



FECConnect
LIVE

Party Committee Basics for Beginners



March 3, 2026 1:00pm Eastern

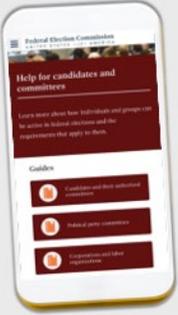
Objectives



Basic Provisions
Review basic provisions of the Federal Election Campaign Act

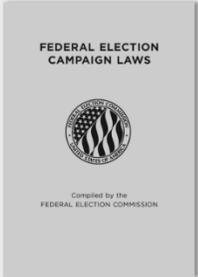


Filing Requirements
Examine recordkeeping and filing requirements for party committees



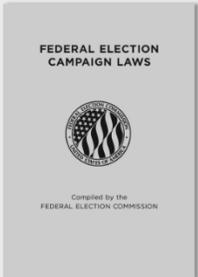
Compliance Resources
Highlight compliance resources available to party committees

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. Contributions



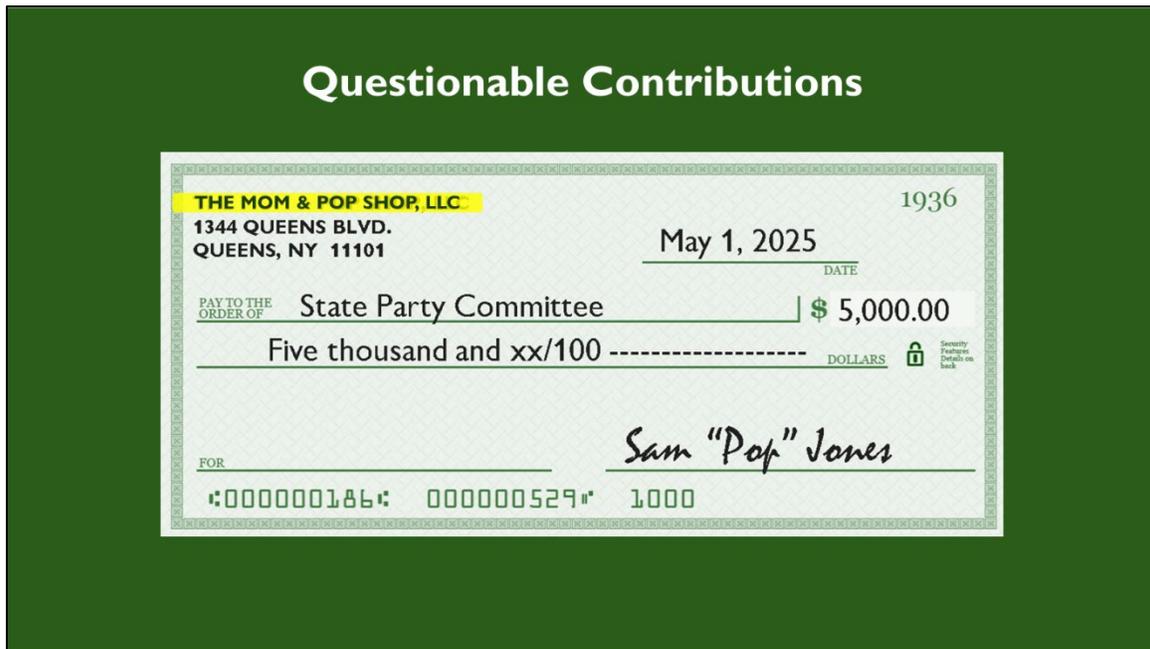
A. Prohibitions

1. **Corporations (including incorporated membership, trade and cooperative organizations or associations), labor organizations and national banks¹** are prohibited from making contributions in connection with federal elections. [11 CFR 114.2](#). Therefore, they may not:
 - a) **Act as conduit for earmarked contribution.**
 - b) **Give discount to campaign or committee that is not in normal business practice.**
 - c) **Allow use of facilities or resources without reimbursement, and, in some cases, advance payment.**
2. **Federal Government Contractors ([11 CFR Part 115](#))**
3. **Foreign Nationals ([11 CFR 110.20](#))**
 - a) **American subsidiary of foreign corporation may establish Separate Segregated Fund (SSF) only if:**
 - (1) Foreign nationals do not control or participate in decisions of SSF; and
 - (2) SSF is not administered or otherwise funded with foreign revenues.

¹ 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.

- b) **Ban does not apply to permanent resident aliens (green card holders).**
- c) **Individuals who are foreign nationals may:**
 - (1) Volunteer for congressional campaign and participate in decision-making,
(Note: because volunteer is engaged to candidate). [AO 2004-26](#).
 - (2) Attend campaign fundraising events
(Note: because attendee is engaged to candidate). [AO 2004-26](#).
 - (3) They may not, however, participate in decision-making regarding election activities for a corporation or a political committee.
[AO 2004-32](#).
- 4. **Contributions in name of another ([11 CFR 110.4\(b\)](#))**
 - a) Cannot reimburse or be reimbursed for contributions.
 - b) Parents cannot give in names of children.
 - c) BCRA increased penalties for violations of this ban
- 5. **Certain prohibitions apply to all elections ([11 CFR 114.2\(a\)](#))**
 - a) Foreign nationals
 - b) National banks
 - c) Federally chartered corporations

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



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



Deposit while checking. If unsure whether contribution is from a permissible source, party 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.

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

Limits Indexed for Inflation:

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) Indexing began in 2005 – 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.

Limits to Party Committees:

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
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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	

4. Additional National Party Accounts (52 U.S.C. 30116(a)(9))

- a) Presidential nominating convention
- b) National party headquarters buildings
- c) Election recounts/contests and other legal proceedings



Cash contributions cannot exceed \$100



Maximum anonymous contribution \$50

Additional Contribution Limits

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
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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

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).

2. Criteria

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

The slide features a green header with the text "Multicandidate Status". To the left is a sample of the "NOTIFICATION OF MULTICANDIDATE STATUS" form, which includes sections for "STATUS BY AFFILIATION" and "STATUS BY QUALIFICATION". A table on the form lists candidates with columns for Name, Office Sought, State/District, and Date. To the right of the form is a green circle containing the word "OR", followed by a grey box containing the text "Affiliated with a multicandidate committee".

- d) **Multicandidate committee status ([11 CFR 100.5\(e\)](#))**
Alternative: be affiliated with multicandidate committee.

E. **Multicandidate committee responsibilities**

1. **How to inform the FEC**

- a) Committee must file [FEC Form 1M](#) within 10 days of qualifying as multicandidate committee.
- b) Check box at end of page 2, FEC Form 3X.

