



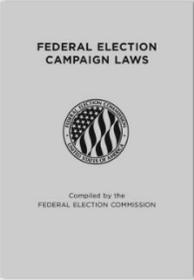
**FECConnect**  
**LIVE**

# Basics for Beginners



May 20, 2025      1:00pm Eastern

## Objectives



**Basic Provisions**

Review basic provisions of the Federal Election Campaign Act



**Filing Requirements**

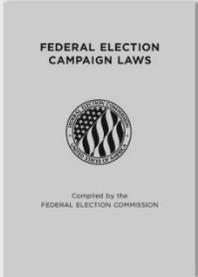
Examine recordkeeping and filing requirements for campaign committees



**Compliance Resources**

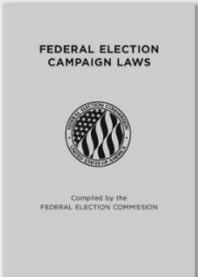
Highlight compliance resources available to campaign committees

## PART 1: BASIC PROVISIONS OF THE FEDERAL CAMPAIGN FINANCE LAW



**Federal Election  
Campaign Act**

- 1 Limits funding
- 2 Requires registration and reporting
- 3 Establishes FEC



**Federal Election  
Campaign Act**

- 1 Limits funding
  - Sources of contributions
  - Contribution amounts

## I. Contribution Prohibitions



- A. Corporations (including incorporated membership, trade and cooperative organizations or associations), labor organizations and national banks<sup>1</sup> are prohibited from making contributions in connection with federal elections. [11 CFR 114.2](#). Therefore, they may not:**
- 1. Act as conduit for earmarked contribution.**
  - 2. Give discount to campaign or committee that is not in normal business practice.**
  - 3. Allow use of facilities or resources without reimbursement, and, in some cases, advance payment.**
- B. Federal government contractors ([11 CFR Part 115](#))**
- C. Foreign nationals ([11 CFR 110.20](#))**
- 1. American subsidiary of foreign corporation may establish Separate Segregated Fund (SSF) only if:**
    - a) Foreign nationals do not control or participate in decisions of SSF; and
    - b) SSF is not administered or otherwise funded with foreign revenues.

---

<sup>1</sup> Corporations and labor organizations may contribute to independent expenditure-only committees (i.e, Super PACs) and to the non-contribution account of a Hybrid PAC.

**2. Ban does not apply to permanent resident aliens (green card holders).**

**3. Individuals who are foreign nationals may:**

- a) Volunteer for congressional campaign and participate in decision-making, (Note: because volunteer is engaged to candidate).  
[AO 2004-26.](#)
- b) Attend campaign fundraising events (Note: because attendee is engaged to candidate).  
[AO 2004-26.](#)
- c) They may not, however, participate in decision-making regarding election activities for a corporation or a political committee.  
[AO 2004-32.](#)

**D. Contributions in name of another ([11 CFR 110.4\(b\)](#))**

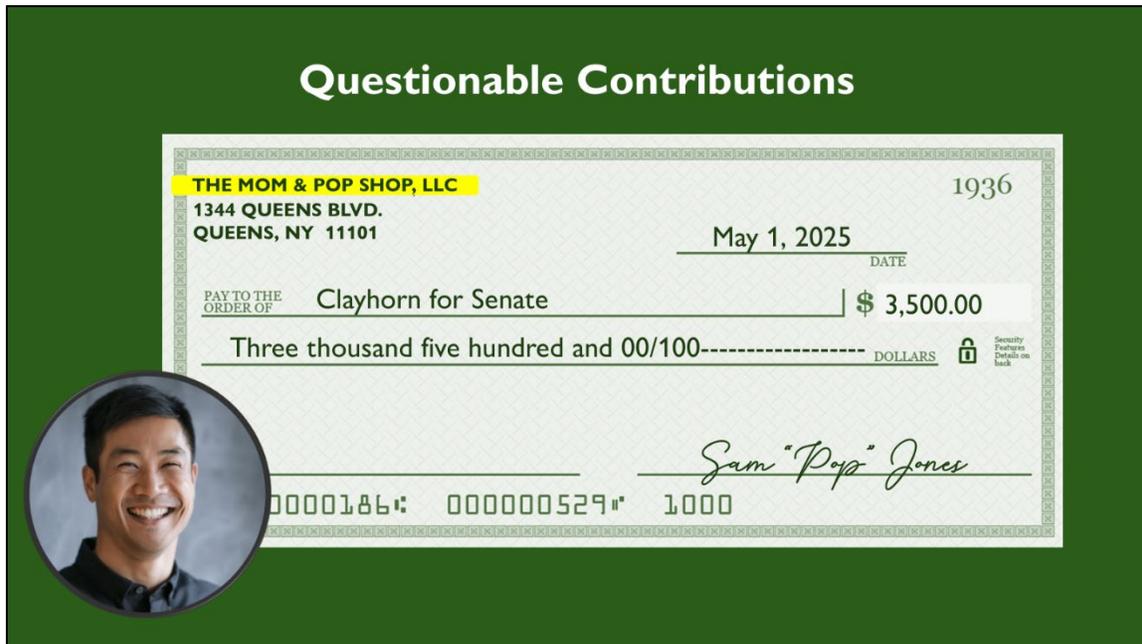
- 1. Cannot reimburse or be reimbursed for contributions.
- 2. Parents cannot give in names of children.

**E. Certain prohibitions apply to all elections ([11 CFR 114.2\(a\)](#))**

- 1. Foreign nationals
- 2. National banks
- 3. Federally chartered corporations

## II. Handling Questionable Contributions ([11 CFR 103.3](#))

- **Deposit while checking:** If unsure whether contribution is from a permissible source, campaign may deposit it while confirming permissibility.
- **Refund after 30 days if unable to verify legality:** Within 30 days of receipt, must refund if unable to determine if contribution is permissible.



### Steps to take:

- Deposit or return check – 10 days
- Contact the donor – 30 days to confirm legality
- If LLC is taxed as a partnership, contribution is acceptable
- If LLC is taxed as a corporation, contribution is prohibited – refund

### Questionable Contributions



## Questionable Contributions



### Steps to take:

- Deposit or return check – 10 days
- Contact the donor – 30 days to confirm legality
- If donor is US citizen or green card holder, contribution is acceptable
- If not, contribution is prohibited – must issue a refund

### Questionable Contributions



### III. Contribution Amount Limits ([11 CFR 100.52](#))

#### A. Broad definition

Anything of value given or loaned to influence a federal election.

**B. Types**

1. Money
2. In-kind (goods and services)
3. Loans of money or advances of goods and services
4. Bank loan endorsements and guarantees
5. Advances of personal funds by staff and volunteers
6. Proceeds from sales of fundraising items
7. Extension of credit to committee outside ordinary course of business

## Contribution Limits



For 2025-26 Elections	Candidate Committee per election	PAC (SSF and Nonconnected) per year	State, District & Local Party Committee per year	National Party Committee per year	Additional National Party Committee Accounts per year
Individual	\$3,500	\$5,000	\$10,000 (combined)	\$44,300	\$132,900
Candidate Committee	\$2,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
PAC: Multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000	\$45,000
PAC: Nonmulticandidate	\$3,500	\$5,000	\$10,000 (combined)	\$44,300	\$132,900
National Party Committee	\$5,000 \$62,000 per cycle - Senate	\$5,000	Unlimited Transfers	Unlimited Transfers	
State, District & Local Party Committee	\$5,000 (combined)	\$5,000 (combined)	Unlimited Transfers	Unlimited Transfers	

**C. Contribution limits (11 CFR [110.1](#) and [110.2](#))**

1. **Certain limits increased and indexed for inflation**
  - a) Candidate and party limits increased and indexed; multicandidate committee limits unchanged.
  - b) Limits adjusted for inflation – odd-numbered years.
2. **How applied**
  - a) Limits apply to contributions received and contributions made by committee.
  - b) If made by an individual, counts against the limit of the person signing the check or accompanying note.
3. **Presidential**
  - a) Primaries – one limit for all.
  - b) General – no contributions if candidate accepts public funds. (See [AO 2007-03](#), Obama)
  - c) General Election Legal and Compliance (GELAC) Fund – OK if donations comply with limits.

4. **Printable chart:** <https://www.fec.gov/resources/cms-content/documents/contribution-limits-chart-2025-2026.pdf>

## Contribution Limits



### Per-Election Limits

Separate limit for every election in which candidate participates—primary, general, runoff

- Independent/unopposed candidates entitled to primary limit

If candidate loses primary, campaign must refund general election contributions w/in 60 days

- During primary, cash on hand must be  $\geq$  total general election contributions received

5. **Per election candidate limits - accounting method required** (*Guide*, p. 74)  
Campaign must adopt accounting system to distinguish between contributions made for the primary and those for the general election.
- Independent candidates may choose either general election ballot deadline or date of last major party primary as primary election day. [11 CFR 100.2\(c\)\(4\)](#).
  - During the period before the primary, the campaign's cash on hand must at least equal the amount of general election contributions received. [11 CFR 102.9\(e\)\(2\)](#).
6. **Candidates who lose in the primary or withdraw before the primary** (*Guide*, pp. 20-21)
- Entitled to limit only if candidate seeks office in that election.
  - Candidate who accepts contributions for general election before primary is held and loses or withdraws from the primary must refund or redesignate general election contributions within 60 days of the primary or public withdrawal from the primary race. [11 CFR 110.1\(b\)\(3\)](#) and [\(5\)](#).
  - Similar application for convention, runoff, etc.

## Contribution Limits



For 2025-26 Elections	Candidate Committee per election	PAC (SSF and Nonconnected) per year	State, District & Local Party Committee per year	National Party Committee per year	Additional National Party Committee Accounts per year
Individual	\$3,500	\$5,000	\$10,000 (combined)	\$44,300	\$132,900
Candidate Committee	\$2,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
PAC: Multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000	\$45,000
PAC: Nonmulticandidate	\$3,500	\$5,000	\$10,000 (combined)	\$44,300	\$132,900
National Party Committee	\$5,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
State, District & Local Party Committee	\$5,000 (combined)	\$5,000 (combined)	Unlimited Transfers	Unlimited Transfers	

## Contribution Limits



For 2025-26 Elections	Candidate Committee per election	PAC (SSF and Nonconnected) per year	State, District & Local Party Committee per year	National Party Committee per year	Additional National Party Committee Accounts per year
Individual	\$3,500	\$5,000	\$10,000 (combined)	\$44,300	\$132,900
Candidate Committee	\$2,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
PAC: Multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000	\$45,000
PAC: Nonmulticandidate	\$3,500	\$5,000	\$10,000 (combined)	\$44,300	\$132,900
National Party Committee	\$5,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
State, District & Local Party Committee	\$5,000 (combined)	\$5,000 (combined)	Unlimited Transfers	Unlimited Transfers	

**D. Multicandidate committee status ([11 CFR 100.5\(e\)](#))**

**1. Why important:**

Determines whether PAC or party committee can give up to \$5,000 to candidate, per election (and whether candidate can accept it).

## Multicandidate Status



- 1

Registered with the FEC for at least six months
- 2

Received contributions from more than 50 donors
- 3

Contributed to at least five federal candidates

**2. Criteria:**

- Registered with FEC 6 months.
- Received contributions from more than 50 contributors.
- Has made contributions to at least 5 federal candidates (not needed for state party committee).

