

# TEXAS ETHICS COMMISSION

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## **Upcoming Deadlines for Candidates in the May 4, 2024, Special Election for State Senator, Senate District 15**

You are receiving this notice to file because you are listed as a candidate who is opposed in the May 4, 2024, special election for State Senator, Senate District 15. If this information is not correct, please contact our office immediately. All reports listed below are required to be filed with the Texas Ethics Commission (TEC).

**April 4, 2024: 30-Day Pre-Election Report:** Your 30-day pre-election report must be ***received by*** the TEC by Thursday, April 4, 2024. Candidates for the office must file **EVEN IF THERE WAS NO ACTIVITY** during the reporting period. The first day covered by the report is February 25, 2024. The last day covered by the report is March 25, 2024.

**April 26, 2024: 8-Day Pre-Election Report:** Your 8-day pre-election report must be ***received by*** the TEC by Friday, April 26, 2024. Candidates for the office must file **EVEN IF THERE WAS NO ACTIVITY** during the reporting period. The first day covered by the report is March 26, 2024, 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 April 24, 2024.

**April 25, 2024 – May 3, 2024: Daily Pre-Election Report(s) for Contributions:** The reporting period for filing a daily pre-election report begins on April 25, and ends at noon on May 3, 2024. Opposed candidates must file daily pre-election reports to report political contributions from a single source that total more than \$2,150 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 \$2,150. 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](http://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 penalty for filing a late 30-day report and a late daily pre-election report is \$500.

**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.

**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.