

TEXAS ETHICS COMMISSION

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Semiannual Political Party (PTY-CORP) Report due January 15, 2025

JANUARY 15, 2025: This notice is to remind you that as a county party chair you may have a semiannual political party report due January 15, 2025. This is the deadline for filing a political party report of corporate or labor organization contributions, expenditures, and loans (Form PTY-CORP). (Remember: If necessary, the campaign treasurer of the county executive committee will report other contributions, expenditures, and loans on Form CEC.) The first day covered by the report is July 1, 2024, or the first day after the period covered by the last report required to be filed, as applicable. The last day covered for this report is December 31, 2024. You may start filing on January 1, 2025. If you think you received this notice in error, contact our office immediately.

You must file this report only if:

- (1) your county executive committee accepted or spent contributions from corporations or labor organizations during the reporting period; or
- (2) your county executive committee maintained any amount of contributions from corporations or labor organizations accepted in earlier reporting periods.

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 15, 2025. 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, in the correct format by the deadline. All paper reports must include the electronic filing exemption form, which is now included as the last page of the report form available for download from our website. This form is also available as a standalone form on our website at www.ethics.state.tx.us/forms/affd/affs.php.

LATE FILING: The minimum civil penalty for filing a late January 2025 semiannual 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. Also on our website are forms, instructions, filing guides, and other information that you may find useful.