

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for Reports that May Be Due Before the March 5, 2024, Primary Election For General-Purpose Committees and County Executive Committees

This notice is to remind you of upcoming reporting requirements in connection with the March 5, 2024, primary election that may apply to you as the campaign treasurer of a general-purpose political committee (GPAC) or county executive committee (CEC). All reports listed below are required to be filed with the Texas Ethics Commission (TEC). If you think you received this notice in error, you should contact our office immediately.

FEBRUARY 5, 2024 (deadline is extended due to weekend): 30-Day Pre-Election Campaign Finance Report. Your 30-day campaign finance report must be ***received by*** February 5, 2024, if the committee has activity in connection with the March 5, 2024, primary election during the period beginning on January 1, 2024, or the date of campaign treasurer appointment, or the day after the date the last report ended, as applicable. The last day covered by this report is January 25, 2024.

FEBRUARY 26, 2024: 8-Day Pre-Election Campaign Finance Report. Your 8-day campaign finance report must be ***received by*** February 26, 2024, if (1) the committee was required to file the 30-day campaign finance report, regardless of whether there is additional activity to report, or (2) the committee has activity in connection with the March 2024 primary election during the period covered by the 8-day campaign finance report. The first day covered by the report is January 26, 2024. The last day covered by the report is February 24, 2024.

FEBRUARY 25 - MARCH 4, 2024: Daily Pre-Election Report(s). The period for filing daily pre-election reports begins on February 25, 2024, and ends at noon on March 4, 2024. A campaign treasurer of a GPAC or CEC must file one or more daily pre-election reports if the committee is involved in the March 5, 2024, primary election *and* if the committee accepts political contributions from a single source that total more than \$7,350 during this period, or makes direct expenditures supporting or opposing either a single candidate that total more than \$2,150 or a group of candidates that total more than \$32,280 during this period. Therefore, you may be required to file more than one daily pre-election report. Any political activity reported on a daily pre-election report must be reported again on the next required campaign finance report. A daily pre-election report must be ***received by*** the TEC not later than the first business day after the date the contribution is accepted or the expenditure is made that causes the total amount to exceed the applicable threshold.

CAMPAIGN FINANCE TIMELY FILING: A campaign finance report transmitted by Internet is considered timely filed if it is successfully transmitted in the correct format by midnight, Central Time Zone, by the deadline. A campaign finance report eligible to be filed on paper, by a person who qualifies for the electronic filing exemption, ***must be received by the TEC by 5:00 p.m. on the filing deadline.*** All paper reports must include the electronic filing exemption form, which is now the last page on the paper report form. The electronic filing exemption form is also available on our website

at www.ethics.state.tx.us/forms/affd/affs.php. Select "Electronic Filing Exemptions" from the left-hand menu.

LATE FILING PENALTY: The minimum civil penalty for filing a late 30-day pre-election report and daily reports is \$500. The minimum civil penalty for a late 8-day pre-election campaign finance report is \$500 for the first day and \$100 for each day thereafter that the report is late, up to a maximum of \$10,000.

CAMPAIGN FINANCE ELECTRONIC FILING APPLICATION: A campaign finance report must be filed electronically unless you qualify for the statutory exemption. To be in compliance with current requirements, you must use the campaign finance filing application found at www.ethics.state.tx.us/filinginfo/TECindex.php. Select your filer type from the left-hand menu. **If this is your first time filing with the application**, we suggest you view the instructional videos also available at that link. 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.*** Remember, you can file a report as soon as the reporting period ends, and we encourage you to file as early as possible so that if you experience any problems, we can assist you.

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.