

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for Candidates in the February 12, 2019, Special Election for State Representative, House District 125

You are receiving this notice to file because you are listed as a candidate who is opposed in the February 12, 2019, special election for State Representative, District 125. 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 4, 2019: 8-Day Pre-Election Report: Your 8-day pre-election report must be ***received by*** the TEC by Monday, February 4, 2019. Candidates for the office must file **EVEN IF THERE WAS NO ACTIVITY** during the reporting period. The first day covered by the report is January 1, 2019, 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 by the report is February 2, 2019.

February 3 – February 11: Daily Pre-Election Report(s) for Contributions: The reporting period for filing a daily pre-election report begins on February 3, 2019, and ends at noon on February 11, 2019. Opposed candidates must file daily pre-election reports to report political contributions from a single source that total more than \$1,000 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 \$1,000. 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.

February 7, 2019: Personal Financial Statement: Your PFS must be filed no later than midnight Central Time Zone on Thursday, February 7, 2019. This statement must cover financial activity for the calendar year ending December 31, 2018. An extension of this deadline is not available. Your PFS must be filed electronically. See page 2 in this notice for additional information regarding electronic filing.

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, on the date of the filing deadline. A 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 may be found at www.ethics.state.tx.us/filinginfo/affs.htm.

LATE-FILING PENALTY: The minimum late-filing penalty for an 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. The minimum late-filing penalty for a daily pre-election report and a personal financial statement is \$500.

CAMPAIGN FINANCE ELECTRONIC FILING: Campaign finance reports 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.

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, you should wait for a confirmation number. If you do not get a confirmation number, the report has NOT been 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/whatsnew/elf_info_pfs.htm, 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/forms/security-pfs.pdf.

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, common reporting errors (under “Hot Topics”), and other information that you may find useful.