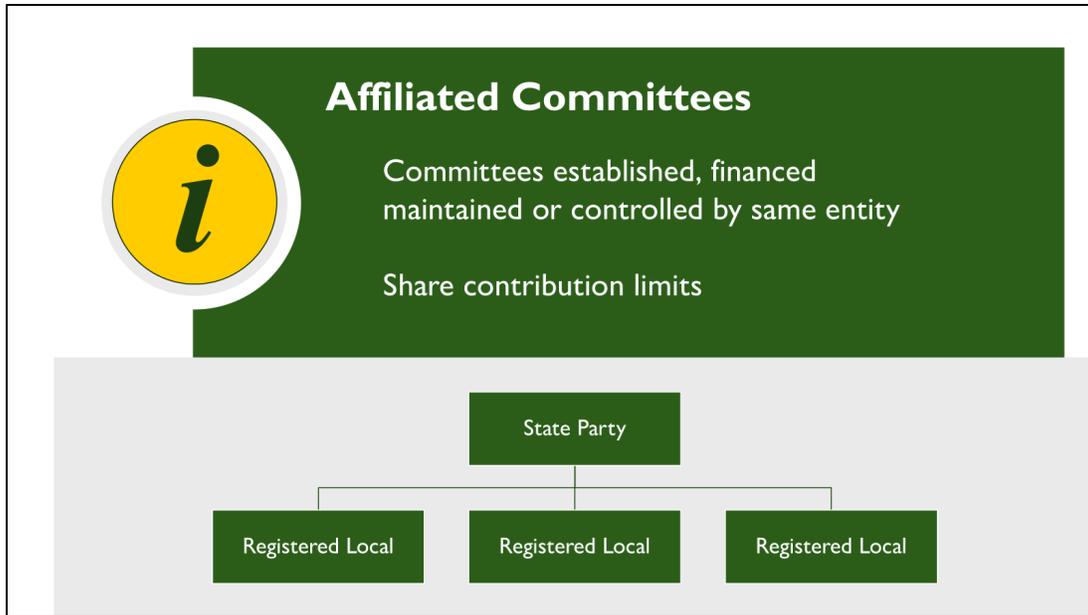
## Multicandidate Status



OR

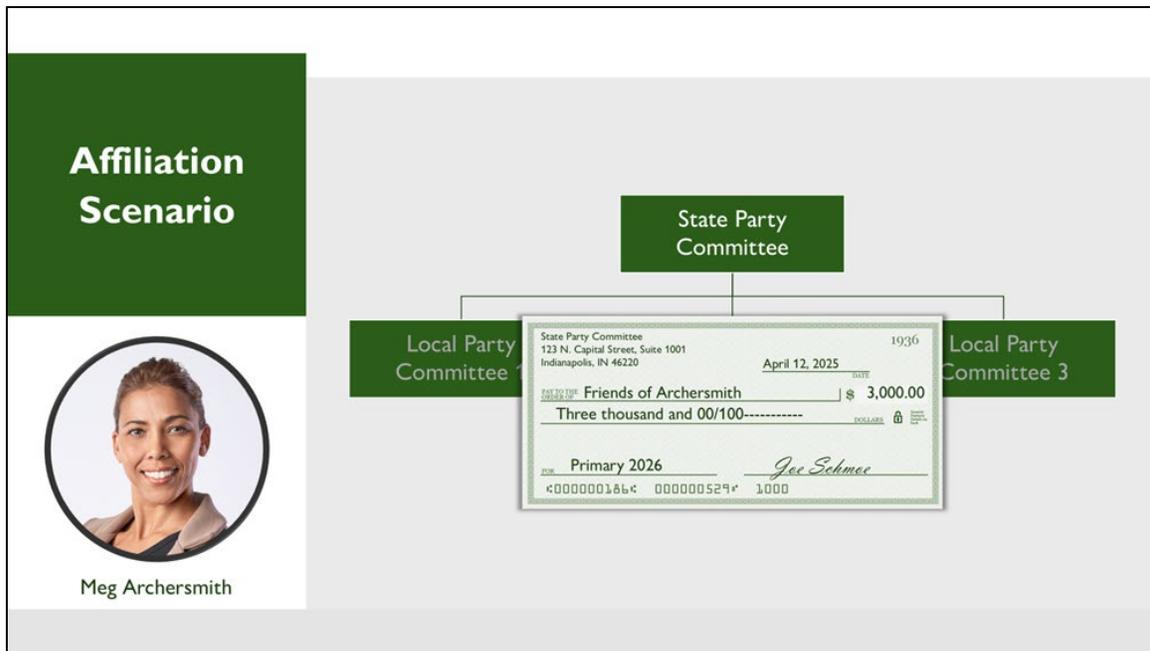
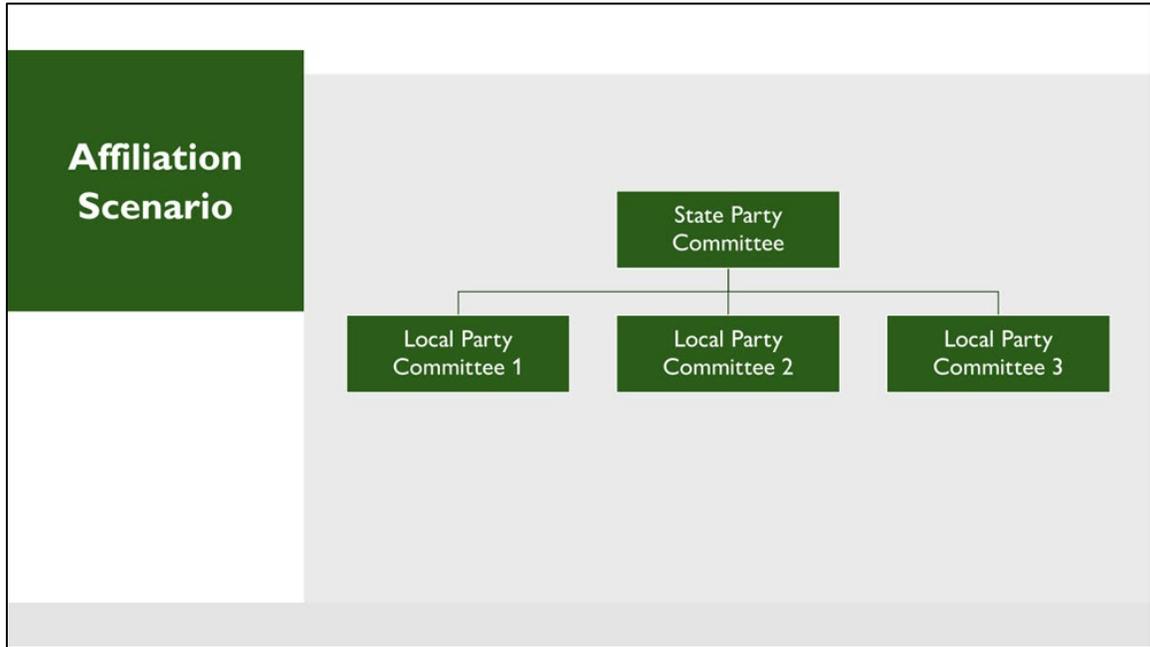
Affiliated with a multicandidate committee

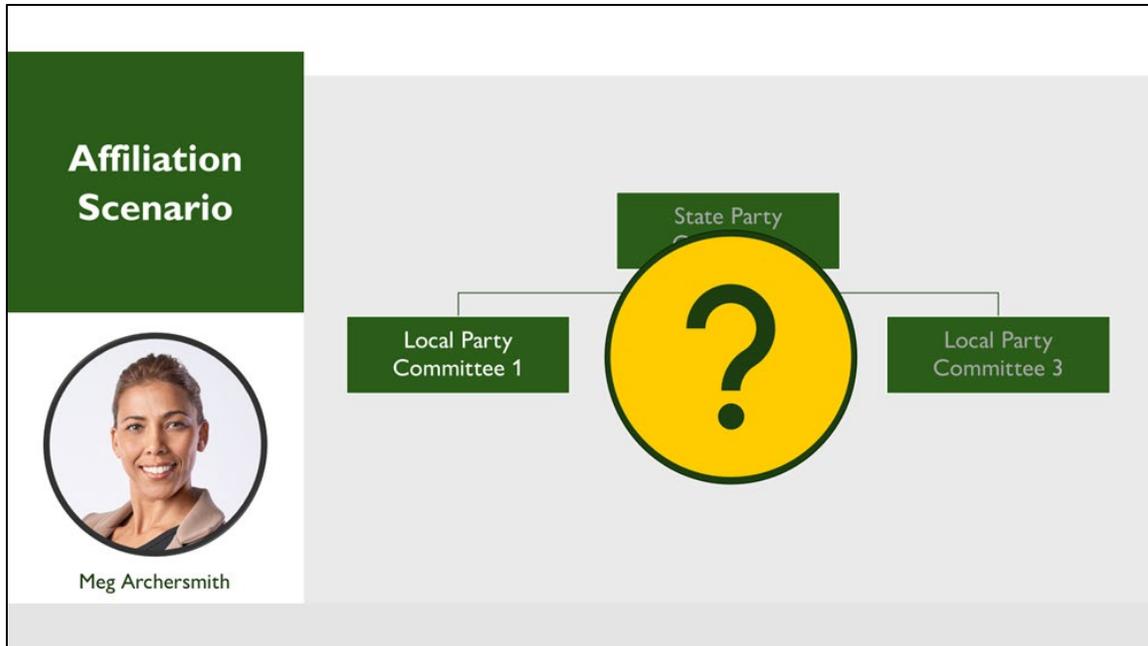
- **Alternative:** be affiliated with multicandidate committee.



- E. **Affiliated committees (11 CFR [100.5\(e\)](#) and [110.3\(a\)\(3\)](#))**
1. **How to determine:**
    - a) Principle: committees established, financed, maintained, or controlled by same entity or group of persons.
    - b) Others may also be affiliated depending on various factors, such as similar patterns of contributions, common officers, etc. See 11 CFR [100.5\(g\)](#) & [110.3\(a\)](#).
  2. **Example:** Principal campaign committee and all authorized committees; limits on contributing to candidate apply on per election basis.
  3. **Why important:**
    - a) Same contribution limit applies to contributions received and made by affiliated committees.
    - b) If one committee qualifies as multicandidate, all its affiliated committees qualify.
    - c) No limit on transfers between affiliated committees

**SCENARIO #1: Affiliation**





**How much can the registered local party #1 contribute to Meg Archersmith's primary election campaign?**

- A:** As a non-multicandidate committee, it can contribute up to \$3,500.
- B:** Given its affiliation with the State Party, it can only contribute up to \$2,000.
- C:** As a non-multicandidate committee affiliated with the State Party, it can only contribute \$500.

**POLL ANSWER:**

**How much can the registered local party #1 contribute to Meg Archersmith's primary election campaign?**

- A: As a non-multicandidate committee, it can contribute up to \$3,500.
- B: **Given its affiliation with the State Party, it can only contribute up to \$2,000.**
- C: As a non-multicandidate committee affiliated with the State Party, it can only contribute \$500.

		<b>Additional Contribution Limits</b>
Cash contributions cannot exceed \$100	Maximum anonymous contribution \$50	

- F. **Other contribution limits**
  - 1. **Cash contributions – \$100**
  - 2. **Anonymous contributions – \$50**

## IV. Other Sources of Support

Limited amounts state and national party committees may spend on behalf of—and in coordination with—general election nominees

2025 Coordinated Party Expenditure Limits	
Senate Nominees	\$127,200 to \$3,946,100
House Nominees*	\$63,600

\* In states with only one representative, the limit is \$127,200.

### A. Coordinated party expenditures ([11 CFR 109.32 through 109.37](#))

#### 1. Definition

Expenditures made by a state/national party committee on behalf of its nominees in the general election. The “coordinated party expenditure” limit (calculated each election cycle) is *separate* from the contribution limit to the candidate. Expenditures may range from paying bills for candidate to paying for “coordinated communications” on behalf of the candidate.

