

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for 2020 Candidates not in Primary Election

You are receiving this notice to file because you are listed as a candidate in the 2020 elections but not on the ballot in the March 3, 2020, primary election. 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).

JANUARY 15, 2020: Semiannual Report: Your semiannual campaign finance report is required to be filed no later than January 15. The first day covered by the report is July 1, 2019, through December 31, 2019. You must file this report **EVEN IF YOU HAD NO ACTIVITY**.

FEBRUARY 12, 2020: Personal Financial Statement (Form PFS). Your PFS must be filed no later than midnight Central Time Zone on February 12, 2020. This statement must cover financial activity for the calendar year ending December 31, 2019. An extension of this deadline is not available. Your PFS must be filed electronically. See below for additional information regarding electronic filing.

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, on the date of the filing deadline. A campaign finance 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 Texas Ethics Commission 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/forms/affd/affs.php. Select "Electronic Filing Exemptions" from the left hand menu.

LATE FILING PENALTY. The minimum late-filing penalty for the January 2020 semiannual report and PFS is \$500.

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, 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/filinginfo/pfs/, 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/data/forms/security/security-pfs.pdf.

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.