalf of the corporation, limited liability company or labor organization. Until the secretary of state or other filing officer receives the notarized sworn statement, the filing officer shall categorize the notification as unverified. If the secretary of state or

other filing officer does not receive the notarized sworn statement within the required five day time frame, the notification shall be categorized as both unverified and delinquent. The filing officer shall make reasonable efforts to contact the entity that made the expenditure and remove the notification from public view within a reasonable time if unable to verify that the entity made the expenditure and all penalties prescribed in this section apply.

F. Any literature or advertisement that is purchased with monies from a corporation, limited liability company or labor organization making an independent expenditure in an attempt to influence the outcome of a candidate election shall disclose the name of the corporation, limited liability company or labor organization making the expenditure. Any disclosure statement required by this section shall be printed clearly and legibly in a conspicuous manner. If the communication is broadcast on radio, the information shall be spoken at the end of the communication. If the communication is broadcast on a telecommunications system, the information shall be both written and spoken at the end of the communication, except that if the disclosure statement is written for at least five seconds of a thirty second advertisement broadcast or ten seconds of a sixty second advertisement broadcast, a spoken disclosure statement is not required. If the communication is broadcast on a telecommunications system, the written disclosure statement shall be printed in letters equal to or larger than four per cent of the vertical picture height. The literature or advertisement shall include the words "paid for by" in the disclosure followed by the name of the entity making the expenditure and shall also state that it is not authorized by any candidate or candidate's campaign committee.

G. Subsection F of this section does not apply to bumper stickers, pins, buttons, pens and similar small items on which the statements required in subsection F of this section cannot be conveniently printed or to a communication by an organization solely to its members.

H. Any corporation, limited liability company or labor organization that fails to register, notify or disclose as required by this section is liable in a civil action pursuant to section 16-924 brought by the attorney general, county attorney or city or town attorney, as appropriate, for a civil penalty of up to three times the total amount of the expenditure.

I. Any person who makes a knowingly false filing relating to an independent expenditure pursuant to this section is guilty of a class 1 misdemeanor.

J. For violations that occur before November 27, 2012, a reasonable cause determination for a violation of this section may only be made by the secretary of state's office and not by any other filing officer. On or after November 27, 2012, the local election jurisdiction and filing officers may make their own reasonable cause determinations for violations of this section or may elect to continue to have the office of the secretary of state make those reasonable cause determinations on their behalf. A civil or criminal enforcement action may not be filed until after the issuance of a reasonable cause determination.

K. Any entity that makes an independent expenditure and that is organized primarily for the purpose of influencing an election and that is a combination of corporations, limited liability companies or labor organizations or that is a corporation, limited liability company or labor organization that accepts donations or contributions shall file with the filing officer as a political committee as otherwise provided by law.

L. For the purposes of this section, an expenditure occurs on the date on which literature or advertisements are deposited at the post office for mailing, submitted to a communications system for broadcast or submitted to a newspaper or similar print medium for printing and, with respect to an expenditure for signs, the date on which a sign is first posted.

M. For the purposes of this section:

1. "Independent expenditure" has the same meaning prescribed in section 16-901, except that it is made by a corporation, a limited liability company or a labor organization and except as prescribed in subsection L of this section.

2. "Local election" means an election in a county, city, town, school district or special district.

§16-915. Contents of campaign finance reports

A. Each campaign finance report required by section 16-913 shall set forth all of the following:

1. The amount of cash on hand at the beginning of the reporting period.

2. For the reporting period and the election, the total amount of all receipts and an itemized list of all receipts in the following categories, together with the total of all receipts in each category:

(a) Contributions from individuals.

(b) Contributions from political committees.

(c) For a candidate's campaign committee, the candidate's contribution or promise of personal monies, including loans guaranteed by the candidate.

(d) All other loans.

(e) Rebates, refunds and other offsets to operating expenditures.

(f) Dividends, interest and other forms of receipts.

(g) The value of in-kind contributions.

3. The identification of each:

(a) Individual who makes any contribution during the period covered by the report and whose total contribution or contributions for that election have an aggregate amount exceeding fifty dollars together with the date and amount of the contributions, except as provided in subsection E of this section. Contributions of fifty dollars or less may be aggregated.

(b) Political committee that makes a contribution during the period covered by the report together with the date and amount of the contribution.

