

• Which Candidates Must File Disclosure Reports?

Reporting requirements are determined by the number of registered voters in the jurisdiction where the candidate runs for office. In some jurisdictions, the total amount of contributions a candidate receives or expects to receive also determines the reporting requirements.

You must file a personal financial affairs statement and campaign disclosure reports if you are:

- a state office candidate
- a county office candidate
- a local or judicial office candidate in a jurisdiction with 5,000 or more registered voters
- a candidate who receives or expects to receive contributions of \$5,000 or more in the aggregate regardless of the number of registered voters

File just a personal financial affairs statement if you are:

- a candidate for local or judicial office in a jurisdiction with 1,000 or more but less than 5,000 registered voters and you do not expect to receive contributions totaling \$5,000 or more

A candidate seeking election to an office in a jurisdiction with less than 1,000 registered voters who does not receive or expect to receive contributions totaling \$5,000 or more does not file any reports with the Public Disclosure Commission.

PDC staff or your county elections officials can tell you how many voters were in each jurisdiction as of last year's general election.

• Electronic Filing

A candidate that expects to spend \$10,000 or more is required to file campaign finance reports electronically. The PDC's free software, ORCA, may be used to electronically file the required campaign disclosure reports. The PDC staff offers free ORCA training – the schedule is available at www.pdc.wa.gov/filers.

To work properly, campaign data from the start of the campaign must be entered into the system.

For assistance with electronic filing of campaign finance reports, go to the PDC web page at www.pdc.wa.gov/filers or call toll free at 1-877-601-2828.

• What Starts the Whole Process?

Becoming a candidate. According to the disclosure law, you become a candidate when you: raise and spend money for your campaign; reserve space or purchase advertising to promote your candidacy; authorize someone else to do any of these activities for you; state publicly that you're seeking office; or file a declaration of candidacy, whichever happens first.

• Once I Become a Candidate, Then What?

Within two weeks of the date you become a candidate, you must file a Personal Financial Affairs Statement* (Form F-1) and a Candidate Registration form (Form C-1) with the PDC, if required. A copy of the C-1 must be filed with your county auditor (the Records, Elections and Licensing Services Division in King County.)

*A candidate who has filed an F-1 earlier in the year does not need to file a second F-1 in the same year after becoming a candidate.

• Where Do I Get Copies of Blank Forms and Instruction Manuals?

Form templates, brochures and manuals are available on the PDC Web site at www.pdc.wa.gov under Filer Resources. Contact the PDC at 360-753-1111 or toll-free at 1-877-601-2828. Your county auditor (the Records, Elections and Licensing Services Division in King County) will give you a CD that contains all of the PDC forms, manuals, and brochures as well as instructional videos. The PDC offers free compliance training – the schedule is available at www.pdc.wa.gov/filers.

• I Suspect There's More to Reporting . . . Am I Right?

Probably. It depends on how much you're going to raise and spend on your campaign.

If you choose Mini Reporting (limiting what you raise or spend to \$3,500 + any filing fee and limiting contributions from one source other than yourself to \$300), the C-1 and the F-1 are the only PDC reports you have to file. Be sure to access and carefully review the Mini Reporting manual found at www.pdc.wa.gov/filers.

If you're going to raise and spend over \$3,500 to get elected (or less than that, but you want to accept more than \$300 from one or more donors), you must select the Full Reporting option. You'll be required to file frequent and detailed contribution and expenditure reports (Forms C-3 and C-4, respectively).

The PDC realizes that candidates are not always able to forecast campaign costs accurately, and may need to switch to a different reporting option. So long as this action occurs far enough before the election, permission from the PDC will not be necessary. However, if the change occurs within 30 business days of the election, the campaign must receive prior approval from the PDC's executive director before exceeding limits imposed by mini reporting.

The approval to change reporting options from mini to full reporting within 30 business days of the election is not automatic and will only be granted under circumstances outlined in WAC 390-16-125.

- **When are Contribution and Expenditure Reports Due?**

C-3 Contribution Reports: Before June 1 of the election year, candidates fill out a C-3 report for each bank deposit and file these reports with their C-4 reports. Beginning June 1, candidates file weekly C-3 reports for the bank deposits made during the previous 7 days each Monday.

Since contributions must be deposited within 5 business days of receipt, active campaigns will make at least one weekly deposit and, on Mondays, file a C-3 for each deposit.

