

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for 2024 Primary Candidates

You are receiving this notice to file because you are listed as a candidate in the March 5, 2024, primary election. 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).

FEBRUARY 5, 2024 (deadline is extended due to weekend): 30-Day Pre-Election Campaign Finance Report. Your 30-day pre-election campaign finance report must be ***received by*** February 5, 2024. It is required to be filed by all opposed candidates in the primary election who did not select modified reporting for 2024, even if the candidate had no activity during the reporting period. The first day covered by the report is January 1, 2024. The last day covered by the report is January 25, 2024.

FEBRUARY 12, 2024: Personal Financial Statement (Form PFS)*. Your PFS must be filed no later than midnight Central Time Zone on February 12, 2024. This statement must cover financial activity for the calendar year ending December 31, 2023. An extension of this deadline is not available. Your PFS must be filed electronically. See page 2 in this notice for additional information regarding electronic filing.

FEBRUARY 26, 2024: 8-Day Pre-Election Campaign Finance Report. Your 8-day pre-election campaign finance report must be ***received by*** February 26, 2024. It is required to be filed by all opposed candidates in the primary election who did not select modified reporting for 2024, even if the candidate had no activity during the reporting period. The first day covered by the report is January 26, 2024. The last day covered by the report is February 24, 2024.

FEBRUARY 25 - MARCH 4, 2024: Daily Pre-Election Report(s) for Contributions. The period for filing a daily pre-election report begins on February 25, 2024, and ends at noon on March 4, 2024. Opposed candidates must file daily pre-election reports to report political contributions from a person 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.

CAMPAIGN FINANCE TIMELY FILING: A campaign finance report transmitted by Internet is considered timely filed if it is successfully transmitted in the correct format by midnight, Central Time Zone, by the deadline. A campaign finance report eligible to be filed on paper, by a person who qualifies for the electronic filing exemption, ***must be received by the Texas Ethics Commission by 5:00 p.m. on the filing deadline.*** All paper reports must include the electronic filing exemption form, which is now the last page on the paper report form. The electronic filing exemption form is also available on our website at www.ethics.state.tx.us/forms/affd/affs.php. Select "Electronic Filing Exemptions" from the left-hand menu.

LATE FILING PENALTY: The minimum civil penalty for filing a late PFS, 30-day pre-election report, and daily reports is \$500. 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.

CAMPAIGN FINANCE ELECTRONIC FILING APPLICATION: A campaign finance report 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 your filer type 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.

PERSONAL FINANCIAL STATEMENT MUST BE FILED ELECTRONICALLY: All personal financial statements (Form PFS) filed with the TEC must be filed electronically. There are no exceptions to this requirement. To be in compliance with current requirements, you must use the TEC filing application. 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**. We encourage you to file as early as possible so that if you experience any problems, our technical support staff will be able to assist you. More information about who is required to file a PFS and when a PFS is due is available at www.ethics.state.tx.us.

If this is your first time filing your PFS report with the TEC filing application:

- (1) view the instructional videos at www.ethics.state.tx.us/filinginfo/pfs/, and
- (2) submit Form SECURITY-PFS to establish a primary email address and receive a password setup link. **You must submit a new Form SECURITY-PFS to file a PFS even if you previously submitted Form SECURITY-CF to file campaign finance reports.** Form SECURITY-PFS can be found on our website at www.ethics.state.tx.us/data/forms/security/security-pfs.pdf.

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.