(c) Person who makes a loan during the period covered by the report, together with the identification of any endorser or guarantor of the loan and the amount endorsed or guaranteed by each, and the date and amount of the loan.

(d) Person who provides any rebate, refund or other offset to operating expenditures during the period covered by the report together with the date and amount of the receipt.

(e) Person who provides a dividend, interest or other receipt during the period covered by the report together with the date and amount of the receipt.

4. For the reporting period and the election, the total amount of all disbursements and an itemized list of all disbursements in the following categories together with the total of all disbursements in each category:

(a) Expenditures, other than a contract, promise or agreement to make an expenditure resulting in an extension of credit, made to meet committee operating expenses.

(b) Transfers to other political committees.

(c) For a candidate's campaign committee, the repayment of loans made or guaranteed by the candidate.

(d) Repayment of all other loans.

(e) Refunds of contributions received and other offsets to contributions.

(f) Loans made by the reporting political committee.

(g) The value of in-kind contributions received.

(h) Independent expenditures together with the information required pursuant to subsection F.

(i) Any other disbursements.

5. The name and address of each recipient of an expenditure made during the period covered by the report and, in the case of a disbursement to a political committee, the identification number issued on the filing of a statement of organization as prescribed by section 16-902.01, together with the date, the amount of the expenditure and a clear description of the items or services purchased.

6. An itemized account of the campaign debts and extensions of credit that are owed by the candidate or political committee and that remain outstanding including the name and address of the obligee or creditor, the amount owed, whether the amount is certain or estimated and on what basis, and the purpose of the obligation. An obligation that is itemized on a campaign finance report shall be listed on all subsequent finance reports until extinguished.

7. The total sum of all receipts, together with the total receipts less offsets, and the total sum of all disbursements, together with the total disbursements less offsets, for both the period covered by the report and the election.

B. The amount of an in-kind contribution shall be equal to the usual and normal value on the date received by the political committee as determined by generally accepted accounting principles.

C. Campaign finance reports shall be cumulative for the election to which they relate, but if there has been no change during the period covered by a report in an item listed in a previous report for that election, only the amount need be carried forward.

D. A candidate's campaign committee or a political committee that makes contributions to candidates and that has received prior contributions from an individual or a political committee for an election shall show in each report for that election the cumulative total received from that source.

E. In the case of a political committee that receives contributions through a payroll deduction plan, that committee is not required to separately itemize each additional contribution received from the contributor during the reporting period. In lieu of the separate itemization required by subsection A, paragraph 2 of this section, the committee may report all of the following:

1. The aggregate amount of contributions received from the contributor through the payroll deduction plan during the reporting period.

2. The identification of the individual.

3. A statement of the amount deducted per pay period.

F. An independent expenditure report shall contain all of the following:

1. The name and address of any person to whom an independent expenditure was made.

2. The date and amount of the independent expenditure.

3. The purpose of the independent expenditure including a description of what was purchased.

4. The name of each candidate whose election or defeat was advocated by the expenditure and, for each such candidate, the office sought by the candidate and the year of the election.

5. The names, occupations, employers and amount contributed by each of the three contributors that contributed the most money within the preceding six months provided that if any other contributor contributed the same amount during this time period as any of the top three contributors the information shall be provided for that contributor as well. If any of these contributors is a political committee, the report shall include the names, occupations and employers of the committee's chairman and treasurer.

6. Under penalty of perjury, a certification stating whether or not the claimed independent expenditure is made in cooperation, consultation or concert with or at the request or suggestion of any candidate or any campaign committee or agent of that candidate.

§16-915.01. Disposal of surplus monies; transfer of debt

A. A political committee shall dispose of surplus monies only as follows:

1. Retain surplus monies for use in a subsequent election, which includes a transfer by an individual's exploratory committee or a candidate's campaign committee to that individual's subsequent exploratory committee or that candidate's campaign committee designated for a subsequent election.

2. Return surplus monies to the contributor to the extent records are available permitting such return.

3. Contribute surplus monies to the county, state or local committee of a political party.

4. Donate the surplus monies to a charitable organization that qualifies under section 501(c)(3) of the United States internal revenue code.

5. In the case of a political committee other than an individual's exploratory committee or a candidate's committee, contribute surplus monies to a candidate's campaign committee if the contribution is within the limitations of section 16-905.