#### 2. 2025 coordinated party expenditure limits

- House nominees: \$63,600
- House nominees in state with only one district: \$127,200
- Senate nominees: varies by state, depends on voting age population (range from \$127,200 to \$3,946,100)
- Presidential nominees: \$32,392,200 (national party only)

#### Online resources:

- [www.fec.gov/help-candidates-and-committees/making-disbursements-political-party/coordinated-party-expenditures/coordinated-party-expenditure-limits/](http://www.fec.gov/help-candidates-and-committees/making-disbursements-political-party/coordinated-party-expenditures/coordinated-party-expenditure-limits/)
- [www.fec.gov/updates/coordinated-party-expenditure-limits-adjusted-for-2025/](http://www.fec.gov/updates/coordinated-party-expenditure-limits-adjusted-for-2025/)

For 2025-26 Elections	Contribution	PAC (Self and Monocandidate) per year	State, District & Local Party Committee per year	House	Senate	Additional National Party Committee Accounts per year
Individual	\$3,500	\$5,000	\$10,000 (combined)	\$4,300	\$13,900	
Candidate Committee	\$2,000		Unlimited Transfers	Unlimited Transfers		
PAC, Multicandidate	\$3,000	\$5,000	\$1,000 (combined)	\$5,000	\$45,000	
PAC, Monocandidate	\$1,500	\$5,000		\$4,300	\$13,900	
National Party Committee	000	\$1,000	Unlimited Transfers			
State, District & Local Party Committee		\$1,000	Unlimited Transfers			

**Independent Expenditures**



No Amount Limitations



Corporate/Labor Funds Okay

- Expressly advocate election or defeat of candidate
- Not coordinated with candidate or campaign committee
- No limit on amount of expenditure
- Corporations and labor organizations may make IEs, but prohibited in-kind contribution results if coordinated



**Independent Expenditures**

**B. Independent expenditures ([11 CFR 100.16](#))**

**1. Definition**

Expenditure for communication that “expressly advocates” the election or defeat of a clearly identified candidate and that is not made in cooperation with, or at the request or suggestion of, the candidate or his/her campaign or its agents, or a political party or its agents.

2. **The basics**

- a) **No limits if definition met**  
One may spend an unlimited amount because the expenditure is not coordinated (and thus, a contribution).
- b) **If coordinated, in-kind contribution results ([11 CFR 109.21](#))**  
Corporation prohibited from making (coordinated) in-kind contribution.
- c) **Disclaimer required**

## Disclaimers

Must identify who paid for the ad and whether the candidate authorized it

Must appear on all public communications, widely distributed emails & websites

Must be presented in a clear and conspicuous manner



**D. Disclaimer notices on communications ([11 CFR 110.11](#))**

**1. Basic rules**

- a) Identifies who paid for a public communication
- b) Clarifies whether a campaign authorized it
- c) Required on all “public communications,” widely distributed emails and public websites



2. **Public communication defined ([11 CFR 100.26](#))**

Includes communications made using the following media:

- a) Broadcast, cable or satellite;
- b) Newspaper or magazine;
- c) Outdoor advertising facility;
- d) Mass mailing (>500 substantially similar mailings w/in 30 days);
- e) Phone bank (>500 substantially similar calls w/in 30 days);
- f) Communications placed for a fee on another person's website, digital device, application, or advertising platform.

3. **Disclaimer also required on:**

- a) Electronic mail (>500 substantially similar communications sent by a campaign committee); and
- b) Websites of political committees.

4. **Clear and conspicuous placement of disclaimer notice**

Disclaimer notices must be clearly and conspicuously displayed. Cannot be difficult to read or placed where it is easily overlooked.



Stand by your ad requirements:

- Full-screen view of candidate making statement; or
- Candidate voiceover with image of candidate that occupies  $\geq 80\%$  of picture height

Disclaimer  $\geq 4\%$  picture height;  $\geq 4$  seconds

## 5. Special rules for TV and radio ads

### a) Basic requirements (11 CFR [110.11\(c\)\(3\)-\(4\)](#))

Communications broadcast via radio or TV must include both:

- (1) The regular “paid for by” disclaimer; and
- (2) A statement by the candidate broadcasting the message indicating that he or she is responsible for the content of the advertisement. Example: *I am [Candidate Name], a candidate for [office sought], and I approved this advertisement.*

### b) Specifics:

#### (1) For radio:

The “Stand by Your Ad” language is spoken by either the candidate (for authorized committees) or a representative of the organization responsible for the ad (for messages not authorized or paid for by a campaign). 11 CFR [110.11\(c\)\(3\)\(i\)](#) and [\(c\)\(4\)\(i\)](#). In addition, the ad must contain the basic disclaimer language described above.

#### (2) For television:

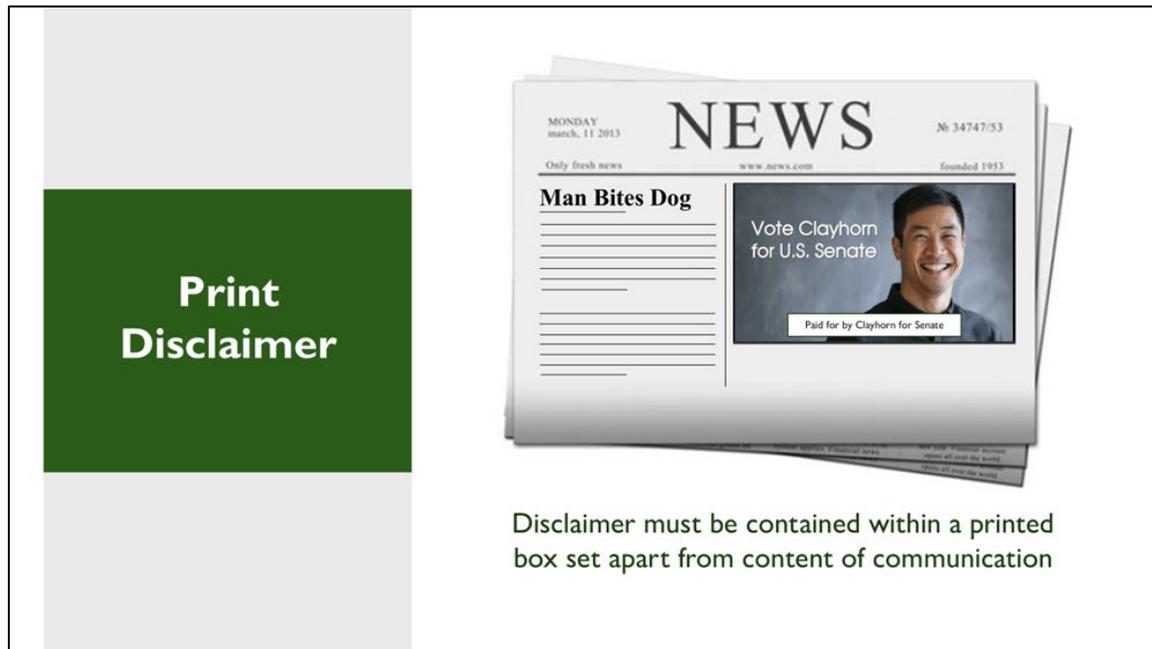
- The ad must contain an unobscured, full-screen view of the candidate making the “Stand by Your Ad” statement, or a voice-over by the candidate, accompanied by a clearly identifiable image of the candidate (at least 80% of vertical screen height). [11 CFR 110.11\(c\)\(3\)\(ii\)](#).

- In addition, the printed statement must be included with the standard disclaimer appearing at the end of the message, and must be clearly readable. To meet the readability requirement, the statement must:
    - Appear in letters equal to or greater than 4% of the vertical picture height.
    - Be visible for at least four seconds.
    - Have a reasonable color contrast with the background (e.g., black text on a white background).

[11 CFR 110.11\(c\)\(3\)\(iii\)](#).
6. **Special wording for TV and radio ads NOT paid for by a candidate's committee ([11 CFR 110.11\(c\)\(4\)](#))**
- a) **For a communication that has been authorized by a candidate but has been paid for by any other person:**  
The disclaimer must clearly state that the communication has been paid for by such other person and has been authorized by the candidate. [11 CFR 110.11\(b\)\(2\)](#).
  - b) **For a communication that has not been authorized by a candidate:**  
The disclaimer must clearly state the full name and contact information – permanent street address, phone number, or website address – of the person or committee who paid for the communication, and state that it was not authorized by any candidate or candidate's committee. [11 CFR 110.11\(b\)\(3\)](#).

c) **If TV or radio:**

The advertisement must identify the committee responsible for the communication following the guidelines used by candidates. Example: *The Indiana State Party is responsible for the content of this advertising.*



**Print  
Disclaimer**

MONDAY  
march, 11 2013

**NEWS** № 34747/53

Only fresh news www.news.com founded 1953

**Man Bites Dog**

Vote Clayhorn  
for U.S. Senate

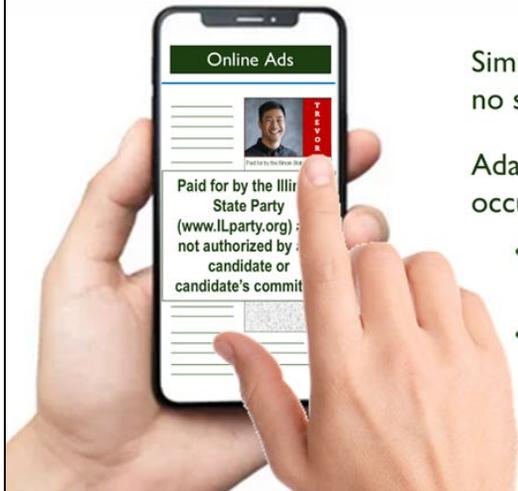
Paid for by Clayhorn for Senate

Disclaimer must be contained within a printed  
box set apart from content of communication

7. **Special rules for printed communications**

- a) Disclaimer must be contained within a printed box set apart from content of communication.
- b) Print must be of sufficient type size to be “clearly readable” and must have a reasonable degree of color contrast between the background and the printed statement.
- c) Safe harbor: 12 point type in newspapers; magazines; flyers; signs; and other printed communications no larger than 24” x 36.”

## Internet Disclaimers



Online Ads

Paid for by the Illinois State Party (www.ilparty.org); not authorized by candidate or candidate's committee

Similar to print and broadcast media, but no stand-by-your-ad requirement

Adapted disclaimer when full disclaimer would occupy >25% of communication, plus:

- Visible/audible indicator that full disclaimer is available; and
- Technological mechanism to access full disclaimer

- 8. Specific requirements for internet public communications**  
**(11 CFR 110.11(c)(5))**
- Communication with text or graphic components must include clearly readable written disclaimer that “can be viewed without taking any action”
  - Audio-only communications must include audio disclaimer that recipient can hear without taking any action
  - Communication with disclaimer displayed within video, disclaimer must be visible for at least four seconds and appear without the recipient taking any action
  - Adapted “paid for by” disclaimer when full disclaimer would occupy >25% of communication, plus:
    - Visible/audible indicator that full disclaimer is available (e.g., word, image, sound, symbol, or icon); and
    - Technological mechanism to access full disclaimer (e.g., hover-over text, pop-up screen, scrolling text, rotating panel, or hyperlink)
- 9. Disclaimer is not required when:**
- It cannot be conveniently printed (e.g., pens, bumper stickers, campaign pins and buttons);
  - Its display is not practical (e.g., wearing apparel, skywriting, water towers); or
  - Item is of minimal value, does not contain a political message and is used for administrative purposes (e.g., committee checks and receipts).

