

# TEXAS ETHICS COMMISSION

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## Upcoming Deadlines for Candidates in the November 2, 2021, Special Runoff Election for State Representative, District 118

This notice is to remind you that as a candidate in the November 2, 2021, Special Runoff Election for State Representative, District 118, you must file a Runoff report with the Texas Ethics Commission (TEC). If you think you received this notice in error, please contact our office immediately.

**OCTOBER 25, 2021: Runoff Report:** Your runoff report due eight days before the special runoff election must be **received by** the TEC by Monday, October 25, 2021. Candidates for this office must file this report **EVEN IF THERE WAS NO ACTIVITY** during the reporting period. The report covers the period beginning on September 19, 2021, and ending October 23, 2021.

**OCTOBER 24 – NOVEMBER 1, 2021: Daily Pre-Election Report(s) for Contributions:** The period for filing a daily pre-election report begins on October 24, 2021, and ends at noon on November 1, 2021. Candidates must file daily pre-election reports to report political contributions from a single source that in the aggregate exceed \$1,860 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 \$1,860. Therefore, you may be required to file more than one daily pre-election report. Contributions reported on a special pre-election report must be reported again in the next applicable campaign finance report of contributions and expenditures.

**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/filinginfo/TECindex.php](http://www.ethics.state.tx.us/filinginfo/TECindex.php). Select "Candidates and Officeholders" 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, if you have successfully filed your report, you will see your report listed in your "Filed Reports" grid under "Manage My Reports" in the filing application. A confirmation number will also be sent to your email. ***If your report is listed in your "In-Progress Reports" grid, your report is NOT 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.

**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 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/data/forms/affd/elf\\_coh\\_aff.pdf](http://www.ethics.state.tx.us/data/forms/affd/elf_coh_aff.pdf).

**LATE-FILING PENALTY:** The minimum civil penalty for filing a late runoff report is \$500. The minimum civil penalty for filing a late daily pre-election report is \$500 for each report that is late.

**FILING SCHEDULES AND MORE:** Future deadlines are listed on the filing schedules located at [www.ethics.state.tx.us/filinginfo/schedules/filing\\_schedules.php](http://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.