

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for Reports that May Be Due Before the January 23, 2021, Special Election for State Representative, House District 68, for Specific-Purpose Committees

This notice is to remind you of upcoming deadlines *that may apply to you* as the campaign treasurer of a specific-purpose committee (SPAC) **if** your committee supports or opposes a candidate in the January 23, 2021, special election for State Representative, House District 68. 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.

JANUARY 15, 2021: 8-Day Pre-Election Report: Your 8-day pre-election report must be ***received by*** the TEC by Monday, January 15, 2021, *if the committee has activity in connection with this special election*. The first day covered by the report is January 1, 2021, 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 January 13, 2021.

JANUARY 14, 2021 – JANUARY 22, 2021: Daily Pre-Election Report(s) for Contributions: The reporting period for filing a daily pre-election report begins on January 14, 2021, and ends at noon on January 22, 2021. SPACs involved in this special election must file daily pre-election reports to report political contributions from a single source that total more than \$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 daily pre-election report must be reported again in the next applicable campaign finance report.

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. **NOTE: The Texas Ethics Commission is closed to the public at this time. You cannot hand-deliver your paper report to the Texas Ethics Commission.**

LATE-FILING PENALTY: The minimum civil 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.

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. Select "Political Committees" 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.