

TEXAS ETHICS COMMISSION

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Legislative Caucus Semiannual Report due January 16, 2024

JANUARY 16, 2024 (deadline is extended because of holiday): This notice is to remind you that as a legislative caucus chair, you must file a legislative caucus semiannual campaign finance report (Form LEG) with the Texas Ethics Commission (TEC) no later than January 16, 2024. This report covers the period beginning July 1, 2023, and covers through December 31, 2023. You can start filing on January 1, 2024. **You must file this report EVEN IF THE CAUCUS HAD NO ACTIVITY.** If you think you received this notice in error, contact our office immediately.

ELECTRONIC FILING: The 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. **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.

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, January 16, 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 to the Texas Ethics Commission 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.

LATE FILING PENALTY: The minimum civil penalty for filing a late January 2024 semiannual report is \$500.

FUTURE FILINGS: Legislative caucuses are required to file semiannual reports every January 15 and July 15 as long as they are active. Please send us written notice if the caucus becomes inactive. For further information regarding legislative caucuses, see "Guidelines for a Legislative Caucus" at www.ethics.state.tx.us/resources/guides/FormCaucus.php and "Laws & Regulations" at www.ethics.state.tx.us/filinginfo/other/legindex.php.

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.