C-4 Summary Reports: This report, along with its attached schedules, summarizes the campaign's financial activity and shows itemized expenditures for a specific period. C-4s are due:

From the beginning of the campaign through May of the election year, if a campaign has over \$200 in contributions or expenditures during a month, a C-4 report is filed by the 10th of the following month. Beginning with June of the election year and continuing through the election, C-4 reports are due 21 and 7 days before the primary and general elections, even if there was little or no activity to report.

After the final election in which the candidate's name appears on a ballot, file a post-election report on the 10th of the next month. Candidates should review the PDC's 2007 Key Reporting Dates for Candidates for specific filing deadlines.

All PDC reports are considered filed as of the postmark date or, if filed electronically, on the file transfer date.

- **Where Do I File PDC Reports?**

Send the original of all campaign reports (the "C" series) to the PDC; provide a copy of these campaign reports to your county auditor. (Records, Elections and Licensing Services Division in King County) The personal financial affairs statement (F-1) is, in most cases, filed only with PDC in Olympia. By local ordinance, city office candidates may also have to file copies of "C" reports and the F-1 with their city clerk.

NOTE: Electronically filed reports are not required to be filed with the county auditor.

- **Must I Have a Separate Campaign Account?**

Candidates must open a separate campaign account in a bank, credit union or savings and loan institution if they accept monetary contributions. A candidate who personally funds his/her entire campaign and accepts no contributions does not have to open a bank account. These candidates are required to make all campaign records, which may include the personal checkbook register and bank statements, available for public inspection during the eight days before the election.

- **May I Serve as My Own Treasurer?**

Yes. However, candidates who select Full Reporting are strongly encouraged to enlist the aid of a treasurer who has the time and energy necessary to keep detailed, accurate records and file frequent reports. Your treasurer does not need to be a professional accountant.

- **From Whom May I Accept Contributions?**

Generally, contributions from individuals, corporations, unions and other organizations are permitted. Candidates for

legislative, state executive office, judicial, and some county offices have special contributor restrictions. By federal law, no foreign corporations or citizens (unless they have green cards), national banks and corporations organized by authority of Congress and federal government contractors may contribute to or spend funds on behalf of U.S. candidates.

A candidate may personally finance his/her entire campaign. Local restrictions may apply to candidates seeking some county and city offices. Check with your county auditor (the Records, Elections and Licensing Services Division in King County) or your city clerk.

- **Is There a Contribution Limit?**

State law sets contribution limits on donations to legislative, state executive, and judicial office candidates, as well as county office and port commissioner candidates in jurisdictions with more than 200,000 registered voters as of the last General Election [just King, Pierce, Snohomish, and Spokane Counties and the Ports of Tacoma and Seattle in 2007] as well as bona fide political party and caucus political committees. See instruction manuals for details.

During the 21 days before the general election, no contributor, except the state committee of a bona fide political party, may give more than a total of \$50,000 to a statewide office candidate or \$5,000 to any other candidate or political committee. This restriction also applies to a candidate's personal funds.

Candidates must not accept contributions that exceed their respective limits. Additional local restrictions may apply to candidates seeking local office.

- **Is There an Expenditure Limit?**

Candidates who choose Mini Reporting self-impose an expenditure limit of \$3,500 + any filing fee. There are no expenditure limits for candidates who choose Full Reporting.

- **Must I Identify All Contributors?**

Anyone who donates monetary and in-kind contributions totaling more than \$25 over the course of your campaign must be identified by name and full address. Plus, if an individual gives you more than \$100 in the aggregate, you must show this person's occupation and the name, city and state of his or her employer.

- **May I Be Reimbursed for the Personal Funds I Spend on My Campaign?**

A candidate's contributions to his or her own campaign must first be reported as loans in order to be eligible for repayment. A candidate can be repaid up to \$4,300 for primary election loans and \$4,300 for general election loans. Reimbursements for the candidate's out-of-pocket campaign expenses must be made within three weeks or the reimbursement will count against the loan repayment limit.

- **Are There Laws Governing Political Ads?**

Yes. Details are in the PDC's Political Advertising brochure or the Political Advertising section in the instruction manual.

For more information, contact PDC at (360) 753-1111, toll-free 1-877-601-2828, pdcc@pdcc.wa.gov (e-mail), or visit PDC's Website (<http://www.pdcc.wa.gov>).