

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for Reports that May Be Due Before the September 28, 2021, Special Election for State Representative, House District 118, for General-Purpose Committees and County Executive Committees

This notice is to remind you of upcoming deadlines *that may apply to you* as the campaign treasurer of a general-purpose political committee (GPAC) or county executive committee (CEC) **if** your committee supports or opposes a candidate in the September 28, 2021, special election for State Representative, House District 118. All reports listed below are required to be filed with the Texas Ethics Commission (TEC). If your committee is not involved in this special election, these reports are not required.

SEPTEMBER 20, 2021: 8-Day Pre-Election Report: Your 8-day pre-election report must be ***received by*** the TEC by Monday, September 20, 2021, **if the committee has activity in connection with this special election**. The first day covered by the report is July 1, 2021, 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 September 18, 2021.

SEPTEMBER 19, 2021 – SEPTEMBER 27, 2021: Daily Pre-Election Report(s): The reporting period for filing a daily pre-election report begins on September 19, 2021, and ends at noon on September 27, 2021. A campaign treasurer of a GPAC or CEC must file one or more daily pre-election reports **if the committee is involved in this special election, and if:** (1) the committee accepts political contributions from a single source that total more than \$6,370 during the reporting period, **or** (2) makes direct campaign expenditures supporting or opposing either a single candidate that total more than \$1,860 or a group of candidates that total more than \$27,950 during the reporting period. Therefore, you may be required to file more than one daily pre-election report. Any political activity reported on a daily pre-election report must be reported again on the next required campaign finance report. A daily pre-election report must be ***received by*** the TEC by 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. For more information about the requirement to file daily pre-election reports, see the "Campaign Finance Guide for Political Committees" on our website.

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 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/forms/affd/affs.php.

LATE-FILING PENALTY: The minimum civil penalty for filing a late 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 civil filing penalty for filing a late daily pre-election 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/filinginfo/TECindex.php. If you are a GPAC, select "Political Committees" from the left hand menu. If you are a CEC, select "Political Parties" 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.

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.