2. **How to inform the campaigns**

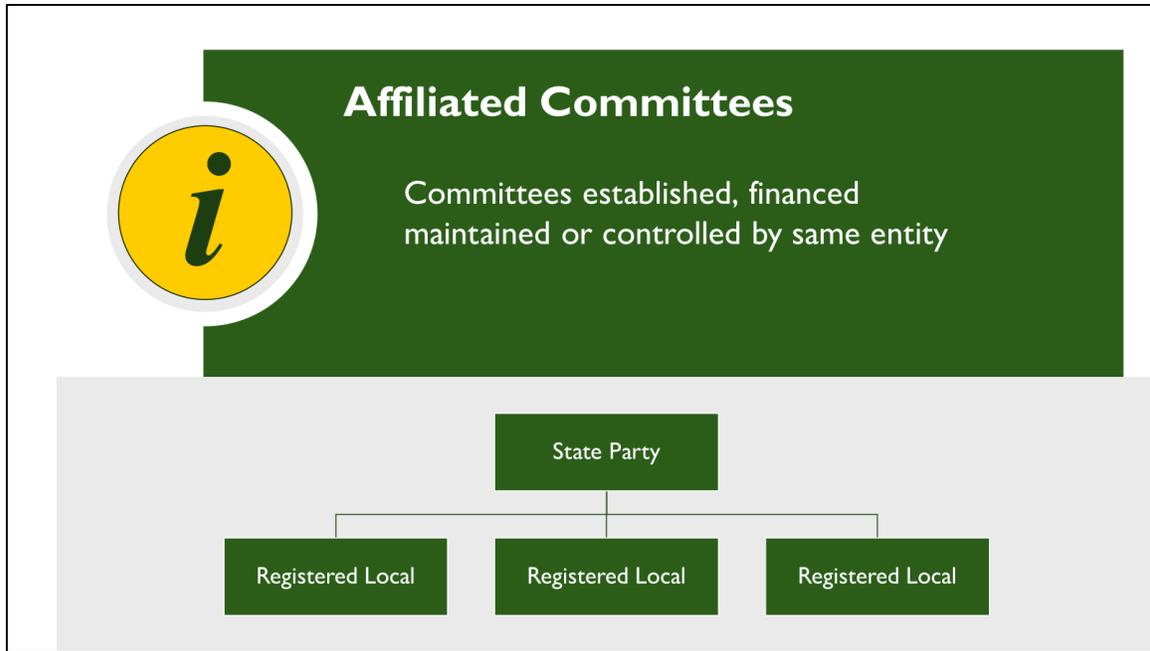
- a) Multicandidate committee must inform recipients that it has qualified as multicandidate committee.
- b) Call FEC's Public Records Office to verify status as *qualified* multicandidate committee.



- F. 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. **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.



3. **Example:**
State party committees presumed affiliated with registered local party committees in same state. Rebuttable presumption. See [AO 1978-09](#). National party and state party have separate limits, but may transfer between each other.



Contribution Limits



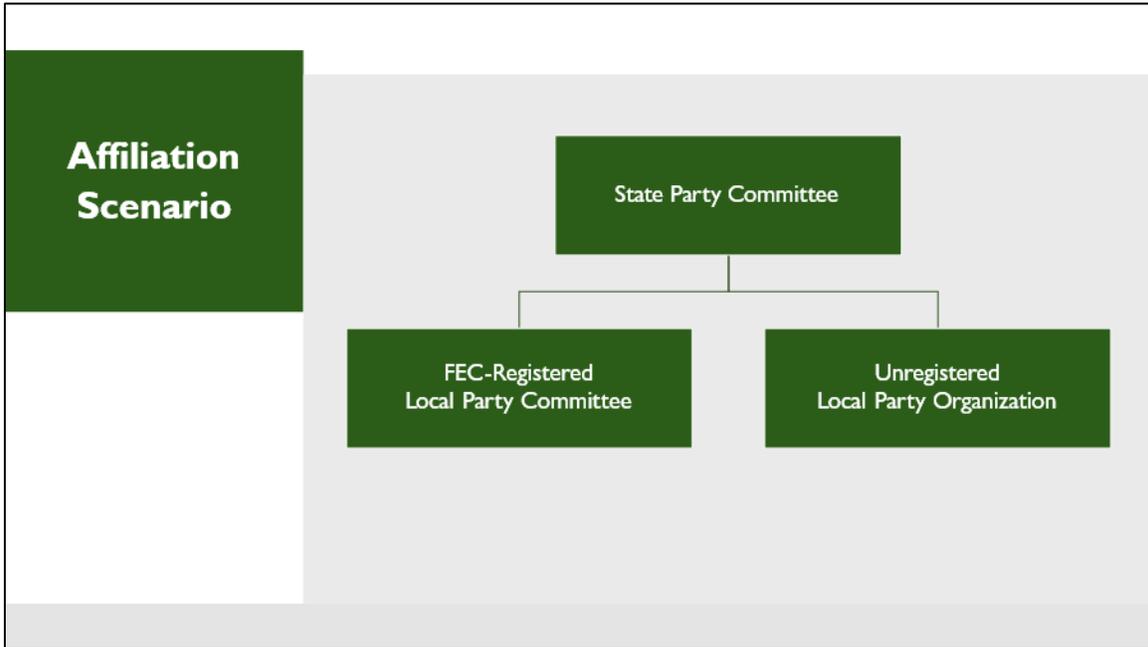
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Contribution Limits



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State, District & Local Party Committee	\$5,000 (combined)	\$5,000 (combined)	Unlimited Transfers	Unlimited Transfers	

