

# TEXAS ETHICS COMMISSION

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## Fourth Called Special Session Report Due January 4, 2024

This notice is to remind you that you may owe a Special Legislative Session Report on January 4, 2024. Statewide officeholders and candidates for statewide office, including judicial statewide officeholders and candidates for judicial statewide office, members of and candidates for the legislature, and specific-purpose committees supporting, opposing, or assisting those officeholders or candidates may have to file a special session report not later than the 30th day after the date of final adjournment of the fourth called special session. A report is required **ONLY IF** you accepted a political contribution (monetary, in-kind, pledges, non-bank loans) during the special session reporting period.

**DUE DATE:** The due date for filing the special session report is Thursday, January 4, 2024.

**REPORTING PERIOD:** The report must include political contributions accepted beginning on November 7, 2023 (the day the Governor signed the proclamation calling the special session), and continuing through December 5, 2023 (date of final adjournment of the special session).

**CONTENT:** A special session report includes contributions only. The law requires all contributions included in a special session report to be itemized regardless of the amount. Additionally, please note that contributions accepted between November 7 and December 5 must be disclosed in this special session report and again on your next regular report (e.g., January 2024 semiannual). If you file electronically, the filing system will automatically include the contributions made on the overlapping dates into the next report for you. If you file on paper you will need to include these yourself.

**ELECTRONIC FILING:** The report must be filed electronically unless you qualify for the statutory exemption. 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 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. 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.** You can file a report as soon as the reporting period ends, and we encourage you to file as early as possible so that we can assist you if you experience any problems.

**TIMELY FILING:** An electronically filed report is considered timely filed if it is successfully transmitted in the correct format by midnight, Central Time Zone, January 4, 2024. A report eligible to be filed on paper is considered timely filed if it is deposited with the U.S. Post Office or placed in the hands of a common or contract carrier properly addressed with postage and handling charges prepaid, or hand-delivered to the Texas Ethics Commission in the correct format by the deadline. All paper reports must include the electronic filing exemption form, which is available on our website 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 special session report is \$500.

**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.