

LOCAL FILING ENTITIES

AS ADDED BY HB 143 & SB 297

A candidate for a public office or the chairperson or treasurer of such candidate's campaign committee shall sign and file the required disclosure reports with the election superintendent in the county of election or with the municipal clerk in the municipality of election or, if there is no clerk, with the chief executive officer of the municipality, however, that a municipality and a county may enter into an agreement whereby such candidates, chairpersons, or treasurers shall file the required disclosure with the county election superintendent instead. Reference O.C.G.A. § 21-5-34 (a)(3)&(4).

No agency and no person acting on behalf of an agency shall make, directly or indirectly, any contribution to any campaign committee, political action committee, or political organization or to any candidate; but nothing in this Code section shall prohibit the furnishing of office space, facilities, equipment, goods, or services to a public officer for use by the public officer in such officer's fulfillment of such office. Reference O.C.G.A. § 21-5-30.2(b)

What is filed with the Local Filing Entity?

Declaration of Intention to Accept Campaign Contributions—Form DOI
Campaign Contribution Disclosure Reports—CCDR
Personal Financial Disclosure Statement—PFD
Two Business Day Reports—TBD
Affidavit of A Candidate's Intent Not To Exceed \$2,500.00 in Contributions and/or Expenditures
Final Report and Termination Statement

Filing Schedule

Reference O.C.G.A. § 21-5-34 (d.1)(1)

Less than \$2,500.00—File the Affidavit of A Candidate's Intent Not To Exceed \$2,500.00 in Contributions and/or Expenditures
More than \$2,500.00 but Less than \$5,000.00—File June 30th and October 25th each calendar year
More than \$5,000.00—File all reports as prescribed by the ACT

Reference O.C.G.A. § 21-5-50 (3.1)

Personal Financial Disclosure Statements are file one time per year.

Election Year: No later than 15 days after Qualifying

Non Election Year: Not before January 1 and not later than July 1

Once a document is received by the local filing entity...

- √ Check the document for completion.
- √ Date stamp when the document is received.
- √ Maintain reports for public inspection 5 years from received date.
- √ eFax a copy of each form and report to the Commission.
- √ Ensure all pages are attached and addressed.
- √ Retain envelope with document.

eFax Instructions

Reference O.C.G.A. § 21-5-34 (a) (3) & (4)

Election Superintendents & City Clerks shall transmit by eFax to the Commission the paper copy of:

1. A Declaration of Intention to Accept Campaign Contributions no later than 10 days after receipt of such notice.
2. An Affidavit of A Candidate's Intent Not To Exceed \$2,500.00 in Contributions and/or Expenditures no later than 10 days after receipt of such notice.
3. A copy of each report: CCDR - efax to the Commission no later than 30 days after the close of each grace period.
PFD - efax to the Commission no later than 30 days from the close of the reporting period.
TBD - efax to the Commission no later than 10 days from the close of the reporting period.

EFAX NUMBER 1-866-914-7974

- **DO NOT** fax report(s) with a cover page or any additional pages other than the actual report(s).
- Fax **ALL** pages of the report, even if there is nothing to report on some pages.
- Use original, blank forms provided by the agency dated 2014 or newer. Forms or reports submitted that are not from the Commission will **NOT** be accepted as a filing that meets the requirements of the ACT.
- There should be **NO** personal/red flag information on reports such as bank account/routing numbers, social security numbers, driver's license, etc.
- **DO NOT** fax more than **ONE** report at a time.
- **DO NOT** fax report(s) upside down or backwards.
- You will **NOT** receive a receipt confirmation under this new system.
- Faxes sent to any other Commission fax number will **NOT** be processed. Illegible faxes will **NOT** be processed.
- **DO NOT** send the original copies to the Commission. Retain these for your records.
- No special equipment is required by you to use our eFax service. Send the faxes from your fax machine to the eFax number provided.
- If you have fax problems, send an email to faxhelp@ethics.ga.gov Please include your name, contact information, time of the fax transmission(s) and the fax number you are sending from.

Late Fees

Reference O.C.G.A. § 21-5-34 (k) (1) & O.C.G.A. § 21-5-50 (f) (1)