

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for Political Party Report Regarding Contributions From Corporations/Labor Organizations (PTY-CORP)

This notice is to remind you of upcoming reporting deadlines for filing a political party report of corporate or labor organization contributions, expenditures, and loans (Form PTY-CORP) that may apply to you as a state chair of a political party. (Remember: If necessary, the treasurer of the party's general-purpose committee or county executive committee, as applicable, will report other contributions, expenditures, and loans on Form GPAC, MPAC or CEC.) If you think you received this notice in error, contact our office immediately.

You must file a political party report only if:

- (1) your political party accepted or spent contributions from corporations or labor organizations during the reporting period; or
- (2) your political party maintains any amount of contributions from corporations or labor organizations accepted in earlier reporting periods.

FEBRUARY 26, 2024: 8-Day Pre-Election Political Party Report. Your 8-day political party report must be received by February 26, 2024, if the committee accepted or maintains corporate funds as explained above during the reporting period. The first day covered by the report is January 1, 2024, *or* the day after the date the last report ended. The last day covered by the report is February 24, 2024.

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 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, wait for a confirmation number. If you do not get a confirmation number, the report has NOT been filed. 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. Also on our website are forms, instructions, filing guides, and other information that you may find useful.