## PART 2: REGISTRATION AND REPORTING REQUIREMENTS

### I. Candidate/Campaign Committee Registration Threshold

**FEC Registration**

- **Basic Registration Threshold**
  - Raise/Spend > \$5,000
    - Testing the Waters Exemption

**Candidate Registration**

**Testing the Waters**

#### A. When to file

1. Candidates file FEC Form 2 within 15 days of raising/spending more than \$5,000 on campaign.
2. Principal Campaign Committees file FEC Form 1 within 10 days of designation by candidate.

#### B. How to file

##### 1. Requirements

Committees that file electronically must include their email address. Others are encouraged to do so.

##### 2. Amendments

Amend FEC Form 1 and 2 (and other filings), when necessary, within 10 days of change.

##### 3. Access to forms

- a) Forms may be downloaded and printed from the FEC website:  
[www.fec.gov/help-candidates-and-committees/forms/](http://www.fec.gov/help-candidates-and-committees/forms/)
- b) FEC Form 1 webform link:  
[webforms.fec.gov/webforms/form1/index.htm](http://webforms.fec.gov/webforms/form1/index.htm)
- c) FEC Form 2 webform link:  
[webforms.fec.gov/webforms/form2/index.htm](http://webforms.fec.gov/webforms/form2/index.htm)

**II. Candidate Registration - Statement of Candidacy (FEC Form 2) ([11 CFR 101.1](#))**

## Candidate Registration

**Statement of Candidacy (FEC Form 2):**

- Filed within 15 days after triggering candidacy
- Identifies candidate and office sought
- Used to designate principal campaign committee and optional authorized committees

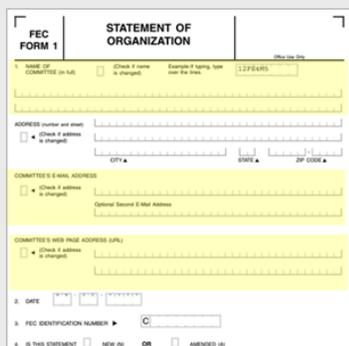


**III. Committee Registration - Statement of Organization (FEC Form 1) ([11 CFR 102.1\(c\)](#) and [102.2](#))**

**Statement of Organization (FEC Form 1):**

- Filed within 10 days of committee's designation
- Committee name must include candidate's name
- Email address necessary to receive report notices and other notifications (required for electronic filers)
- URL for campaign website

## Committee Registration



- A. Name and address of committee**
- 1. Principal campaign committee and authorized committees**  
Name must include name of the candidate.
  - 2. Use committee's official name on:**
    - a) FEC reports and statements.
    - b) Disclaimer notices for public advertising.
  - 3. Street address, e-mail, website**
    - a) E-mail required for electronic filers; necessary to receive FEC report notices and other courtesy materials.
    - b) URL required if committee has web page.

**Committee Registration**

FEC Form 1 (Revised 02/2009) Page 2

5. TYPE OF COMMITTEE

**Candidate Committee:**

(a)  This committee is a principal campaign committee. (Complete the candidate information below.)

(b)  This committee is an authorized committee, and is NOT a principal campaign committee. (Complete the candidate information below.)

Name of Candidate \_\_\_\_\_

Candidate Party Affiliation  Office Sought:  House  Senate  President State  District

(c)  This committee supports/opposes only one candidate, and is NOT an authorized committee.

Name of Candidate \_\_\_\_\_

## Committee Registration

8. **Treasurer:** List the name and address (phone number -- optional) of the treasurer of the committee, and the name and address of any designated agent (e.g., assistant treasurer).

Full Name of Treasurer \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ CITY STATE ZIP CODE

Title or Position \_\_\_\_\_ Telephone number \_\_\_\_\_

Full Name of Designated Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ CITY STATE ZIP CODE

Title or Position \_\_\_\_\_ Telephone number \_\_\_\_\_

REQUIRED

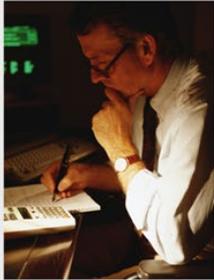
RECOMMENDED

**B. Treasurer & Assistant Treasurer (11 CFR [102.7](#), [102.9](#) and [104.14](#))**

**1. Treasurer required – Asst. Treasurer recommended**

- a) Identify on FEC Form 1.

- ✓ Deposits receipts
- ✓ Authorizes all expenditures
- ✓ Monitors contributions
- ✓ Keeps all required records
- ✓ Signs reports
- ✓ Files accurate reports on time

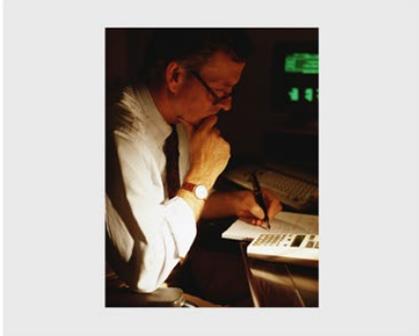


## Committee Treasurers

**2. Duties:**

- a) Depositing receipts.
- b) Authorizing all expenditures.
- c) Monitoring contributions.

- d) Keeping all required records.
- e) Signing reports.
- f) Filing accurate reports on time.



**Committee  
Treasurers**

Treasurer generally named as enforcement respondent

Personal liability possible if:

- Knowingly & willfully violated the Act;
- Recklessly failed to fulfill duties; or
- Intentionally ignored information that led to the violation

**3. Treasurer responsible for compliance**

- a) Usually named in enforcement actions.
- b) Policy statement on when treasurer may be found personally liable: [www.fec.gov/resources/cms-content/documents/notice2004-20.pdf](http://www.fec.gov/resources/cms-content/documents/notice2004-20.pdf)
- c) Embezzlement policy: [www.fec.gov/legal-resources/policy-other-guidance/#policy](http://www.fec.gov/legal-resources/policy-other-guidance/#policy)

**C. Amendments to FEC Form 1 ([11 CFR 102.2\(a\)\(2\)](#))**

- 1. Required within 10 days after change in information.
- 2. Paper filers may amend by letter or FEC Form 1; e-filers must amend electronically by submitting a replacement FEC Form 1.

## Recordkeeping: Receipts

### Contributions over \$50:

- Date and amount received
- Donor's name and address

### Complete image of written instrument

- Contributions aggregate over \$200:
- Above information plus occupation and employer for individual donors



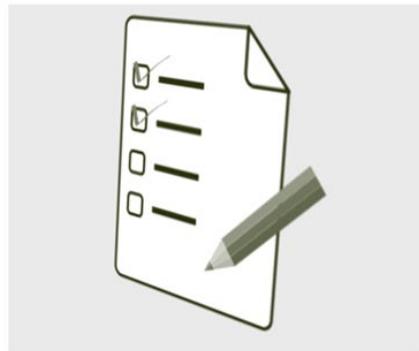
### D. Recordkeeping (11 CFR [102.8](#) and [102.9](#))

#### 1. For receipts

- a) For any amount, need date received and amount.
- b) Over \$50, name and address of contributor.
- c) Over \$200, above plus occupation and employer.

## Making Best Efforts

- ✓ Request contributor info when soliciting contribution
- ✓ If info missing, make follow-up request within 30 days
- ✓ Amend report to disclose missing information once received



**Best Efforts  
Follow-up  
Request**

**THANK YOU**

Thank you for your generous contribution to Latte for Idaho. With help from supporters like you, we're sure to win in November!

As you may know, Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed \$200 in a calendar year.

Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed \$200 in a calendar year.

2. **Best efforts ([11 CFR 104.7](#))**
  - a) Required to make “best efforts” to obtain, maintain and report required information.
  - b) To show “best efforts,” committee must:
    - (1) Request information in solicitation materials, along with applicable disclaimer informing contributors that information is required under federal law;
    - (2) Make follow-up request within 30 days of receipt of contributions lacking required information, keep written documentation of follow-up request (with no additional solicitation made); and
    - (3) Amend reports to disclose information received but not previously disclosed (or include information in memo reports on the next report filed).
  - c) **For more information:** [www.fec.gov/help-candidates-and-committees/keeping-records/records-receipts/](http://www.fec.gov/help-candidates-and-committees/keeping-records/records-receipts/)



## Recordkeeping: Disbursements

### All disbursements, record:

- Date and amount of disbursement
- Name and address of payee

### Purpose of disbursement

- For contributions:
- Above information, plus candidate's name, state, district and election designation

### 3. For disbursements

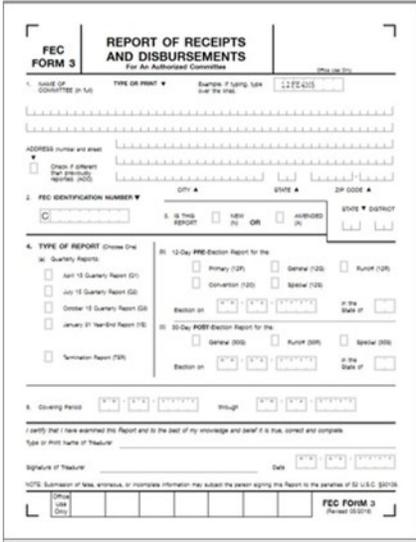
- a) For any amount, need name of payee, address, purpose, date made.
- b) For contributions made, also need name of candidate, state, district, and election designation.



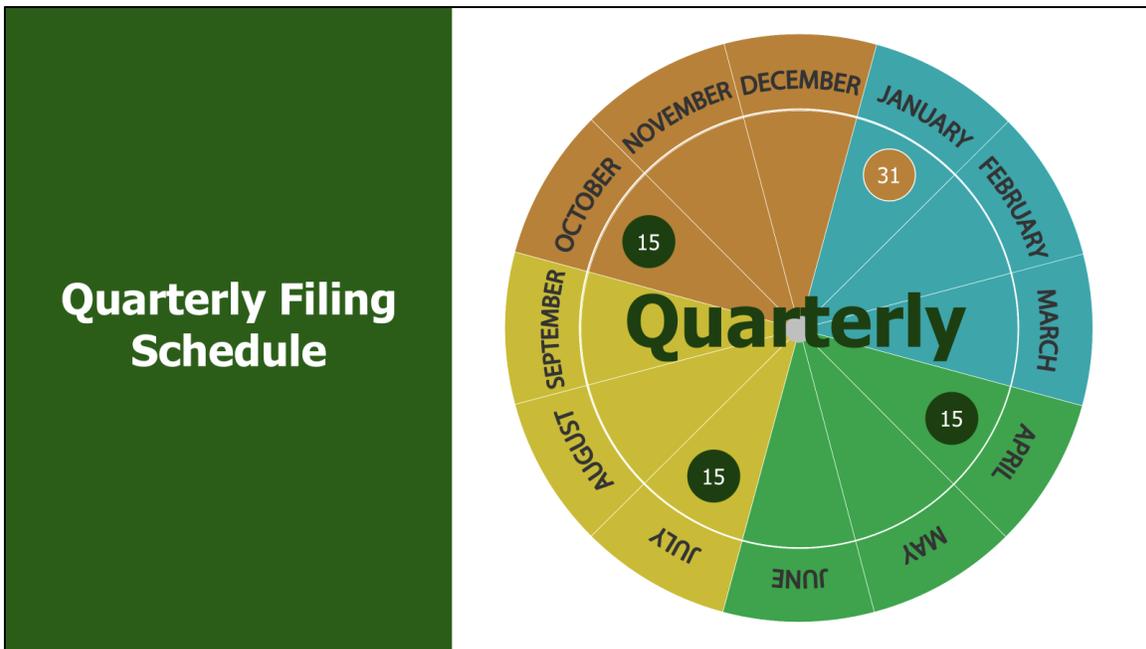
- 4. **Record retention**  
Retain each record for three years from the date of the report on which it was last disclosed.