SCENARIO #1: Affiliation



Affiliation Scenario

Representative Jones

State Party Committee
123 Main Street, NW, Suite 1001
Anytown, USA 12345

April 12, 2026

1936

PAID TO THE ORDER OF Jones for Congress \$ 3,000.00

Three thousand and 00/100-----

FOR 2026 General Election Joe Schmeck

1000

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graph TD; A[State Party Committee] --> B[FEC-Registered Local Party Committee]; A --> C[Unregistered Local Party Organization];
```



How much can the registered local party contribute to Representative Jones' general election campaign?

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

POLL ANSWER:

How much can the registered local party contribute to Representative Jones’ general election campaign?

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

II. Coordinated Party Expenditures (11 CFR [109.32](#) through [109.37](#))

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

NEW

2026 Coordinated Party Expenditure Limits

Senate Nominees	\$130,600 to \$4,071,800
House Nominees*	\$65,300

* In states with only one representative, the limit is \$130,600.

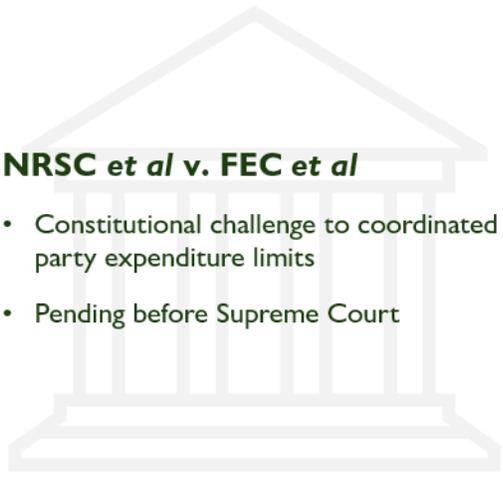
A. Definition

Expenditures made by a state/national party committee on behalf of its nominees in the general election. Committees have a “coordinated party expenditure” limit (calculated each election cycle) that is *separate* from its contribution limit to the candidate.

B. Amount

Expenditures may range from paying bills for candidate to paying for “coordinated communications” on behalf of the candidate.
(See *Party Operations, Part 1* for more details)

Coordinated Party Expenditures



NRSC et al v. FEC et al

- Constitutional challenge to coordinated party expenditure limits
- Pending before Supreme Court

III. Independent Expenditures ([11 CFR 100.16](#))



No Amount Limitations

Independent Expenditures



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

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

IV. Disclaimer Notices on Communications ([11 CFR 110.11](#))

<h2>Disclaimers</h2>	
<p>Must identify who paid for the ad and whether the candidate authorized it</p> <p>Must appear on all public communications, widely distributed emails & websites</p> <p>Must be presented in a clear and conspicuous manner</p>	

- A. Identifies who paid for a public communication and clarifies whether a campaign authorized it.

	<h2>Independent Expenditure Disclaimer</h2>
---	---

1. Not authorized by campaign (i.e., independent expenditure, electioneering communication)
“Paid for by Indiana State Party (www.INparty.org) and not authorized by any candidate or committee.”

**In-kind
Contribution
Disclaimer**



- 2. **Authorized but not financed by campaign**
“Paid for by the Indiana State Party and authorized by Elizabeth Chiu for Congress.”

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



- B. **Required on all “public communications,” widely distributed emails and public websites**



Public Communications

1. **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); and
 - f) Communications placed for a fee on another person's web page, digital device, application, or advertising platform.
2. **Disclaimer also required on:**
 - a) Electronic mail (> 500 substantially similar communications sent by a campaign committee); and
 - b) Websites of political committees.

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

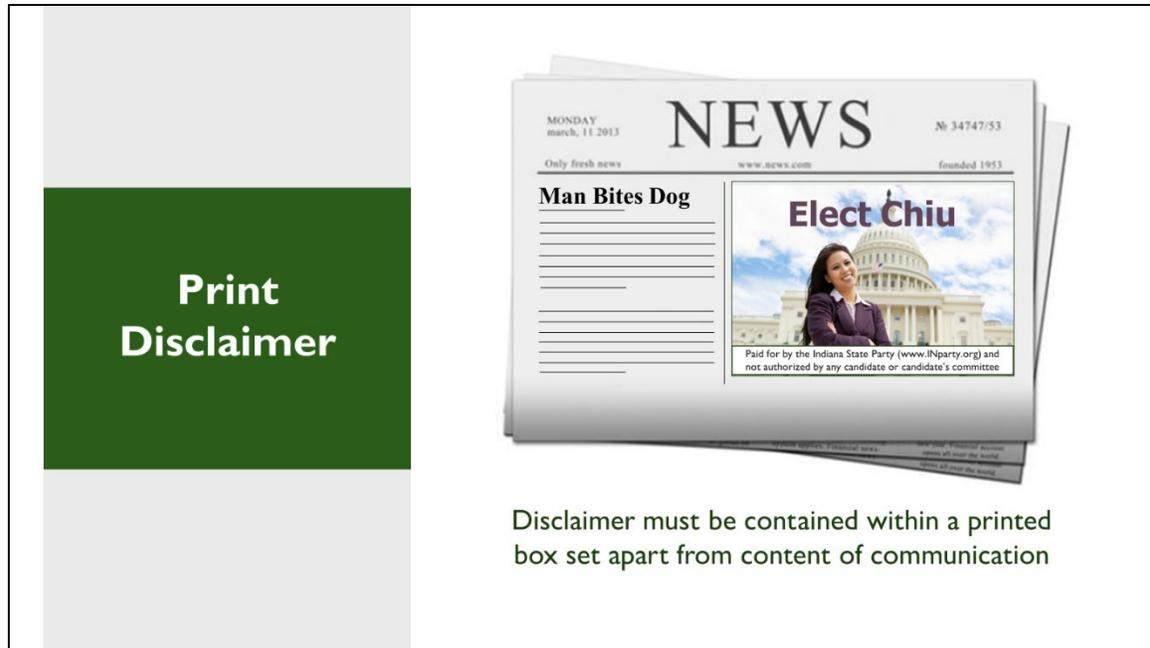
- C. **Clear and conspicuous placement of disclaimer notice**
Disclaimer notices must be clearly and conspicuously displayed.
Cannot be difficult to read or placed where it is easily overlooked.