6. Donate surplus monies to a political committee other than an individual's exploratory committee or to a candidate's campaign committee.

7. Subject to the restrictions in section 41-133, contribute surplus monies to the individual's officeholder expense account.

8. Dispose of the surplus monies in any other lawful manner.

B. Surplus monies shall not be used for or converted to the personal use of the designating individual, in the case of an individual's exploratory committee, or a candidate, in the case of a candidate's campaign committee, or any person related to the candidate by blood or marriage. Nothing in this subsection precludes the repayment of a loan made by the designating individual or candidate to his campaign.

C. An individual's exploratory committee or a candidate's campaign committee may transfer its debts and obligations to that individual's subsequent exploratory committee or that candidate's campaign committee designated for a subsequent election.

§16-916. Filing statements of contributions and expenditures; public inspection

A. Except as provided in subsection B of this section, the statements, designations and reports required to be filed pursuant to this article shall be filed as follows:

1. In the office of the secretary of state for political committees supporting or opposing the recall of a public officer elected statewide or to the legislature, supporting the circulation of petitions for ballot measures, questions and propositions appearing on a state general election ballot or recall of public officials elected statewide or to the legislature or supporting or opposing candidates for state offices and members of the legislature, for justices of the supreme court, for judges of the court of appeals and for a statewide initiative or referendum or any measure or proposition appearing on a

state general election ballot. The office of the secretary of state shall post to its website in a format that is viewable by the public the campaign finance information prescribed by this section.

2. With the county officer in charge of elections for political committees supporting or opposing the recall of public officers elected to county offices, school district governing boards, community college district governing boards or judges of the superior court, supporting the circulation of petitions for ballot measures, questions and propositions appearing on a county election ballot or for the recall of a public officer elected to county offices, school district governing boards, community college district governing boards or judges of the superior court or supporting or opposing candidates for county offices, school district governing board members or ballot questions, community college district governing board members or ballot questions, judges of the superior court seeking retention, special taxing districts and a county initiative or referendum or any measure or proposition appearing on a county election ballot. For any county with a population of more than one hundred thousand persons that operates a website, the county officer in charge of elections shall post to that website in a format that is viewable by the public the campaign finance information prescribed by this section, which shall include the names of candidates who have filed an exemption statement pursuant to section 16-902.01, subsection A with that filing officer.

3. With the city or town clerk for political committees supporting or opposing the recall of public officers elected to city or town offices, supporting the circulation of petitions for ballot measures, questions and propositions appearing on a city or town election ballot or recall of public officers elected for city or town offices or supporting or opposing candidates for city or town offices and for a city or town initiative or referendum or any measure or proposition appearing on a city or town election ballot. For any city or town with a population of more than two thousand five hundred persons that operates a website, the city or town shall post to that website in a format that is viewable by the public the campaign finance information prescribed by this section, which shall include the names of candidates who have filed an exemption statement pursuant to section 16-902.01, subsection A. For a city or town without a website, the information shall be posted on the website operated by an association of cities and towns in this state.

B. Campaign finance reports required pursuant to section 16-913 for the office of member of the legislature and statewide offices shall be filed with the secretary of state in the manner prescribed by the secretary of state. The secretary of state may provide through the procedures manual adopted pursuant to section 16-452 for an alternative method for providing public access to the reports prescribed by this section.

C. For all statements, designations and reports, the date of filing is the date of actual receipt by the officer with whom the document is required to be filed except as follows:

1. For documents filed by certified mail with a United States mail postmark, the date of mailing constitutes the date of filing.

2. For documents filed by commercial delivery services that provide a standardized delivery confirmation process, the date of delivery confirmation constitutes the date of filing.

3. For documents filed by commercial delivery services that provide for electronic tracking of specific delivery packages, the date of electronic confirmation of delivery constitutes the date of filing.

D. If the date for filing any statement, designation or report required by this article is a Saturday, a Sunday or another legal holiday, the filing deadline is the next day that is not a Saturday, a Sunday or another legal holiday.

