

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for 2024 Candidates not in Primary Election

You are receiving this notice to file because you are listed as a candidate in the 2024 elections but not on the ballot in the March 5, 2024, primary election. If this information is not correct, please contact our office immediately. All reports listed below are required to be filed with the Texas Ethics Commission (TEC).

FEBRUARY 12, 2024: Personal Financial Statement (Form PFS). Your PFS must be filed no later than midnight Central Time Zone on February 12, 2024. This statement must cover financial activity for the calendar year ending December 31, 2023. An extension of this deadline is not available. Your PFS must be filed electronically. See below for additional information regarding electronic filing.

TIMELY FILING: A report transmitted by Internet is considered timely filed if it is successfully transmitted in the correct format by midnight, Central Time Zone, on the date of the filing deadline.

LATE FILING PENALTY. The minimum civil penalty for filing a late PFS is \$500.

PERSONAL FINANCIAL STATEMENT MUST BE FILED ELECTRONICALLY: All personal financial statements (Form PFS) filed with the TEC must be filed electronically. There are no exceptions to this requirement. To be in compliance with current requirements, you must use the TEC filing application. When you file electronically, if you have successfully filed your report, you will see your report listed in your "Filed Reports" grid under "Manage My Reports" in the filing application. A confirmation number will also be sent to your email. ***If your report is listed in your "In-Progress Reports" grid, your report is NOT FILED.*** We encourage you to file as early as possible so that if you experience any problems, our technical support staff will be able to assist you. More information about who is required to file a PFS and when a PFS is due is available at www.ethics.state.tx.us.

If this is your first time filing your PFS report with the TEC filing application:

- (1) view the instructional videos at www.ethics.state.tx.us/filinginfo/pfs/, and
- (2) submit Form SECURITY-PFS to establish a primary email address and receive a password setup link. ***You must submit a new Form SECURITY-PFS to file a PFS even if you previously submitted Form SECURITY-CF to file campaign finance reports.*** Form SECURITY-PFS can be found on our website at www.ethics.state.tx.us/data/forms/security/security-pfs.pdf.

FILING SCHEDULES AND MORE: Future deadlines are listed on the filing schedules located at www.ethics.state.tx.us/filinginfo/schedules/filing_schedules.php. Also on our website are forms, instructions, filing guides, and other information that you may find useful.