Approval statement voiced by sponsor
Disclaimer \geq 4% picture height; \geq 4 seconds

Television Disclaimer

- 1. **Special rules for TV and radio ads not authorized by a candidate's committee ([11 CFR 110.11\(c\)\(4\)](#))**
Identify the committee responsible for the communication (e.g., *"The State Party is responsible for the content of this ad."*)



Print
Disclaimer

MONDAY
march, 11 2013

NEWS

No 34747/53

Only fresh news

www.news.com

founded 1953

Man Bites Dog

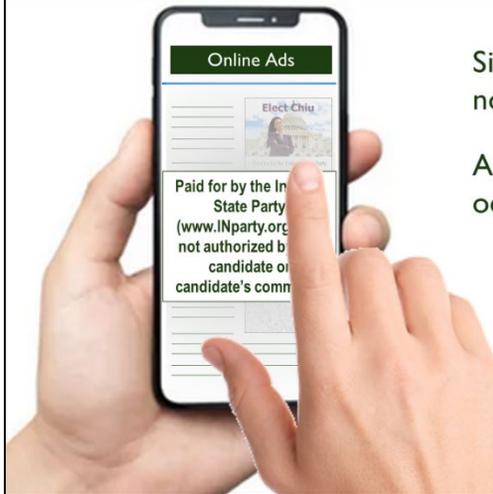
Elect Chiu

Paid for by the Indiana State Party (www.inparty.org) and not authorized by any candidate or candidate's committee

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

2. **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



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

3. **Specific requirements for internet public communications**
(11 CFR 110.11(c)(5))
 - a) Communication with text or graphic components must include clearly readable written disclaimer that “can be viewed without taking any action”
 - b) Audio-only communications must include audio disclaimer that recipient can hear without taking any action
 - c) Communication with disclaimer displayed within video, disclaimer must be visible for at least four seconds and appear without the recipient taking any action
 - d) Adapted “paid for by” disclaimer when full disclaimer would occupy >25% of communication, plus:
 - (1) Visible/audible indicator that full disclaimer is available (e.g., word, image, sound, symbol, or icon); and
 - (2) Technological mechanism to access full disclaimer (e.g., hover-over text, pop-up screen, scrolling text, rotating panel, or hyperlink)
4. **Disclaimer is not required when:**
 - a) It cannot be conveniently printed (e.g., pens, bumper stickers, campaign pins and buttons);
 - b) Its display is not practical (e.g., wearing apparel, skywriting, water towers); or
 - c) 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. Committee Registration (11 CFR [102.1\(c\)](#) and [102.2](#))

<p>National/State Parties</p> <ul style="list-style-type: none">• Raise / Spend > \$1,000 <p>Local Party Organizations</p> <ul style="list-style-type: none">• Spend > \$1,000 contributions/expenditures• Raise > \$5,000 in federal contributions• Spend > \$5,000 on exempt activities	
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A. Statement of Organization (FEC Form 1)

1. When to file

a) Registration thresholds

(1) **National and state party organizations** - becomes a political committee when, during a calendar year, it:

(a) Spends more than \$1,000 in contributions and other expenditures or

(b) Raises more than \$1,000 in contributions

(2) **Local party organizations** - becomes a political committee when, during a calendar year, it:

(a) Spends more than \$1,000 in contributions and other expenditures

(b) Raises more than \$5,000 in contributions

(c) Spends more than \$5,000 on exempt activities

b) **Political committees (other than campaign committees)**

File within 10 days of triggering registration.

2. **How to file**
 - a) Forms may be downloaded and printed from the FEC website:
www.fec.gov/help-candidates-and-committees/forms/
 - b) Link to FEC Form 1 webform:
webforms.fec.gov/webforms/form1/index.htm
3. **Requirements**

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

Amend Statement of Organization (and other filings) when necessary within 10 days of change.

State Party Committee

Federal candidate on the ballot

Official party structure

Perform day-to-day activities of party on a state level



