

TEXAS ETHICS COMMISSION

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Legislative Caucus Semiannual Report due January 15, 2020

JANUARY 15, 2020: This notice is to remind you that as a legislative caucus chair, you must file a legislative caucus semiannual campaign finance report (Form LEG) with the Texas Ethics Commission no later than January 15. This report covers the period beginning July 1, 2019, through December 31, 2019. You may start filing on January 1. You must file this report **EVEN IF THE CAUCUS 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/filinginfo/other/legindex.php. **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 will be able to assist you.

TIMELY FILING: A report transmitted electronically is considered timely filed if it is successfully transmitted in the correct format by midnight, Central Time Zone, January 15, 2020. 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 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.

LATE FILING: The minimum late-filing penalty for filing a late January 2020 semiannual report is \$500.

FUTURE FILINGS: Legislative caucuses are required to file semiannual reports every January 15 and July 15 as long as they are active. If the deadline falls on a weekend or holiday, the report is due on the next regular business day. **Please send us written notice if the caucus becomes inactive.** For further information regarding legislative caucuses, go to www.ethics.state.tx.us/forms/other/legfrm.php.