§16-916.01. Electronic filing; statements of contributions and expenditures

A. Statements, designations and reports that are filed pursuant to this article in the office of the secretary of state in electronic format shall be filed using computer programs that are provided or approved by the secretary of state. The secretary of state shall provide computer programs to accommodate electronic filings and shall implement and maintain a system for the electronic collection, filing and dissemination of materials filed pursuant to section 16-916, subsection A, paragraph 1. A county officer in charge of elections may implement an electronic filing system for statements, designations and reports that are required by this article to be filed with the county officer in charge of elections. Subsections B through F of this section apply to an electronic filing program operated by a county.

B. If the filings are complete and correct, any statements, designations or reports that are filed in the secretary of state's electronic filing format are deemed to comply with:

1. The filing requirements of this chapter.

2. The requirement that a filing be made under oath or be submitted with a written signature.

C. A statement, designation or report that is filed in electronic format is deemed to be filed under penalty of perjury if the printed format version of that document is required to be filed under penalty of perjury.

D. A person or political committee that submits any statement, designation or report pursuant to this chapter that is not properly formatted or that does not contain the information prescribed by this chapter has not complied with the reporting requirements of this chapter and is subject to penalties and enforcement as otherwise provided by law.

E. During the implementation of an electronic filing system, the county officer in charge of elections may require that statements, designations or reports be filed with an additional written or printed copy.

F. For an electronic filing system implemented by the secretary of state or other filing officer, the filing officer shall designate one or more approved transmittal formats and methods.

§16-917. Independent expenditures; in-kind contribution; civil penalty

A. A political committee, corporation, limited liability company or labor organization that makes independent expenditures for literature or an advertisement relating to any one candidate or office within sixty days before the day of any election to which the expenditures relate, shall send by certified mail a copy of the campaign literature or

advertisement to each candidate named or otherwise referred to in the literature or advertisement twenty-four hours after depositing it at the post office for mailing, twenty-four hours after submitting it to a telecommunications system for broadcast or twenty-four hours after submitting it to a newspaper for printing.

B. The copy of the literature or advertisement sent to a candidate pursuant to subsection A of this section shall be a reproduction that is clearly readable, viewable or audible.

C. An expenditure by a political committee, corporation, limited liability company, labor organization or a person that does not meet the definition of an independent expenditure is an in-kind contribution to the candidate and a corresponding expenditure by the candidate unless otherwise exempted.

D. A person who violates this section is subject to a civil penalty of three times the cost of the literature or advertisement that was distributed in violation of this section. This civil penalty shall be imposed as prescribed in section 16-924.

§16-918. Campaign finance reports; notice; civil penalty; prohibition on candidacy

A. If a political committee fails to file a report in a timely manner as required by this chapter, the filing officer shall send written notice of the delinquency of the report to the political committee and the candidate, in the case of the candidate's campaign committee, or to the designating individual, in the case of an individual's exploratory committee. The notice shall be sent by certified mail within fifteen days after the filing officer determines there may be a failure to file a campaign finance report. The notice shall provide with reasonable particularity the nature of the failure and a statement of the penalties provided in this section.

B. A political committee, or in the case of a candidate's campaign committee, the candidate, or in the case of an exploratory committee, the designating individual, is liable for a late penalty of ten dollars for each business day after failure to make or file a campaign finance report that is required pursuant to this chapter up to a maximum of four hundred fifty dollars. For filings for an officeholder expense account pursuant to section 41-133, the late penalty is five dollars for each day after failure to make or file the campaign finance report, and the late penalty shall not accrue on days during which the office of the secretary of state is not open for business. The filing officer shall not accept a campaign report unless any penalties owed as a result of this section or any penalties imposed pursuant to section 16-924 are paid with the report.

C. A political committee, or in the case of a candidate's campaign committee, the candidate, or in the case of an exploratory committee, the designating individual, that has failed to file within fifteen days after receiving a notice of delinquency pursuant to subsection A of this section is liable for a civil penalty of twenty-five dollars for each subsequent day that the filing is late. This penalty shall be assessed pursuant to section 16-924.

D. For the purposes of this section, there is a failure to make and file a campaign finance report by the treasurer, the designating individual, in the case of an exploratory committee, the candidate, in the case of a candidate's campaign committee, and for all other political committees, the chairman, if any of the following occurs:

1. The report is not filed in a timely manner as prescribed by section 16-913.

2. The report is not signed in accordance with section 16-913.

3. A good faith effort is not made to substantially complete the report as prescribed by section 16-915.

E. It is a defense to an enforcement action brought pursuant to this section if good cause is shown by the treasurer, the designating individual, in the case of an exploratory committee, or the candidate, in the case of a candidate's campaign committee, for the failure to make and file a campaign finance report. For the purposes of this subsection, "good cause" includes an illness or absence from this state at the time the campaign finance report was due or the written notice of delinquency was delivered if the illness or absence reasonably prevented the treasurer, designating individual or candidate from filing the report or receiving the written notice.