- B. Qualifying as a state party ([11 CFR 100.14\(a\)](#); See also, e.g., AOs [2019-03](#), [2018-10](#) and [2004-34](#))**
1. **Definition**

Organization that, by virtue of party bylaws or the operation of state law, is responsible for the day-to-day operation of a political party on the state level, as determined by the Commission.
 2. **Requirements**
 - a) At least one candidate for federal office whose name appears on the ballot as a candidate of the committee;
 - b) Must possess an official party structure; and
 - c) Relationship between the party and the committee must be based on agreement requiring committee to perform activities commensurate with day-to-day activities of the party on a state level.

National Party Committee

Federal candidates on ballot across the country

Ongoing activities such as voter registration drives

Platform or policy positions

Other factors: national convention, headquarters, establishing state parties



C. **Qualifying as a national party ([11 CFR 100.13](#); See also, e.g., AOs [2016-07](#), [2013-01](#) and [2001-13](#))**

1. **Definition**

Organization that, by virtue of party bylaws, is responsible for the day-to-day operation of a political party on the national level, as determined by the Commission.

2. **Requirements**

- a) Ballot access efforts must extend beyond presidential races;
- b) Sufficient number of federal candidates on the ballot in sufficient number of states in different geographic areas;
- c) Engage in activities such as voter registration drives on an ongoing basis;
- d) Must publicize on a national basis issues of importance to the party and its adherents (may include philosophy, positions, newsletter); and
- e) Other factors include: national convention, headquarters, establishing state party committees.

State Party?



**Request
an FEC
Advisory
Opinion**

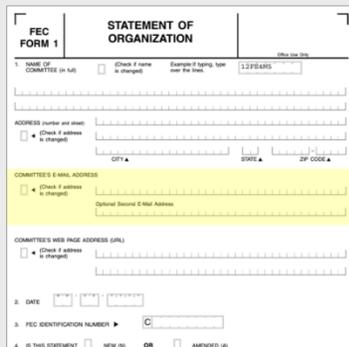
National Party?



Email address required for electronic filers

Necessary to receive report notices and other notifications

**Committee
Registration**



- D. Name and address of committee**
- 1. Party committees**
Name cannot include the name of any candidate.
 - 2. Use committee’s official name on:**
 - a) FEC reports and statements.
 - b) Disclaimer notices for public advertising.

3. **Street address, email, website**
- a) Email required for electronic filers; necessary to receive FEC report notices and other courtesy materials.
 - b) URL required if committee has web page.

Committee Registration

6. Name of Any Connected Organization, Affiliated Committee, Joint Fundraising Representative, or Leadership PAC Sponsor

Local Party Committee

Mailing Address **123 City Street**

Anytown **US** **00000**

CITY STATE ZIP CODE

Relationship: Connected Organization **Affiliated Committee** Joint Fundraising Representative Leadership PAC Sponsor

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 _____

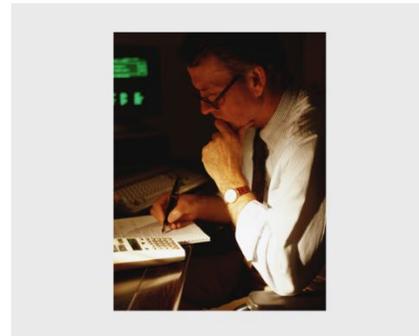
STATE ZIP CODE

Title or _____ Telephone number _____

REQUIRED

RECOMMENDED

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



Committee Treasurers

- E. Treasurer & Assistant Treasurer (11 CFR [102.7](#), [102.9](#) and [104.14](#))**
- 1. Treasurer required – Asst. Treasurer recommended**
Identify on FEC Form 1.
 - 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.
- F. 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.



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) Online resources:

(1) **Treasurer liability:**

www.fec.gov/updates/treasurers-liability/

(2) **Information on misappropriated funds:**

www.fec.gov/help-candidates-and-committees/keeping-records/misappropriated-funds/