IV. Filing Dates ([11 CFR 104.5\(c\)](#))

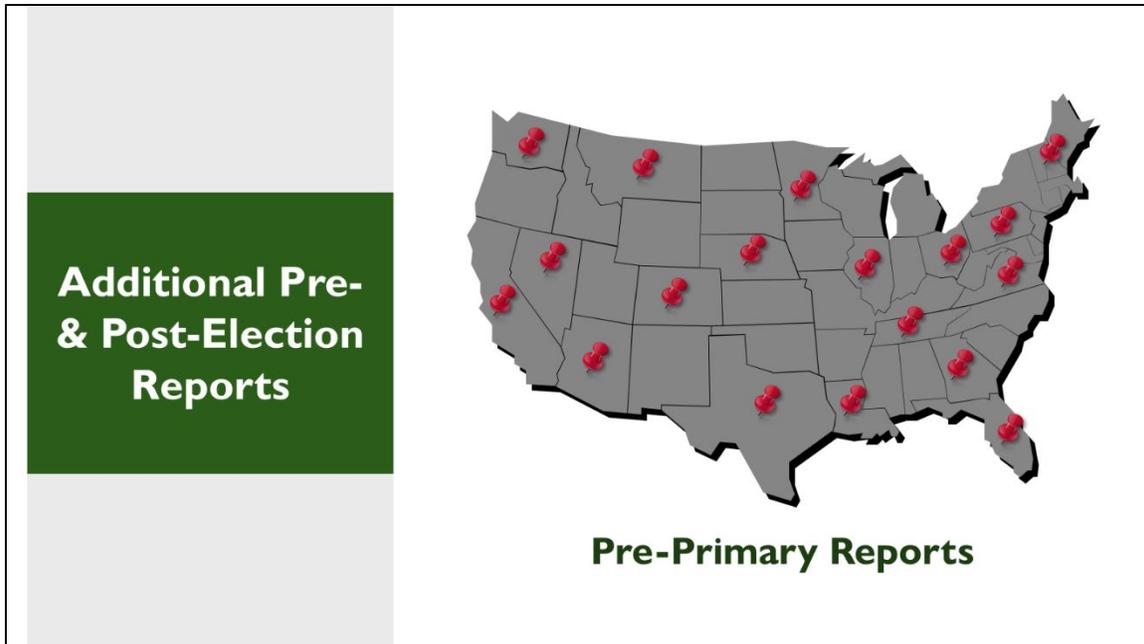
## Filing FEC Reports



FEC Form 3



- A. Quarterly filing**
1. Mandatory for house and senate campaigns.  
(NOTE: some presidential committees are required to file monthly in the election year).



2. **Pre-election reports filed in election years**
  - a) **Primary/convention/runoff elections**

File Pre-Primary (or Pre-Convention or Pre-Runoff, if applicable) Report; due 12 days before election
  - b) **General election**
    - (1) File Pre-General Report; due 12 days before general (i.e., registered/certified & overnight mailing deadline is 10/20/2026 and filing deadline is 10/22/2026)
    - (2) File Post-General Report, due 30 days after general (i.e., 12/03/2026)
  - c) **Reporting period**

Always begins the day after close of books of last report filed.

## Additional Pre- & Post-Election Reports

October 2026							November 2026						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	★	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

**Pre-General Report  
Due October 22**

## Additional Pre- & Post-Election Reports

October 2026							November 2026						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

**48-Hour Notices  
Contributions  $\geq$ \$1,000**

3. **48-Hour Notices**  
Reports of “last minute” contributions and/or loans of \$1,000 or more received less than 20 days but more than 48 hours before the day of any election in which the candidate is running.

- a) The 48-Hour Notice must be filed within 48 hours of the campaign's receipt of the contribution/loan.
- b) In addition to filing 48-Hour Notices, committees must itemize all last-minute contributions on their next scheduled report.

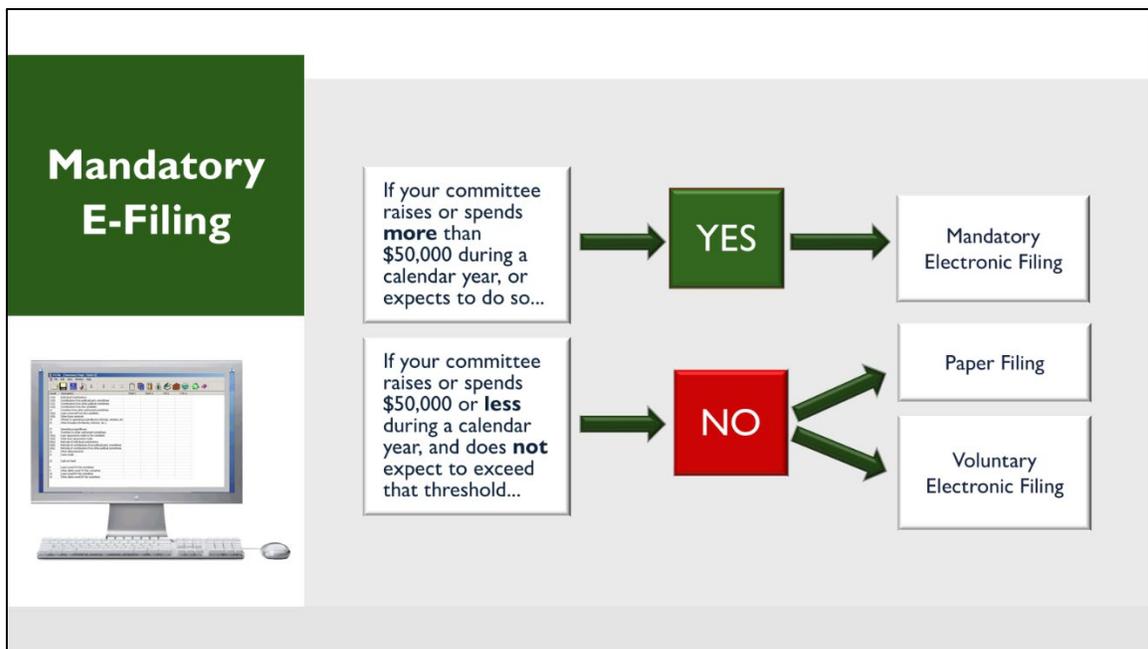
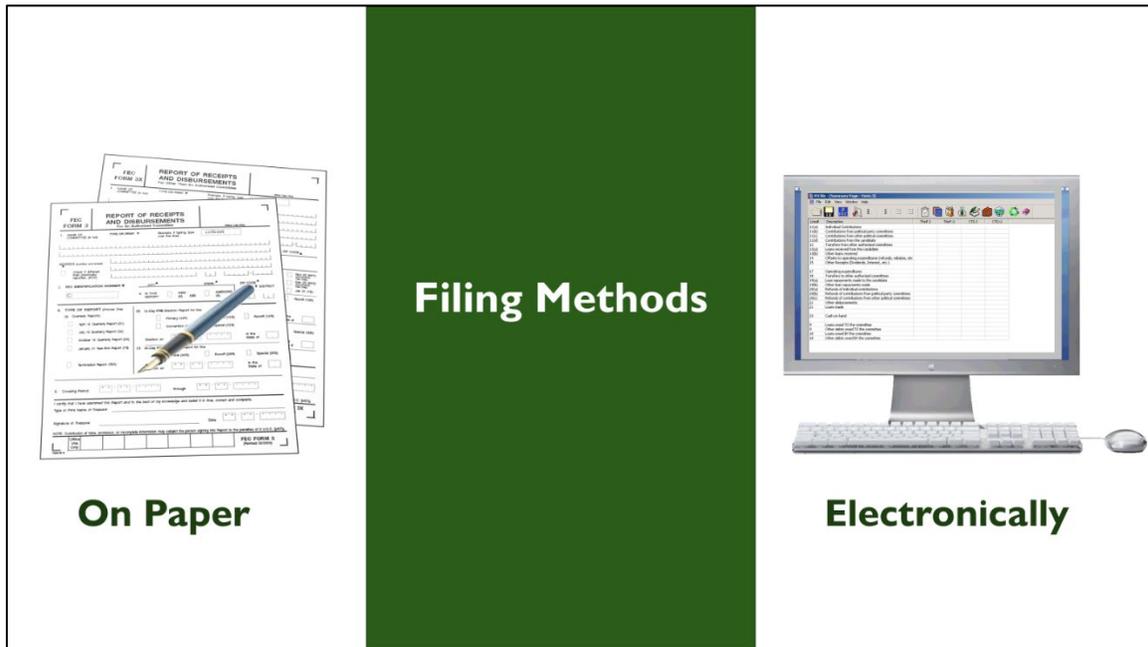
## Additional Pre- & Post-Election Reports

October 2026							November 2026						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

**Post-General Report  
Due December 3**

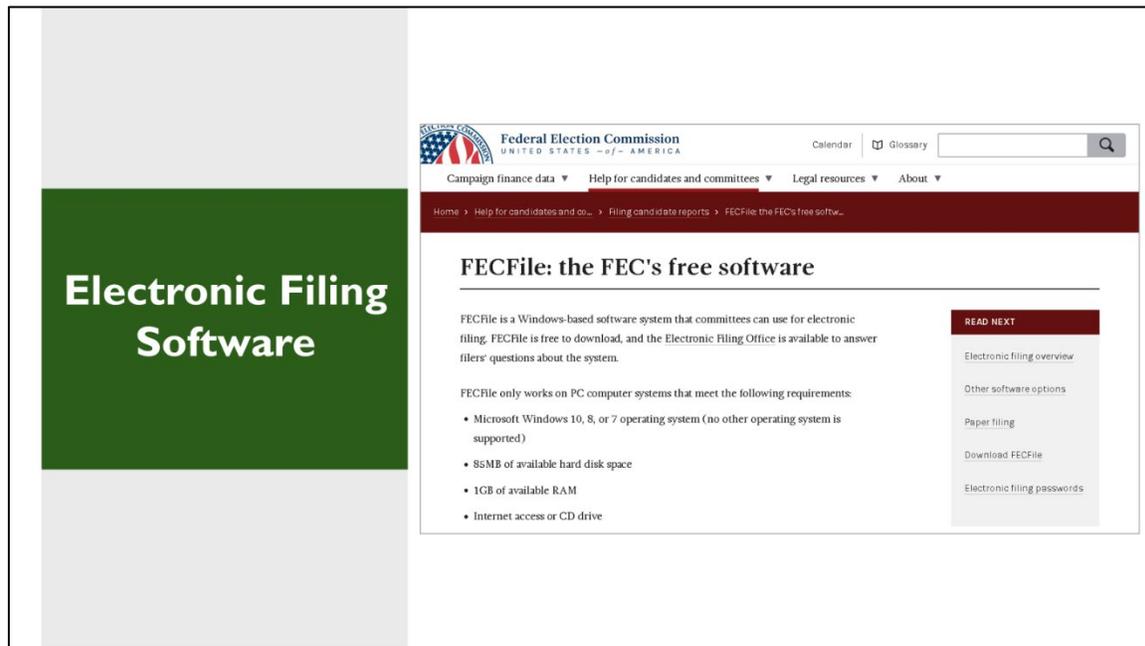
- B. Additional filing information**
- **Quarterly reports:**  
[www.fec.gov/help-candidates-and-committees/filing-reports/quarterly-reports/](http://www.fec.gov/help-candidates-and-committees/filing-reports/quarterly-reports/)
  - **48-Hour Notices:**  
[www.fec.gov/help-candidates-and-committees/filing-reports/48-hour-notices/](http://www.fec.gov/help-candidates-and-committees/filing-reports/48-hour-notices/)
  - **Dates and deadlines:**  
[www.fec.gov/help-candidates-and-committees/dates-and-deadlines/](http://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/)

