

TEXAS ETHICS COMMISSION

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Semiannual Report due January 15, 2019

JANUARY 15, 2019: This notice is to remind you that as the campaign treasurer of a general-purpose committee or county executive committee, your semiannual campaign finance report must be filed with the Texas Ethics Commission (TEC) no later than January 15, 2019. The first day covered by the report is July 1, 2018, *or* the date your campaign treasurer appointment was filed, *or* the day after the date the last report ended, as applicable. The last day covered is December 31, 2018. You may start filing on January 1, 2019. You must file this report **EVEN IF YOU HAD NO ACTIVITY**. If you think you received this notice in error, [contact our office immediately](#).

ELECTRONIC FILING: The 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/whatsnew/elf_filing_info.htm. **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, wait for a confirmation number. If you do not get a confirmation number, the report has NOT been 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.

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, January 15, 2019. A report eligible to be filed on paper is considered timely filed if it is deposited with the U.S. Post Office or placed in the hands of a common or contract carrier properly addressed with postage and handling charges prepaid, or hand-delivered to the TEC in the correct format by the deadline. All paper reports must include the electronic filing exemption form, which is available on our website at www.ethics.state.tx.us/filinginfo/affs.htm.

LATE FILING PENALTY: The minimum late-filing penalty for filing a late January 2019 semiannual report, for filers involved in the November 2018 general election, is \$500 for the first day and \$100 for each day thereafter that the report is late, up to a maximum of \$10,000. For other filers, the minimum civil penalty is \$500.

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