

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for the January 29, 2019, Special Election for State Representative, House District 79, and Special Election for State Representative, House District 145 for General-Purpose Committees and County Executive Committees

This notice is to remind you of upcoming reporting requirements in connection with the January 29, 2019, elections **that may apply to you** as the campaign treasurer of a general-purpose political committee (GPAC) or county executive committee (CEC). The pre-election reports listed below are required to be filed with the Texas Ethics Commission (TEC) **only if** your committee accepted political contributions or made political expenditures and/or had other activity in connection with the **special elections listed above**. The semiannual report must be filed regardless of activity in connection with the special elections.

January 15, 2019: Semiannual Report. A semiannual campaign finance report must be filed with the TEC by Tuesday, January 15, 2019. You must file this report **EVEN IF THERE WAS NO ACTIVITY** during the reporting period. 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 your last report ended, as applicable. The last day covered by the report is December 31, 2018.

January 22, 2019 (deadline extended due to holiday): 8-Day Pre-Election Report. Your 8-day pre-election report must be **received by** the TEC by Tuesday, January 22, 2019, *if the committee has activity in connection with the January 29, 2019, special elections*. 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 January 19, 2019.

January 20 – January 28: Daily Pre-Election Report(s). The reporting period for filing a daily pre-election report begins on January 20, 2019, and ends at noon on January 28, 2019. A campaign treasurer of a GPAC or CEC must file one or more daily pre-election reports if the committee is involved in these elections and if the committee accepts political contributions from a person that in the aggregate exceed \$5,000 during the reporting period, or makes direct campaign expenditures supporting or opposing either a single candidate that in the aggregate exceed \$1,000 or a group of candidates that in the aggregate exceed \$15,000 during the reporting period. Therefore, you may be required to file more than one daily pre-election 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. Any political activity reported on a daily pre-election report must be reported again on the next required campaign finance report.

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 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 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 is \$500. The minimum late-filing penalty for a 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 for a late January 2019 semiannual report is \$500.

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.

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.