

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for Reports that May Be Due Before the March 5, 2024, Primary Election for Specific-Purpose Committees

This notice is to remind you of upcoming deadlines *that may apply to you* as the campaign treasurer of a specific-purpose committee (SPAC) *if* your committee supports or opposes a candidate in the March 5, 2024, primary election. All reports listed below are required to be filed with the Texas Ethics Commission (TEC). If your committee is not involved in the 2024 primary election, these reports are not required.

FEBRUARY 5, 2024 (deadline is extended due to weekend): 30-Day Pre-Election Campaign Finance Report. Your 30-day pre-election campaign finance report must be ***received by*** February 5, 2024. SPACs must file the 30-day pre-election report if the SPAC has activity in connection with the primary during the reporting period. The first day covered by the report is January 1, 2024. The last day covered by the report is January 25, 2024.

FEBRUARY 26, 2024: 8-Day Pre-Election Campaign Finance Report. Your 8-day pre-election campaign finance report must be ***received by*** February 26, 2024. SPACs must file the 8-day pre-election report if (1) the SPAC was required to file the 30-day pre-election report, regardless of whether there is additional activity to report, or (2) the SPAC has activity in connection with the primary during the 8-day pre-election reporting period. 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) for Contributions. The period for filing a daily pre-election report begins on February 25, 2024, and ends at noon on March 4, 2024. SPACs must file daily pre-election reports to report political contributions from a person that total more than \$2,150 during this period. A daily pre-election report must be ***received by*** the TEC not later than the first business day after the date of the contribution that causes the total amount accepted from a contributor during the period to exceed \$2,150. Therefore, you may be required to file more than one daily pre-election report. Contributions reported on a daily pre-election report must be reported again in the next applicable campaign finance report.

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 filing 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.