



The Commission administers and enforces the provisions of the Georgia Government Transparency and Campaign Finance Act.

The ACT covers: candidates, candidate committees, public officials, non candidate committees, lobbyist and qualifying officers.

The ACT does not cover: qualifying, requirements for being on a ballot, conflict of interest, ethical conduct or tax issues. We have provided agencies that may address these questions.

Secretary of State Elections Division (SOS)

www.sos.georgia.gov

Internal Revenue Services (IRS)

www.irs.gov

Georgia Municipal Association (GMA)

www.gmanet.com

Association County Commissioners of Georgia (ACCG)

www.accg.org

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Georgia
Government
Transparency &
Campaign Finance
Commission

**HOW DO I GET
STARTED?**



This brochure is intended only as a summary to aid in understanding the Act. For the law's complete requirements, consult the Act itself, codified at Title 21

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How do I get started?

1. File a Declaration of Intention to Accept Contributions – (Form DOI)

Reference: O.C.G.A. § 21-5-30 (g)

Anyone who is not already a public officer and who plans to run for public office must file a Declaration of Intention to Accept Campaign Contributions BEFORE accepting such contributions. No such declaration is required of persons who are public officers and who plan to run for the same public office they currently hold. Statewide/State level filers Form DOI must be filed with the Commission by US Mail or hand delivery. Local Level filers are required to file their Form DOI with their local elections superintendent (county) or Municipal clerk (city).

2. File a PIN Application for e-filing CDDR & PFD (State/Statewide Candidates / Elected Officials ONLY)

This form allows access to the Commission's online e-filing system for Campaign Contribution Disclosure Reports and Personal Financial Disclosure Statements.

Your PIN application is filed with the Commission by US Mail.

Faxed applications are not an acceptable method of filing and will not be processed.

Local Level filers are required to file their disclosure reports with their local elections superintendent (county) or Municipal clerk (city).

3. Registration Form for a Campaign Committee - Form RC

Reference: O.C.G.A. § 21-5-3(2) and O.C.G.A. § 21-5-30(b)

This form is filed if you have anyone helping you with filing your reports or collecting your contributions or expending your contributions.

The term "campaign committee" as it relates to the candidate means the candidate, person(s) or committee which accepts contributions or makes expenditures for the purpose of bringing about the nomination or election of an individual to any elected office.

If a candidate has a campaign committee, the name and address of the committee, its chairperson, treasurer and the candidate must be registered with the Commission prior to accepting any contributions. No candidate may have more than one committee. No contributions may be accepted at any time there is a vacancy in either the position of chairperson or treasurer. One person may serve as both chairperson and treasurer. A "Registration Form for a Campaign Committee" is filed with

the Commission by US Mail or in the e-filing system. When a candidate is elected to office, the candidate's campaign committee registration will remain in effect as long as the candidate remains in office until and unless the registration is canceled by the campaign committee or the candidate.

Any substantive changes to registration information of a committee must be updated with the Commission within 7 business days.

4. Choosing Option of Separate Accounting - Form COOSA

Reference: O.C.G.A. § 21-5-43 (a) (2)

A candidate who wishes to accept contributions for more than one election at a time shall separately account for such campaign contributions and shall file an "Option to Choose Separate Accounting" form with the Commission prior to accepting contributions for any election other than the candidate's next upcoming election.

A candidate is only required to file one Form COOSA which shall be utilized for all subsequent elections to the same office, regardless of whether an election occurs in a new election cycle.

Visit our website to find a complete list of Forms, Reports, and Publications.
<http://ethics.ga.gov/filer-information/forms/>

Tell me more!

Maximum Allowable Contribution Limits:

No person, corporation, political committee, or political party shall make, and no candidate or campaign committee shall receive from any such entity, contributions to any candidate for state-wide elected office which in the aggregate for an election cycle exceed:

Candidates for State-Wide Offices

Statewide candidates include: Governor, Attorney General, Commissioner of Agriculture, Commissioner of Insurance, Commissioner of Labor, Lieutenant Governor, Public Service Commission, Secretary of State, State School Superintendent

Six thousand three hundred dollars (\$6,300.00) for a primary election

Three thousand seven hundred dollars (\$3,700.00) for a primary run-off election

Six thousand three hundred dollars (\$6,300.00) for a general election

Three thousand seven hundred dollars (\$3,700.00) for a general run-off election

Candidates for All Other Offices

Two thousand five hundred dollars (\$2,500.00) for a primary election

One thousand three hundred dollars (\$1,300.00) for a primary run-off election

Two thousand five hundred dollars (\$2,500.00) for a general election

One thousand three hundred dollars (\$1,300.00) for a general run-off election

Campaign Record Keeping: Contributions of money received by the candidate or the candidate's campaign committee must be promptly deposited in a **separate campaign depository account** (separate from the personal banking account of the candidate) opened and maintained for this purpose.

The account may be an interest bearing account and any interest earned will be deemed a contribution to the campaign committee; Interest earned is not payable to the candidate.

The candidate or treasurer of each campaign committee must keep detailed accounts, current within not more than five (5) days after the receipt of a contribution or making of an expenditure.

You are required to file reports if you File a DOI or qualify or you/your committee accepts contributions or you/your committee makes expenditures.

Campaign Contribution Disclosure Report: Campaign Contribution Disclosure Report is a report filed with the commission by a candidate or the chairperson or treasurer of a campaign committee setting forth all expenditures and contributions. Itemize all contributions and expenditures more than \$100.00; and aggregate totals of all contributions and expenditures \$100.00 or less.

Personal Financial Disclosure Statement: Every public officer and every candidate for election as a public officer must file a Personal Financial Disclosure Statement covering the period of the preceding calendar year.

Only one Personal Financial Disclosure Statement is required per calendar year.

When do I file reports?

ELECTION YEAR

Campaign Contribution Disclosure Reports

(5 day grace period)

January 31

March 31

June 30

September 30

October 25

December 31

Personal Financial Disclosure Statement

(NO grace period)

Statewide Officers - No later than 7 days after you formally qualify.

State & Local - No later than 15 days after you formally qualify.

NON ELECTION YEAR

Campaign Contribution Disclosure Reports

(5 day grace period)

January 31

June 30

Personal Financial Disclosure Statement

(NO grace period)

Between January 1 and July 1

NOTE: If you file a DOI but do not qualify, lose, or withdraw . . . You still have reports to file.