## V. Other Filing Issues



- A. Electronic filing ([11 CFR 104.18](#))
  - 1. Mandatory v. voluntary

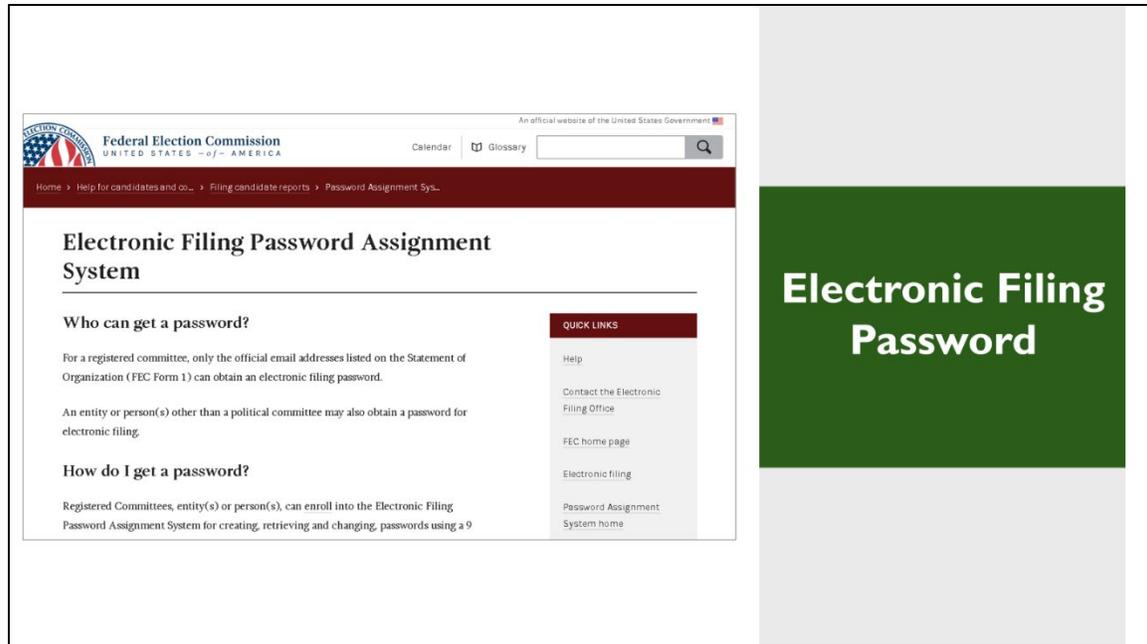
- a) **Mandatory:** All campaigns, PACs and party committees that raise or spend more than \$50,000 in calendar year or have reason to expect to do so.
- b) **Voluntary:** All other filers.



[www.fec.gov/help-candidates-and-committees/filing-reports/fecfile-software/](http://www.fec.gov/help-candidates-and-committees/filing-reports/fecfile-software/)

- 2. **Use updated software**
  - a) Software revised when forms changed – always use the latest version. Auto update feature makes it simple.
  - b) Latest version of FECFile – build 8.4 available for download at [efilingapps.fec.gov/registration/fecfile.htm](http://efilingapps.fec.gov/registration/fecfile.htm).
- 3. **Paper filing by e-filer**

Committees that submit a report on paper that should have been filing electronically will be treated as non-filers and may be subject to enforcement actions (including administrative fines).
- 4. **For more information:** [www.fec.gov/help-candidates-and-committees/filing-reports/electronic-filing/](http://www.fec.gov/help-candidates-and-committees/filing-reports/electronic-filing/)



[webforms.fec.gov/psa/getstarted.htm](http://webforms.fec.gov/psa/getstarted.htm)

## 5. Passwords

### a) Required

Before you can electronically file your report, you will have to obtain a password. You cannot file without one.

### b) Who can get a password?

For registered committees, only the treasurer can obtain an electronic filing password. It is important that the committee has provided a valid e-mail address on its Statement of Organization (FEC Form 1), as a validation e-mail will be sent to the committee.

### c) How do you get a password?

- (1) Most committees may obtain or change their password on-line.
- (2) Existing committees that have not previously used the on-line system should contact the Electronic Filing Office for assistance at 202-694-1307.



- B. Reporting considerations for paper filers**
- 1. Statute prohibits extensions**  
(applicable to paper and electronic filers)
  - 2. Weekends and holidays**  
Filing dates not extended for weekends or holidays. Must be received on business day preceding filing date.
  - 3. Registered vs. overnight mail**
    - a) If filing using USPS registered mail, keep receipt.
    - b) “Overnight mail” means express or priority mail with a delivery confirmation or an overnight service with an online tracking system. File using same terms as certified/registered mail. (Keep receipt.)
- C. Filing amendments required for:**
- 1. Errors**  
Committee discovers that an earlier report contained erroneous information or mathematical errors.
  - 2. Disclosure of late information**  
Committee obtains required reporting information concerning a particular transaction after the transaction has been reported.
  - 3. Response to Request for Additional Information (RFAI)**  
FEC sends letter (e-mail) and requests amendment. Response due date appears in upper right corner of RFAI.

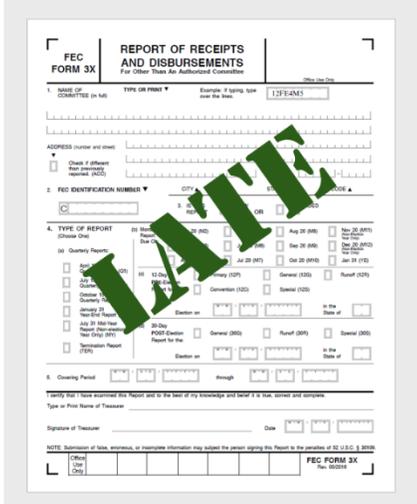
4. **Procedures for filing amendment**
  - a) **Paper filers**
    - (1) It is not necessary to resubmit the entire report.
    - (2) Complete the signature page of the Summary Page, checking box indicating that it is an amended report.
    - (3) Attach corrected schedules, if necessary.
    - (4) Attach cover letter explaining change (recommended).
  - b) **Electronic filers**
    - (1) Must submit amendments in electronic format (if original was filed electronically).
    - (2) Amendment must include complete report (as opposed to just the portion requiring an amendment).

Administrative Fines

Civil money penalties for filing late

Size of fine depends several factors, including:

- Proximity to election
- Amount disclosed on report
- Prior violations



The image shows a sample of the FEC Form 3X, titled 'REPORT OF RECEIPTS AND DISBURSEMENTS For Other Than An Authorized Committee'. The form includes fields for the filer's name, address, and various reporting categories. A large, diagonal 'DRAFT' watermark is overlaid on the form.

**D. Administrative Fine Program (AFP)**

General information on AFP:

[www.fec.gov/legal-resources/enforcement/administrative-fines/](http://www.fec.gov/legal-resources/enforcement/administrative-fines/)

**1. Background**

Program for assessing civil money penalties for violations for failure to file reports on time and/or at all.

**2. Applies to:**

- a) Late filers
- b) Non-filers
- c) Regulations found at [11 CFR 111.30-111.45](http://www.ecfr.gov/current/title-11/chapter-I/subchapter-B/part-111.30-111.45)

3. **Civil money penalties -- factors in determining:**

The interaction of several factors will determine the size of the penalty (also see administrative fine calculator on website at [www.fec.gov/legal-resources/enforcement/administrative-fines/calculating-administrative-fines/](http://www.fec.gov/legal-resources/enforcement/administrative-fines/calculating-administrative-fines/))

**a) Election sensitivity**

- (1) Election sensitive reports include:
  - October Quarterly of election year,
  - Pre-election reports for primary, general and special elections.
- (2) All other reports are considered nonsensitive.

**b) Whether committee is a late filer or a non-filer**

(1) For sensitive reports

- (a) Late filer – when report is filed after the due date but more than four (4) days prior to the election.
- (b) Non-filer - report filed after due date and four (4) days or less before the election, or not at all.

(2) For nonsensitive reports

- (a) Late filer – when report is filed within 30 days after the due date.
  - (b) Non-filer – when report is filed 31 or more days after due date, or not at all.
- (3) Can still be considered a “nonfiler” even if report is eventually filed.

**c) Prior civil money penalties for reporting violations under the AFP.**

**d) Financial activity**

- (1) Amount of financial activity in the report – total amount of receipts and disbursements.
- (2) Committees with less than \$50,000 in financial activity during the reporting period in question are subject to reduced penalties.
- (3) Most recent revision to the AFP regulations – Civil Monetary Penalties Annual Inflation Adjustments (January 3, 2025).  
<https://sers.fec.gov/fosers/showpdf.htm?docid=425670>
- (4) Campaign Finance Analysts will not be able to tell you if you will be fined or how much. You can use the administrative fine calculator ([www.fec.gov/legal-resources/enforcement/administrative-fines/calculating-administrative-fines/](http://www.fec.gov/legal-resources/enforcement/administrative-fines/calculating-administrative-fines/)) to estimate your fine. Your committee will be notified in writing if the FEC assesses a civil penalty against your committee under the AFP.



### Best Efforts to File on Time

Committee was prevented from filing report on time by reasonably unforeseen circumstances beyond its control

Committee filed the report no later than 24 hours after end of those circumstances

- E. Timely filing/using best efforts (not the same as “best efforts” for obtaining contributor information)**
- 1. Reports required on time; no extensions.**
  - 2. If report not filed on time, committees may use “best efforts” defense if committee took normal precautions and trained staff, but failure to report was due to circumstances beyond committee’s control and the late report was filed within 24 hours after those circumstances ended (pursuant to April 2007 revisions to AFP regulations).**

## “Reasonably unforeseen circumstances” include

- Severe weather or other disaster-related events
- FEC computer/software failures that tech support cannot resolve
- Widespread disruptions of internet transmissions

### Best Efforts to File on Time



3. **When can best efforts defense be used:**
- a) Committee may use best efforts defense if failure to report is due to failure of Commission computers or software, despite receiving Commission technical assistance, widespread disruption of information transmissions over the internet, or severe weather or other disaster-related event.