(3) **Policy statements:**

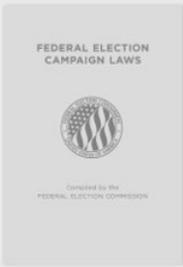
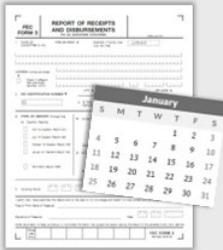
• **Treasurer personal liability:**

www.fec.gov/resources/cms-content/documents/notice2004-20.pdf

• **Embezzlement policy:**

www.fec.gov/resources/cms-content/documents/fedreg_notice_2007-09_EO13892.pdf

Objectives

		
Basic Provisions Review basic provisions of the Federal Election Campaign Act	Filing Requirements Examine recordkeeping and filing requirements for party committees	Compliance Resources Highlight compliance resources available to party committees

FILING REPORTS: RECORDKEEPING AND FILING REQUIREMENTS

Recordkeeping: Receipts

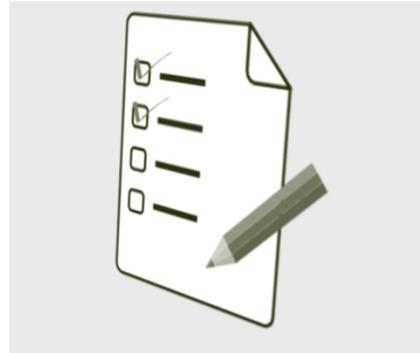
- Contributions over \$50:
 - Date and amount received
 - Donor's name and address
- Complete image of written instrument
 - Contributions aggregate over \$200:
 - Above information plus occupation and employer for individual donors



- I. **Filing FEC Reports**
 - A. **Recordkeeping requirements (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/payor.
 - 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 the State Party Committee. With help from supporters like you, we can elect our candidates to represent us in Washington, DC!

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

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).



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.

Recordkeeping

Retain records for three years from the date of the report to which the records relate



Recordkeeping

Any time after
January 31, 2029



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

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

Filing FEC Reports

FEC Form 3X

2026 filing deadlines: www.fec.gov/help-candidates-and-committees/dates-and-deadlines/

Party committees file monthly or quarterly

- (1) Reports due April 15, July 15 and October 15 and January 31; Pre-Primary, Pre-General (if applicable), and a Post-General Report.
- (2) Reporting period begins the day after close of books of last report filed.

Additional Filing for 2026



Pre-Primary Reports

Additional Filing for 2026

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 Filing for 2026

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. Monthly filers

Monthly Filing for 2026

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31					29	30	31				

Monthly Reports Due on the 20th

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

2. Election year (even-numbered year)

- a) Monthly filers must file report on 20th of each month, except Pre-General and Post-General in lieu of November and December monthly reports.

- b) Reporting period begins day after close of books of last report filed.
- c) **Monthly reporting schedule required for:**
 - All national party committees; and
 - State, district and local party committees that engage in reportable federal election activity.



No Pre-Primary Reports

Additional Filing for 2026

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
(in lieu of November 20)

Additional Filing for 2026

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
(in lieu of December 20)

Additional Filing
for 2026

**Party committees
may switch
once per year**

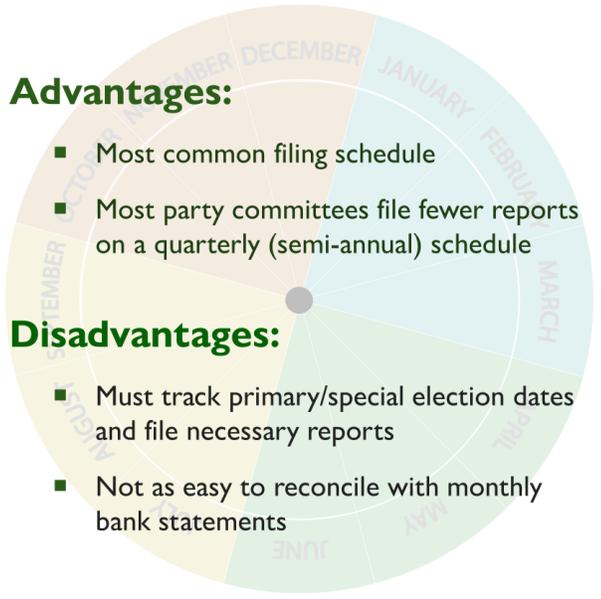
C. Changing filing schedule

1. Timing

- a) Party committees that are not required to file monthly may change their filing schedule from quarterly to monthly or from monthly to quarterly only after notifying the Commission in writing (or electronically if an e-filer), of its intention at the time it files a required report under