F. In addition to the enforcement actions prescribed by this section, a person who was a candidate for nomination or election to any local or state office and who after written notice pursuant to this section failed to make and file a campaign finance report as required by this chapter is not eligible to be a candidate for nomination or election to any local or state office for five years after the last failure to make and file a campaign finance report occurred. This penalty shall be imposed as follows:

1. A candidate's failure to make and file a campaign finance report with a filing officer for a jurisdiction is grounds for that filing officer to refuse the candidate's nomination paper for any public office in that jurisdiction as described in this subsection.

2. A candidate's failure to make and file a campaign finance report with any filing officer is grounds for a filing officer from another jurisdiction to refuse the candidate's nomination paper for any public office on presentation of a certified copy of a final order issued pursuant to section 16-924.

G. For a standing political committee, in addition to any late penalty and civil penalty assessed pursuant to this section, if the standing political committee makes a late filing three or more times, the standing political committee is no longer eligible for consolidated filing status pursuant to section 16-913, subsection K and shall make all of its filings in each reporting jurisdiction in which it is active.

H. For any political committee that has failed to file three consecutive campaign finance reports with the filing officer as prescribed by section 16-913, the filing officer shall send the committee chairman and treasurer a written notice of intent to suspend the political committee. The notice of intent to suspend shall state that failure of the political committee to fully comply with all filing requirements for that committee, including any required payments, within thirty days of the date of the notice shall result in suspension of the political committee's authority to operate in that jurisdiction. On suspension of the political committee's authority to operate, the filing officer is no longer required to provide any further notice of delinquency to the political committee. This subsection does not reduce or eliminate the political committee's continuing obligation to make campaign finance filings and pay any fines, penalties, civil penalties or other sanctions that may continue to accrue as otherwise provided by law. This subsection does not apply to reports required pursuant to article 2 of this chapter or to a candidate's campaign committee designated by that candidate pursuant to section 16-903 during that election cycle.

§16-919. Prohibition of contributions by corporations, limited liability companies or labor organizations; exemption; classification; definitions

A. Except as provided in section 16-914.02, it is unlawful for a corporation or a limited liability company to make an expenditure or any contribution of money or anything of value for the purpose of influencing an election, and it is unlawful for the designating individual who formed an exploratory committee, an exploratory committee, a candidate or a candidate's campaign committee to accept any contribution of money or anything of value from a corporation or a limited liability company for the purpose of influencing an election. This subsection does not apply to political committees that are incorporated pursuant to title 10, chapters 24 through 40 and political committees that are organized as limited liability companies.

B. Except as provided in section 16-914.02, it is unlawful for a labor organization to make an expenditure or any contribution of money or anything of value for the purpose of influencing an election.

C. Notwithstanding subsections A and B of this section, a corporation, limited liability company or labor organization may contribute to an independent expenditure committee.

D. A corporation, limited liability company or labor organization that violates this section is guilty of a class 2 misdemeanor.

E. The person through whom the violation is effected is guilty of a class 6 felony.

F. Notwithstanding subsection A of this section, a political committee that is incorporated only for the purposes of liability limitation may make contributions for the purpose of influencing an election. Notwithstanding the corporate status of a political committee, the chairman and treasurer of an incorporated political committee remain personally responsible for carrying out their respective duties under this article.

G. For the purposes of this section:

1. "Election" means any election to any political office, any election to any political convention or caucus or any primary election held for the purpose of selecting any candidate, political committee or other person for any political office, convention or caucus.

2. "Employee" includes any employee, is not limited to the employees of a particular employer and includes any individual whose work has ceased as a consequence of, or in connection with, any current labor dispute or because of any unfair labor practice.

3. "Employer" includes any person acting as an agent of an employer, directly or indirectly.

4. "Labor organization" means any organization of any kind or any agency or employee representation committee or plan in which employees participate and that exists for the purpose in whole or in part of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment or conditions of work.