## Inapplicable factors:

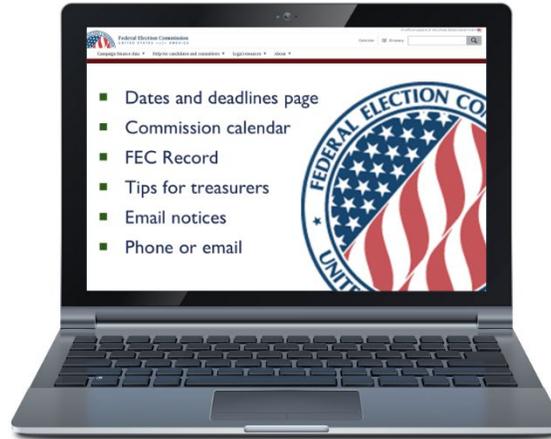
- Illness, inexperience or unavailability of treasurer or committee staff
- Committee computer, software or ISP failures
- Delays caused by committee vendors/contractors
- Failure to use filing software properly

### Not Considered Best Efforts



- b) Committee may not use best efforts defense if failure to file report is due to unavailability, inexperience or negligence of staff, counsel or organization, failure of committee's computer system, delays caused by vendors, failure to understand or know the law or failure to use filing software properly.
4. **For more information, review:**
- [Final Rules for Best Efforts in Administrative Fines Challenges \(March 29, 2007\)](#) and
  - [Record article \(May 2007\)](#)
  
  - [Statement of Policy Regarding Treasurers' Best Efforts to Obtain, Maintain, and Submit Information as Required by the Federal Election Campaign Act \(June 7, 2007\)](#) and
  - [Record article \(July 2007\)](#)

## Help with Tracking Deadlines

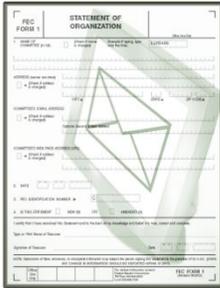


### F. Finding reporting dates

1. **Dates and deadlines page:** [www.fec.gov/help-candidates-and-committees/dates-and-deadlines/](http://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/)
2. **Commission calendar:** [www.fec.gov/calendar/](http://www.fec.gov/calendar/)
3. **FEC Record:** [www.fec.gov/updates/?update\\_type=fec-record&category=reporting](http://www.fec.gov/updates/?update_type=fec-record&category=reporting)
4. **Tips for Treasurers:** [www.fec.gov/updates/?update\\_type=tips-for-treasurers](http://www.fec.gov/updates/?update_type=tips-for-treasurers)
5. **Email notices** sent to address(es) listed on FEC Form 1
6. **Phone or email:** 800-424-9530; [info@fec.gov](mailto:info@fec.gov)

**PART 3: BEST PRACTICES FOR FILING**

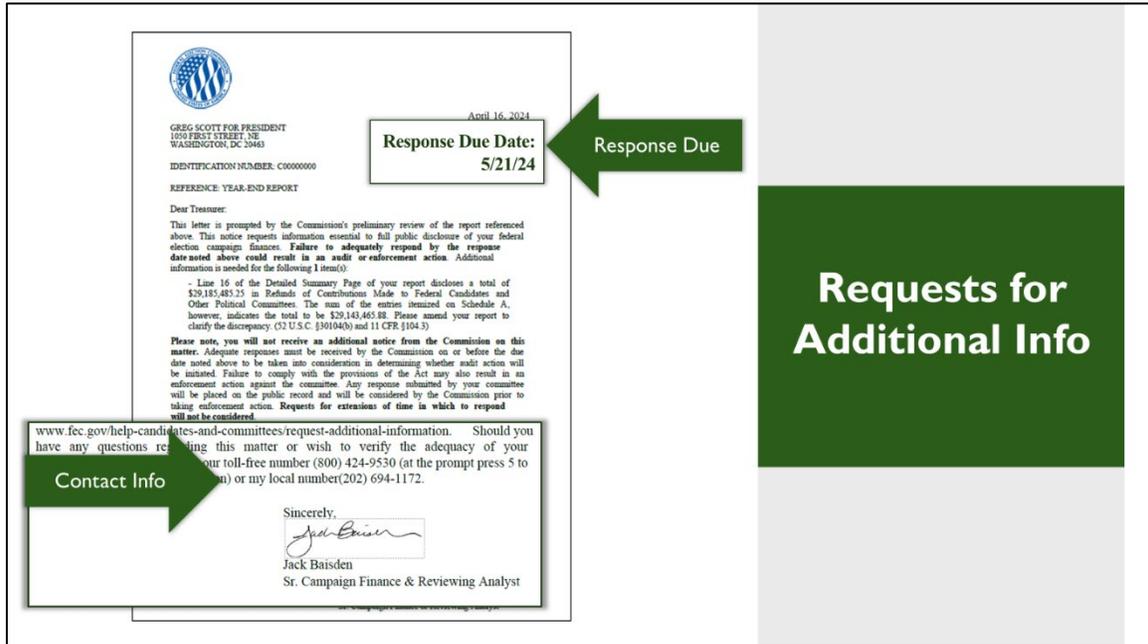
## Best Practices: Filing

<b>Brief Staff/Vendors</b>	<b>Update Software</b>	<b>List Email Address</b>	<b>Respond to RFAIs</b>
			

**Best Practices:**

- Ensure your staff, vendors and counsel understand reporting and filing rules and deadlines.
- Update your software regularly.
- To keep up with filing deadlines, make sure your committee has a current email address on its FEC Form 1 for receiving courtesy reminders. To do this, submit a complete electronic FEC Form 1 with a new email address.
- Deadlines are also posted online at [www.fec.gov/help-candidates-and-committees/dates-and-deadlines/](http://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/) and in January of each year in the *Record*: [www.fec.gov/updates/?update\\_type=fec-record](http://www.fec.gov/updates/?update_type=fec-record)

## I. Request for Additional Information (RAFI)



### A. If internal thresholds are met, an RAFI is sent.

1. RAFI has a “Response Due Date” in the upper right hand corner of the letter, extensions are not granted. The committee analyst’s name and contact telephone number are also provided in the letter.
2. **Tip:** You can find out who your analyst is by visiting: [www.fec.gov/help-candidates-and-committees/question-rad/](http://www.fec.gov/help-candidates-and-committees/question-rad/)

The image shows a screenshot of the Federal Election Commission (FEC) website. On the left, a green box contains the text "Responding to RFAIs". To the right, there is a navigation bar with the text "IS THIS REPORT" followed by a radio button, "NEW (N)", the word "OR", a radio button with an "X" inside, and "AMENDED (A)". Below this is the main content area for "Miscellaneous Report To FEC (Form 99)". It features the FEC logo and the text "FEDERAL ELECTION COMMISSION". A breadcrumb trail reads "HOME / ELECTRONIC FILING / ONLINE FILING / ONLINE WEBFORMS / FORM 99". The page title is "Miscellaneous Report To FEC (Form 99)". Below the title, it says "Sign-In For Registered Committees" and "(Requires Committee ID and Electronic Filing Password)". A red asterisk indicates required fields. The form includes fields for "Committee ID:" (with the value "C12345678"), "Password:" (with asterisks), and "E-mail:" (with the value "treasurer@committeeName.fec"). A note below the email field states "(A receipt will be emailed to this address)". At the bottom of the form are three buttons: "LOGIN", "CLEAR", and "HELP".

- B. Must amend report when changing information that affects entries on a report.**  
This would include additions, changes or deletions.
- C. Miscellaneous text submission ([FEC Form 99](#))**  
Used for narrative responses that do not affect actual entries within a report. (For example, when outlining procedures for “best efforts” in obtaining contributor information.)

## PART 4: HIGHLIGHT COMPLIANCE RESOURCES

### How to get help from the FEC

- Use our online resources
- Call our toll-free information line
- Email your questions to us

## Compliance Help



www.fec.gov

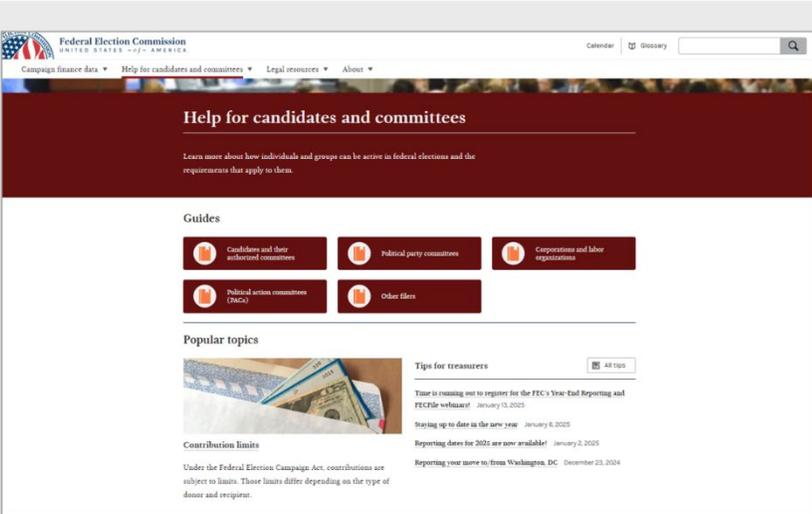


800-424-9530



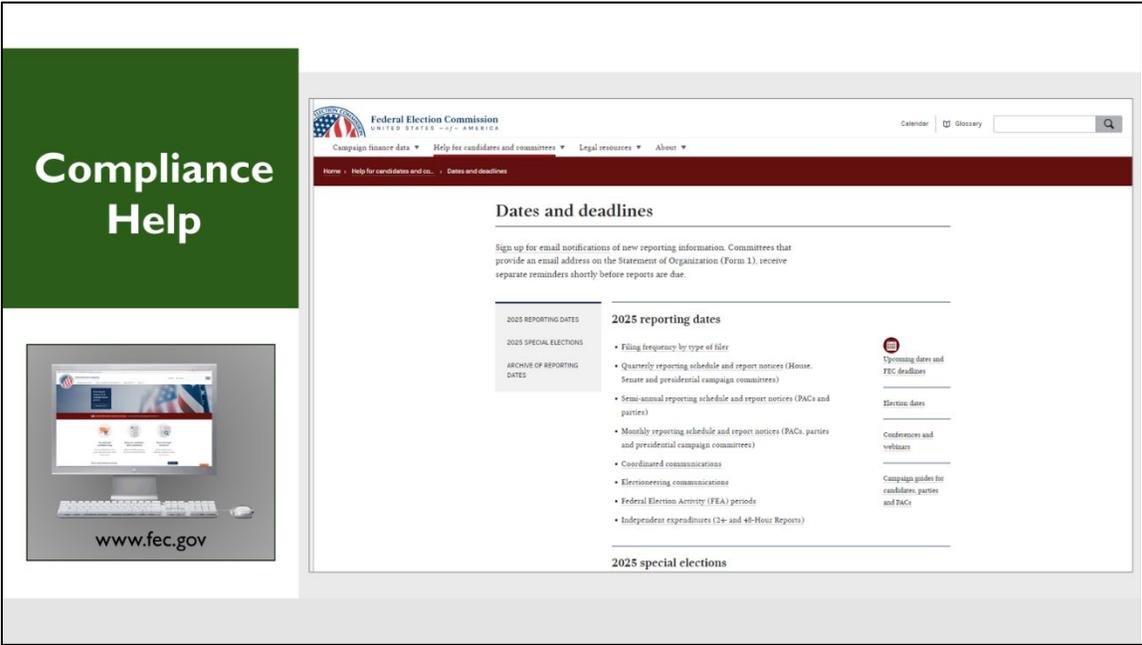
info@fec.gov

## Compliance Help



The screenshot shows the 'Help for candidates and committees' page on the FEC website. It includes a navigation menu with 'Campaign finance data', 'Help for candidates and committees', 'Legal resources', and 'About'. The main content area has a heading 'Help for candidates and committees' and a sub-heading 'Learn more about how individuals and groups can be active in federal elections and the requirements that apply to them.' Below this are sections for 'Guides' (Candidates and their authorized committees, Political party committees, Corporations and labor organizations, Political action committees (PACs), Other filers) and 'Popular topics' (Contribution limits, Tips for treasurers). A small image of a computer monitor with the FEC website is also visible on the left side of the screenshot area.

[www.fec.gov/help-candidates-and-committees/](http://www.fec.gov/help-candidates-and-committees/)



**Compliance Help**

**www.fec.gov**

Federal Election Commission  
UNITED STATES OF AMERICA

Calendar | Glossary

Campaign finance data | Help for candidates and committees | Legal resources | About

Home | Help for candidates and co... | Dates and deadlines

### Dates and deadlines

Sign up for email notifications of new reporting information. Committees that provide an email address on the Statement of Organization (Form 1), receive separate reminders shortly before reports are due.