- its current filing schedule or in a separate Miscellaneous Text Submission ([FEC Form 99](#)) filed at any time.
- b) Such political committee will then be required to file the next required report under its new filing schedule and will receive a letter which lists the subsequent filing requirements.
- 2. **May only change filing schedule once per calendar year.**
 - 3. A party committee that filed quarterly in 2026 automatically files semi-annually in 2027. No need to notify FEC (unless switching to monthly).

Pros & Cons Quarterly Filing



Advantages:

- Most common filing schedule
- Most party committees file fewer reports on a quarterly (semi-annual) schedule

Disadvantages:

- Must track primary/special election dates and file necessary reports
- Not as easy to reconcile with monthly bank statements

Advantages:

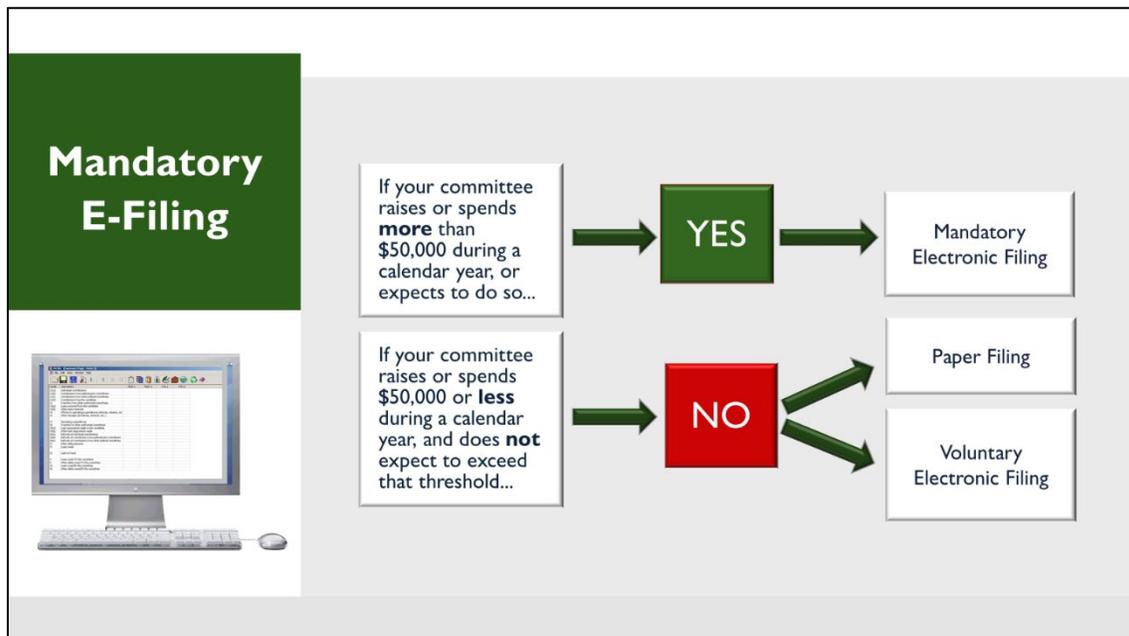
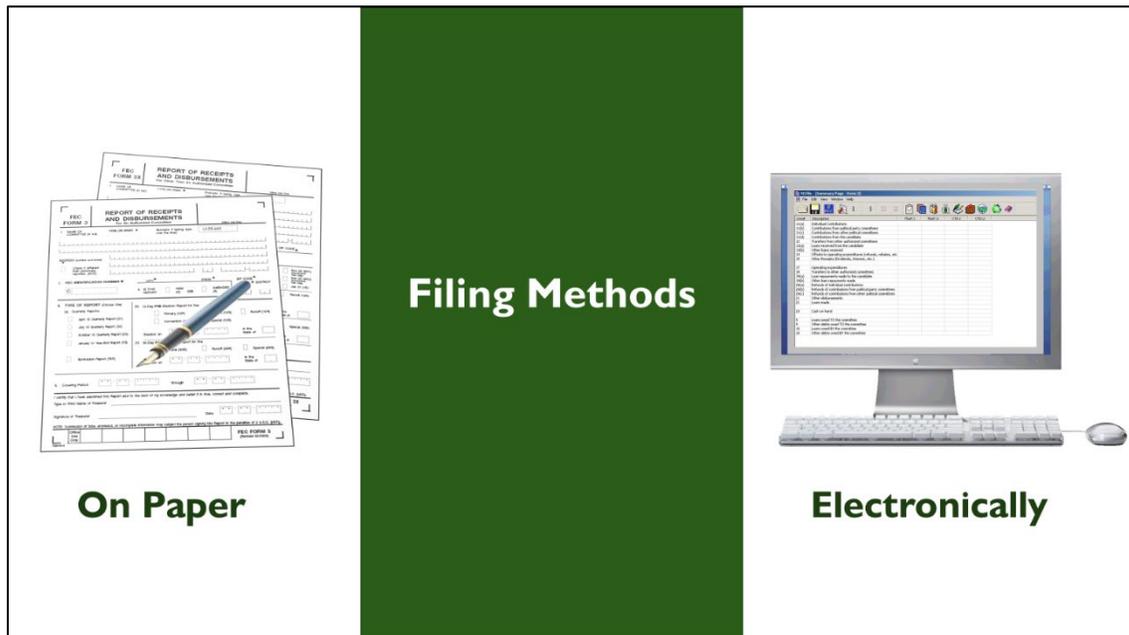
- No need to track primary/special election dates or file reports
- Easier to reconcile with monthly bank statements

Disadvantages:

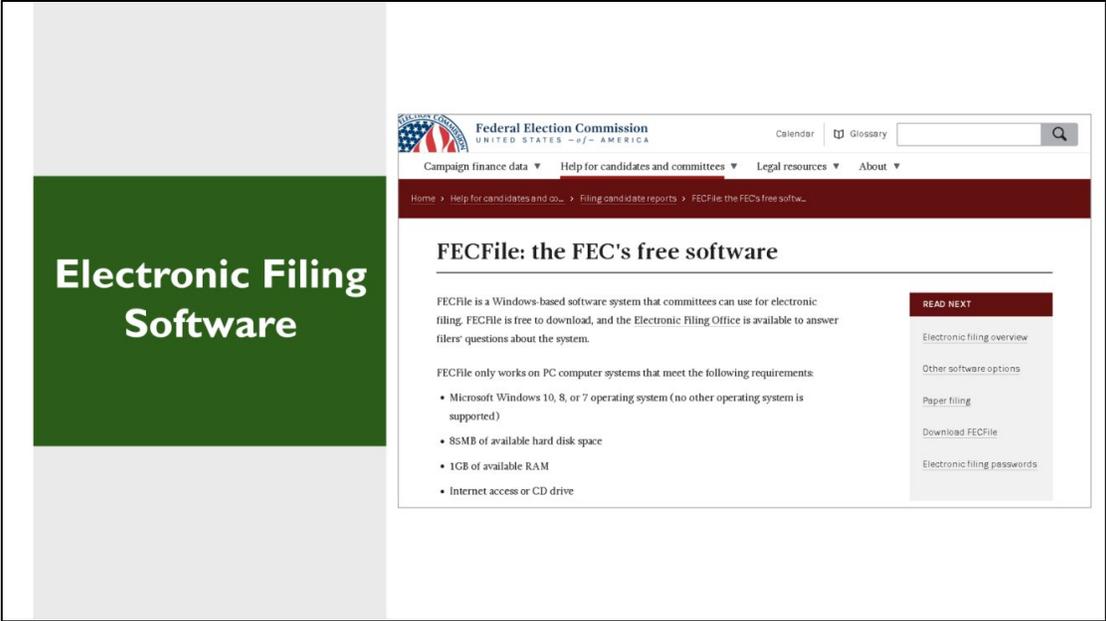
- Most party committees file more reports on monthly schedule

Pros & Cons Monthly Filing

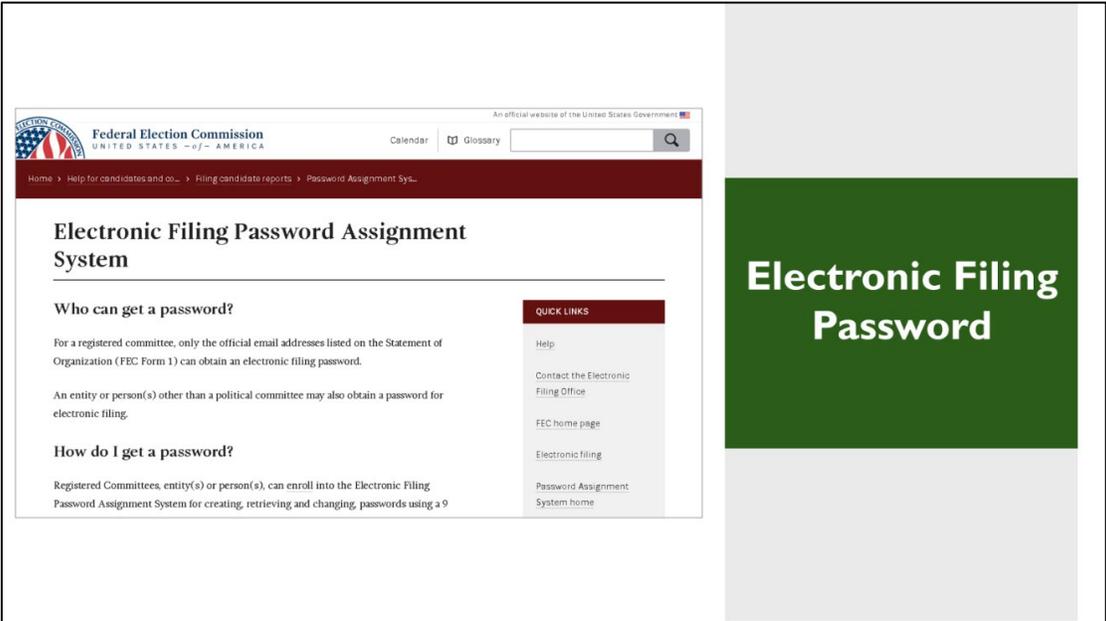
III. Other Filing Issues



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



webforms.fec.gov/psa/getstarted.htm

- 2. 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?**
Only the official treasurer. It is important that the committee has provided a valid email address on its FEC Form 1, as a validation email will be sent to the committee.
 - c) **How do you get a password?**
 - (1) To obtain or change their password on-line:
webforms.fec.gov/psa/getstarted.htm.
 - (2) Existing committees that have not previously used the on-line system should contact the Electronic Filing Office for assistance at 202-694-1307.
 - 3. **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 8.5 available for download at efilingapps.fec.gov/registration/fecfile.htm.
 - 4. **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).
 - 5. **For more information:** www.fec.gov/help-candidates-and-committees/filing-reports/electronic-filing/.
- B. 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 (email) and requests amendment. Response due date appears in upper right corner of RFAI.
 - 4. **Procedures for filing amendments**
 - a) **Paper filers**
It is not necessary to resubmit the entire report.
 - (1) Complete the signature page of the Summary Page, checking box indicating that it is an amended report.
 - (2) Attach corrected schedules, if necessary.
 - (3) 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).



- C. 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 on-line tracking system. File using same terms as certified/registered mail. (Keep receipt.)
 - c) Zip Code**
 - (1) USPS: 20463
 - (2) Delivery services: 20002

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 is partially filled out with placeholder text and numbers. A large, bold, green "LATE" watermark is superimposed diagonally across the center of the form. The form includes sections for "1. REPORT OF RECEIPTS AND DISBURSEMENTS", "2. FEE IDENTIFICATION NUMBER", "3. TYPE OF REPORT", and "4. SIGNATURE OF TREASURER".

D. Administrative Fine Program (AFP)

General information on AFP:

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 calculator on website at www.fec.gov/legal-resources/enforcement/administrative-fines/calculating-administrative-fines/.)

a) Election sensitivity

- (1) Election sensitive reports include:
 - October Quarterly of election year,
 - October Monthly of election year, and
 - 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 “non-filer” 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 \(January 3, 2025\)](#).