§16-920. Permitted expenditures by corporations and labor organizations

A. Expenditures for the following purposes shall not be construed to be political contributions prohibited by law:

1. Communications by a corporation to its stockholders and executive or administrative personnel and their families, or by a labor organization to its members and their families, on any subject.

2. Nonpartisan registration and get-out-the-vote campaigns by a corporation aimed at its stockholders and executive or administrative personnel and their families or by a labor organization aimed at its members and their families.

3. The establishment, administration and solicitation of voluntary contributions to a separate segregated fund to be utilized for political purposes by a corporation, labor organization, membership organization, trade association, cooperative or corporation without capital stock.

4. The establishment, administration and solicitation of voluntary contributions from employees of a corporation or limited liability company, including contributions made by payroll deduction, deposit or transfer or other similar method, and that are made directly to a separate segregated fund that is used for political purposes by a trade association of which the employing corporation or limited liability company is a member. Contributions received under this subsection shall be reported pursuant to section 16-915, subsection A, paragraph 2, subdivision (a) or subsection E.

5. Contributions for use to support or oppose an initiative or referendum measure or amendment to the constitution.

6. Independent expenditures and contributions to independent expenditure committees made pursuant to section 16-914.02.

B. A membership organization, trade association, cooperative or corporation without capital stock may engage in the activities permitted in subsection A, paragraphs 1 and 2 of this section if such activities are directed toward its members, stockholders or members of its members, its and its members' executive or administrative personnel and their families.

§16-921. Unlawful contributions by corporations and labor organizations from a fund; procedures; definitions

A. It is unlawful under any fund established by a corporation or labor organization pursuant to section 16-920, subsection A, paragraph 3:

1. For such a fund to make a contribution or expenditure by utilizing money or anything of value secured by physical force, job discrimination, financial reprisals or the threat of force, job discrimination or financial reprisal or by dues, fees or other monies required as a condition of membership in a labor organization or as a condition of employment or by monies obtained in any commercial transaction.

2. For any person soliciting an employee for a contribution to such a fund to fail to inform such employee of the political purposes of such fund at the time of such solicitation.

3. For any person soliciting an employee for a contribution to such a fund to fail to inform such employee, at the time of such solicitation, of his right to refuse to so contribute without any reprisal.

B. Except as provided in subsections C, D and E of this section it is unlawful for a corporation, or a separate segregated fund established by a corporation, to solicit contributions to such a fund from any person other than the stockholders of the corporation and their families, the executive or administrative personnel of the corporation and their families, and the executive or administrative personnel of the corporation's subsidiaries, branches, divisions and affiliates and their families, and for a labor organization, or a separate segregated fund established by a labor organization, to solicit contributions to such a fund from any person other than its members and their families.

C. A corporation or a separate segregated fund established by such corporation may make no more than two written solicitations for contributions during the calendar year from any employee who is not a stockholder or executive or administrative personnel of such corporation, or of such corporation's subsidiaries, branches, divisions and affiliates, or the families of such employees. A solicitation under this subsection may be made only by mail addressed to employees who are not stockholders or executive or administrative personnel at their residence.

D. An insurer that is licensed in this state or a separate segregated fund established by such insurer may make written solicitations for contributions during the calendar year from persons who are licensed insurance producers and with whom it has a contract to produce insurance business, and those persons' families. Those solicitations are lawful only if the insurance producer has an exclusive contract with the insurer. This subsection does not change an insurance producer's status as an independent contractor.

E. A labor organization or a separate segregated fund established by such labor organization may make no more than two written solicitations for contributions during the calendar year from any stockholder, executive or administrative personnel or employee of a corporation who is not a union member, or the families of such persons, if such labor organization represents members working for such corporation. A solicitation under this subsection may be made only by mail addressed to such stockholders, executive or administrative personnel or employees who are not union members at their residences.

F. This section shall not prevent a membership organization, cooperative or corporation without capital stock, or a separate segregated fund established by a membership organization, cooperative or corporation without capital stock, from soliciting contributions to such a fund from members of such organization, cooperative or corporation without capital stock.

G. This section shall not prevent a trade association, or a separate segregated fund established by a trade association, from soliciting contributions from the stockholders and executive or administrative personnel of the member corporations of such trade association and the families of such stockholders or personnel.