2025 REPORTING DATES

2025 SPECIAL ELECTIONS

ARCHIVE OF REPORTING DATES

#### 2025 reporting dates

- Filing frequency by type of filer
- Quarterly reporting schedule and report notices (House, Senate and presidential campaign committees)
- Semi-annual reporting schedule and report notices (PACs and parties)
- Monthly reporting schedule and report notices (PACs, parties and presidential campaign committees)
- Coordinated communications
- Electioneering communications
- Federal Election Activity (FEA) periods
- Independent expenditures (2+ and 48-Hour Reports)

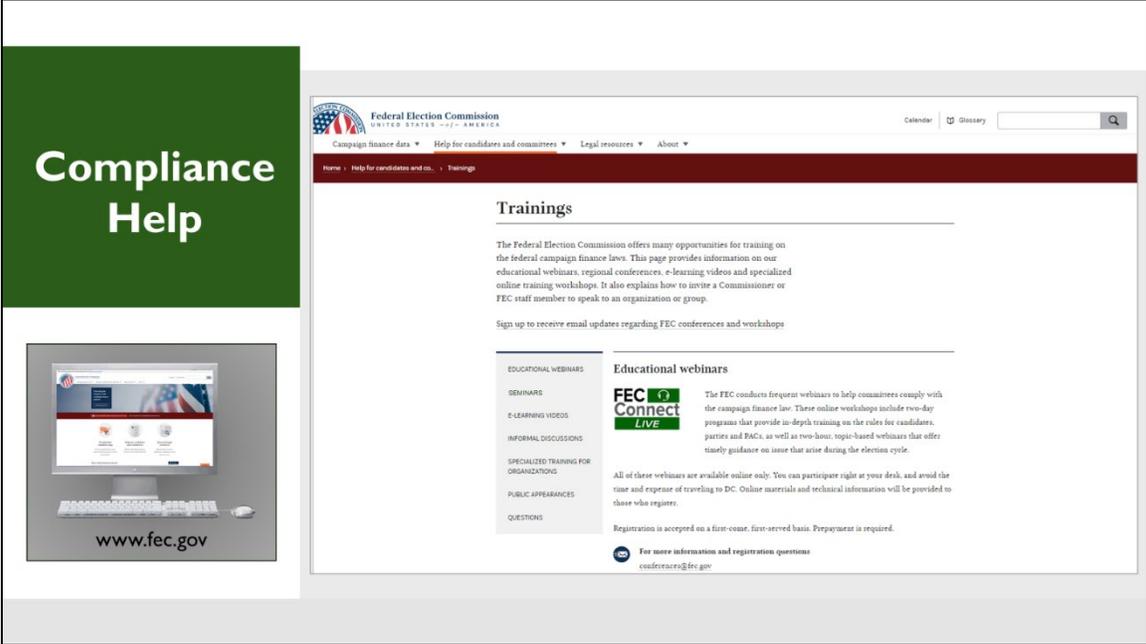
2025 special elections

Upcoming dates and FEC deadlines

Election dates

Conferences and webinars

Campaign guides for candidates, parties and PACs



**Compliance Help**

**www.fec.gov**

Federal Election Commission  
UNITED STATES OF AMERICA

Calendar | Glossary

Campaign finance data | Help for candidates and committees | Legal resources | About

Home | Help for candidates and co... | Trainings

### Trainings

The Federal Election Commission offers many opportunities for training on the federal campaign finance laws. This page provides information on our educational webinars, regional conferences, e-learning videos and specialized online training workshops. It also explains how to invite a Commissioner or FEC staff member to speak to an organization or group.

Sign up to receive email updates regarding FEC conferences and workshops

EDUCATIONAL WEBINARS

SEMINARS

E-LEARNING VIDEOS

INFORMAL DISCUSSIONS

SPECIALIZED TRAINING FOR ORGANIZATIONS

PUBLIC APPEARANCES

QUESTIONS

#### Educational webinars

**FEC Connect LIVE**

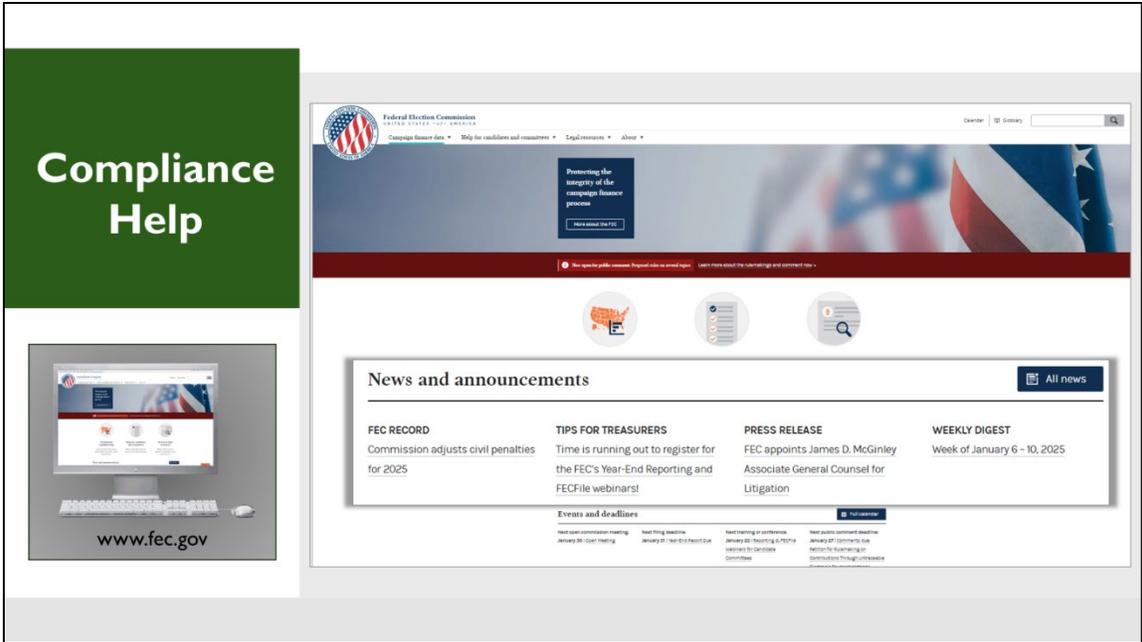
The FEC conducts frequent webinars to help committees comply with the campaign finance law. These online workshops include two-day programs that provide in-depth training on the rules for candidates, parties and PACs, as well as two-hour, topic-based webinars that offer timely guidance on issues that arise during the election cycle.

All of these webinars are available online only. You can participate right at your desk, and avoid the time and expense of traveling to DC. Online materials and technical information will be provided to those who register.

Registration is accepted on a first-come, first-served basis. Prepayment is required.

For more information and registration questions: [conferences@fec.gov](mailto:conferences@fec.gov)

[www.fec.gov/help-candidates-and-committees/trainings/](http://www.fec.gov/help-candidates-and-committees/trainings/)



[www.fec.gov/updates/](http://www.fec.gov/updates/)



[public.govdelivery.com/accounts/USFEC/subscriber/new?qsp=CODE\\_RED](http://public.govdelivery.com/accounts/USFEC/subscriber/new?qsp=CODE_RED)

# Compliance Help



www.fec.gov



[www.youtube.com/FECTube](http://www.youtube.com/FECTube)

# Compliance Help



800-424-9530

**Phone menu:**

- For e-filing tech support, press 4 for the Electronic Filing Office
- For reporting help, press 5 to reach your RAD Analyst
- For other questions, press 6 for an Information Specialist

**Compliance Help**

info@fec.gov

Federal Election Commission  
UNITED STATES OF AMERICA

Calendar Glossary

Campaign finance data Help for candidates and committees Legal resources

Home Help for candidates and co. Submit a question to the R...

### Submit a question to the Reports Analysis Division (RAD)

**Authorized representatives**

If you represent a committee or another entity registered with the FEC, RAD staff can help answer your reporting questions.

Find your committee's analyst

COMMITTEE NAME OR ID

General information  
1-800-425-9530  
8:30 a.m. to 5:30 p.m.  
Eastern Time

[info@fec.gov](mailto:info@fec.gov)

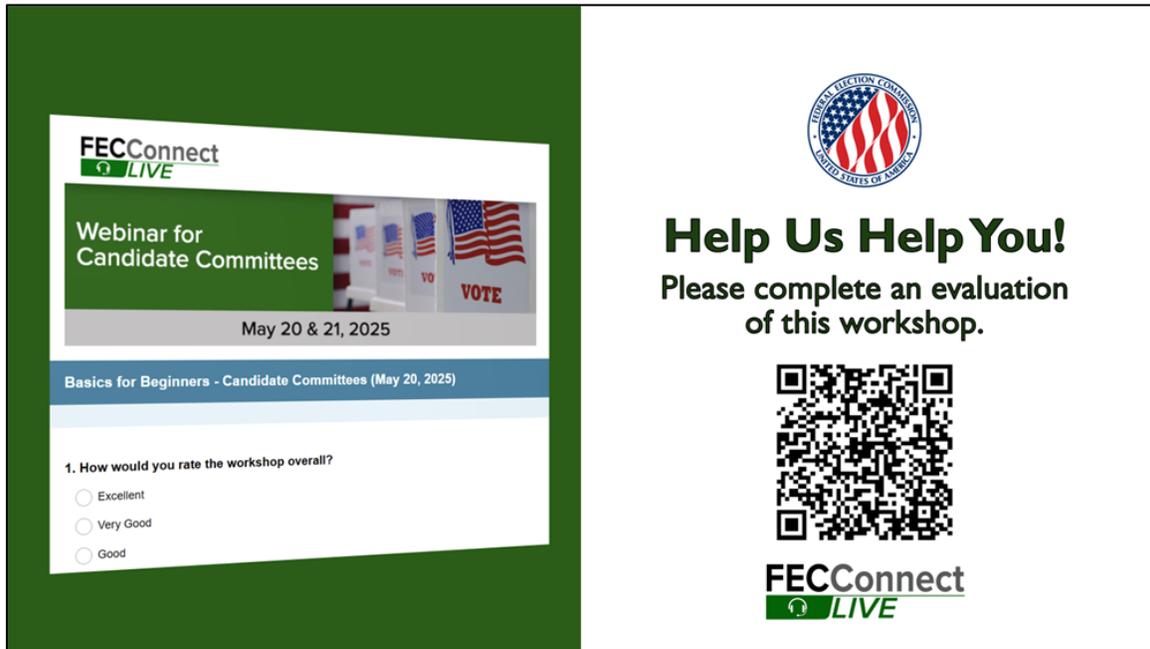
[www.fec.gov/help-candidates-and-committees/question-rad/](http://www.fec.gov/help-candidates-and-committees/question-rad/)

**Compliance Help**

Advisory Opinions

Advisory opinions are official Commission responses to questions on how federal campaign finance law applies to specific situations.

[www.fec.gov/legal-resources/advisory-opinions-process/](http://www.fec.gov/legal-resources/advisory-opinions-process/)



The image shows a composite graphic. On the left is a screenshot of a webinar slide titled "Webinar for Candidate Committees" by FECConnect LIVE, dated May 20 & 21, 2025. The slide includes a poll question: "1. How would you rate the workshop overall?" with radio button options for "Excellent", "Very Good", and "Good". On the right is a call to action: "Help Us Help You! Please complete an evaluation of this workshop." with a QR code and the FECConnect LIVE logo. At the top right of the right side is the Federal Election Commission logo.

**Workshop evaluation:** <https://www.surveymonkey.com/r/TRGKBYC>

These materials were produced and disseminated at U.S. taxpayer expense.