H. Notwithstanding any provision of law to the contrary, any method of soliciting voluntary contributions or of facilitating the making of voluntary contributions to a separate segregated fund established by a corporation, permitted by law to corporations with regard to stockholders and executive or administrative personnel, shall also be permitted to labor organizations with regard to their members.

I. Any corporation, including its subsidiaries, branches, divisions and affiliates, that utilizes a method of soliciting voluntary contributions or facilitating the making of voluntary contributions shall make available such method, on written request and at a cost sufficient only to reimburse the corporation for the expenses incurred thereby, to a labor organization representing any members working for such corporation and its subsidiaries, branches, divisions and affiliates.

J. For the purposes of this section:

1. "Affiliate" means any organization that controls, is controlled by or is under common control with the corporation.

2. "Control" means to possess, directly or indirectly, the power to direct, or cause the direction of, the management or policies of another organization, whether through the ability to exercise voting power, by ownership or contract, or otherwise.

3. "Exclusive contract" means either:

(a) An insurance producer's contract with an insurer that prohibits the producer from soliciting insurance business for any other insurer.

(b) An insurance producer's contract with an insurer that requires a first right of refusal on all lines of insurance business written by the insurer and solicited by the producer.

4. "Executive or administrative personnel" means individuals who are employed by a corporation and who are paid on a salary, rather than hourly, basis and who have policymaking, managerial, professional or supervisory responsibilities.

5. "Insurance producer" has the same meaning as prescribed in section 20-281.

§16-922. Religious assembly or institution not required to register

Notwithstanding any other law, this state and any agency or political subdivision of this state shall not require a person to register as a political committee pursuant to this chapter if the person is a religious assembly or institution that does not spend a substantial amount of time or assets, within the meaning of section 501(c)(3) of the internal revenue code, on influencing any federal, state or local legislation, referendum, initiative or constitutional amendment.

§16-923. Volunteering services for expected compensation; classification

A person who voluntarily and unsolicitedly offers to work for and assist or in any manner voluntarily contributes to the nomination or election of a candidate or other person to any office

in the state with the intent of having such candidate or person pay or in any manner compensate the person so offering such work or services is guilty of a class 2 misdemeanor unless another classification is specifically prescribed in this title.

§16-924. Civil penalties; attorney general; county, city or town attorney

A. Unless another penalty is specifically prescribed in this title, if the filing officer for campaign finance reports designated pursuant to section 16-916, subsection A has reasonable cause to believe that a person is violating any provision of this title, except for violations of chapter 6, article 2, the secretary of state shall notify the attorney general for a violation regarding a statewide office or the legislature, the county officer in charge of elections shall notify the county attorney for that county for a violation regarding a county office or the city or town clerk shall notify the city or town attorney for a violation regarding a city or town office. The attorney general, county attorney or city or town attorney, as appropriate, may serve on the person an order requiring compliance with that provision. The order shall state with reasonable particularity the nature of the violation and shall require compliance within twenty days from the date of issuance of the order. The alleged violator has twenty days from the date of issuance of the order to request a hearing pursuant to title 41, chapter 6.

B. If a person fails to take corrective action within the time specified in the compliance order issued pursuant to subsection A, the attorney general, county attorney or city or town attorney, as appropriate, shall issue an order assessing a civil penalty of not more than one thousand dollars. The person alleged to have violated the compliance order has thirty days from the date of issuance of the order assessing the civil penalty to request a hearing pursuant to title 41, chapter 6.

C. Any party aggrieved by an order or decision of the attorney general, county attorney or city or town attorney, as appropriate, may appeal to the superior court as provided in title 12, chapter 7, article 6.

D. For the purposes of this section, failure to comply with a compliance order issued by the attorney general, county attorney or city or town attorney, as appropriate, as prescribed in subsection A is deemed an intentional act.

§16-925. Deceptive mailings; civil penalty

A. In an attempt to influence the outcome of an election, an individual or committee shall not deliver or mail any document that falsely purports to be a mailing authorized, approved, required, sent or reviewed by or that falsely simulates a document from the government of this state, a county, city or town or any other political subdivision.

B. An individual or committee that violates this section is liable for a civil penalty equal to twice the total of the cost of the mailing or five hundred dollars, whichever is greater. The attorney general, the county attorney, the city or town attorney or other legal representative of the political subdivision, as appropriate, may assess the civil penalty.