 - (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/) 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.

“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



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**

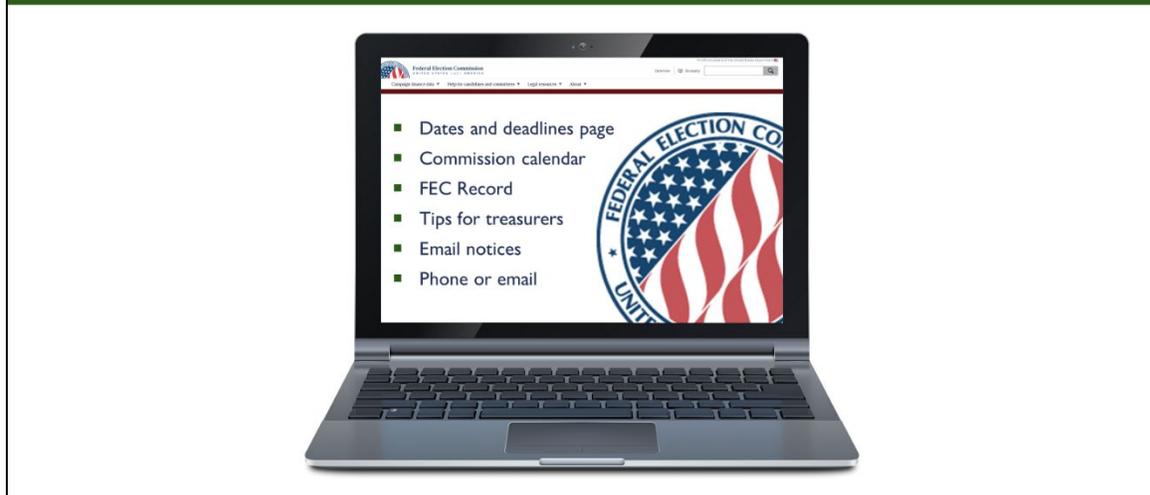


- b) Committee may not use best efforts defense if failure to report is due to unavailability, inexperience or negligence of staff, counsel or organization, failure of committee's computer system, delays caused by vendors, failure to understand or know the law or failure to use filing software properly.

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 \(July 2007\)](#)

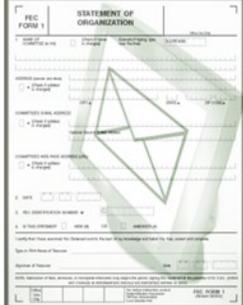
Help with Tracking Deadlines



- F. Finding reporting dates**
1. **Dates and deadlines page:** www.fec.gov/help-candidates-and-committees/dates-and-deadlines/
 2. **Commission calendar:** www.fec.gov/calendar/
 3. **FEC Record:** www.fec.gov/updates/?update_type=fec-record&category=reporting
 4. **Tips for Treasurers:** 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

IV. Best Practices: Filing

Best Practices: Filing

Brief Staff/Vendors	Update Software	List Email Address	Respond to RFAs
			

A. Brief staff/vendors

Ensure your staff, vendors and counsel understand reporting and filing rules and deadlines.

B. Update your software regularly

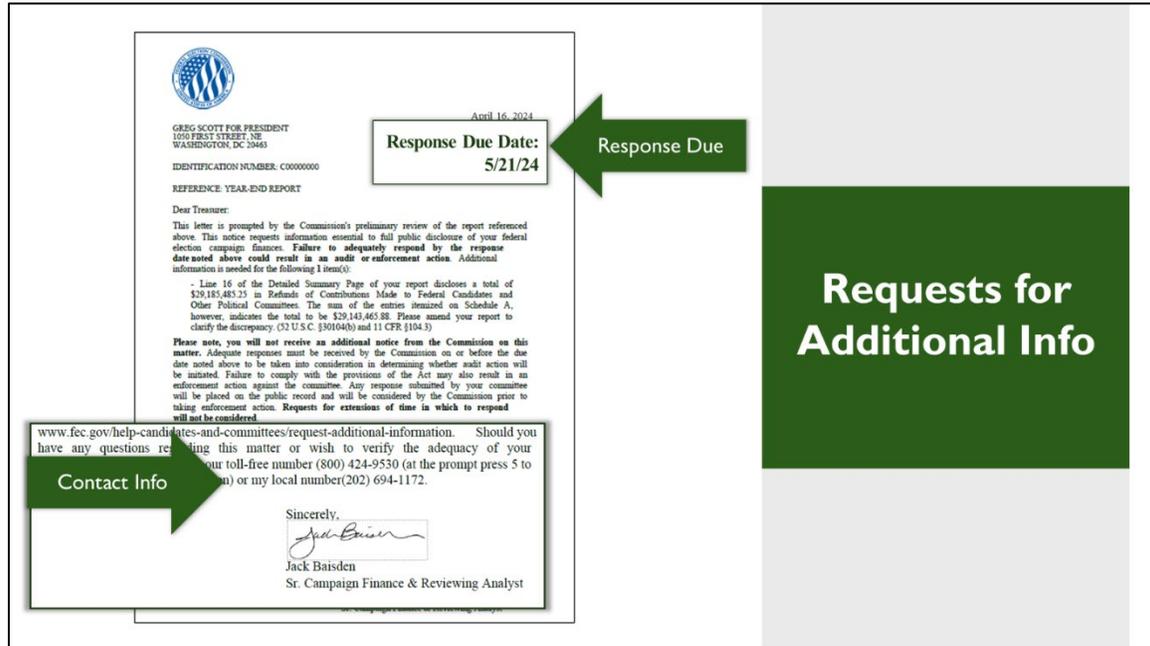
C. List email address

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.

D. Respond to Requests for Additional Information (RFAs)

More: Report deadlines posted online at 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

V. 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/

Responding to RFAIs

IS THIS REPORT NEW (N) OR AMENDED (A)



FEDERAL ELECTION COMMISSION

HOME / ELECTRONIC FILING / ONLINE FILING / ONLINE WEBFORMS / FORM 99

Miscellaneous Report To FEC (Form 99)

Sign-In For Registered Committees
(Requires Committee ID and Electronic Filing Password)

* Indicates required fields

Committee ID:

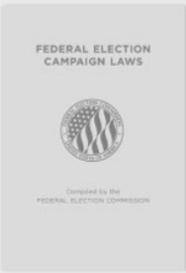
Password:

E-mail:
(A receipt will be emailed to this address)

- B. Must amend report when changing information that affects entries on a report.**
This would include additions, changes or deletions.

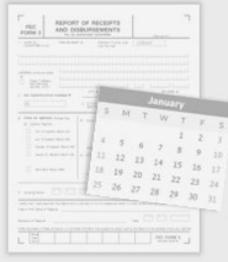
- C. Miscellaneous text submission ([FEC Form 99](#))**
Used for narrative responses that do not affect actual entries within a report. (For example, when outlining procedures for “best efforts” in obtaining contributor information.)

Objectives



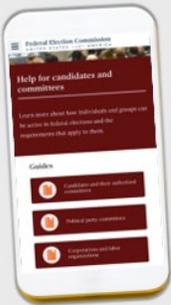
Basic Provisions

Review basic provisions of the Federal Election Campaign Act



Filing Requirements

Examine recordkeeping and filing requirements for party committees



Compliance Resources

Highlight compliance resources available to party committees

PART 3: 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

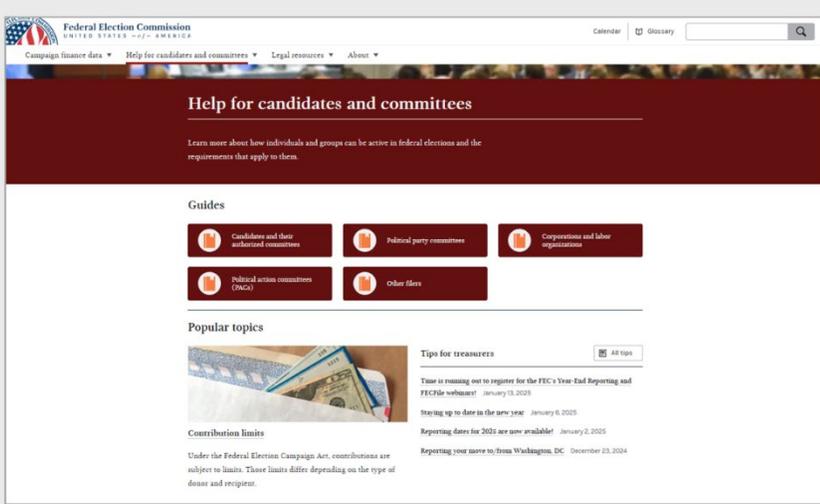


800-424-9530



info@fec.gov

Compliance
Help



The screenshot shows the 'Help for candidates and committees' page on the FEC website. It includes a navigation bar with links for 'Campaign finance data', 'Help for candidates and committees', 'Legal resources', and 'About'. The main content area features a 'Guides' section with buttons for 'Candidates and their authorized committees', 'Political party committees', 'Corporations and labor organizations', 'Political action committees (PACs)', and 'Other filers'. Below this is a 'Popular topics' section with a 'Tips for treasurers' article and a 'Contribution limits' section.

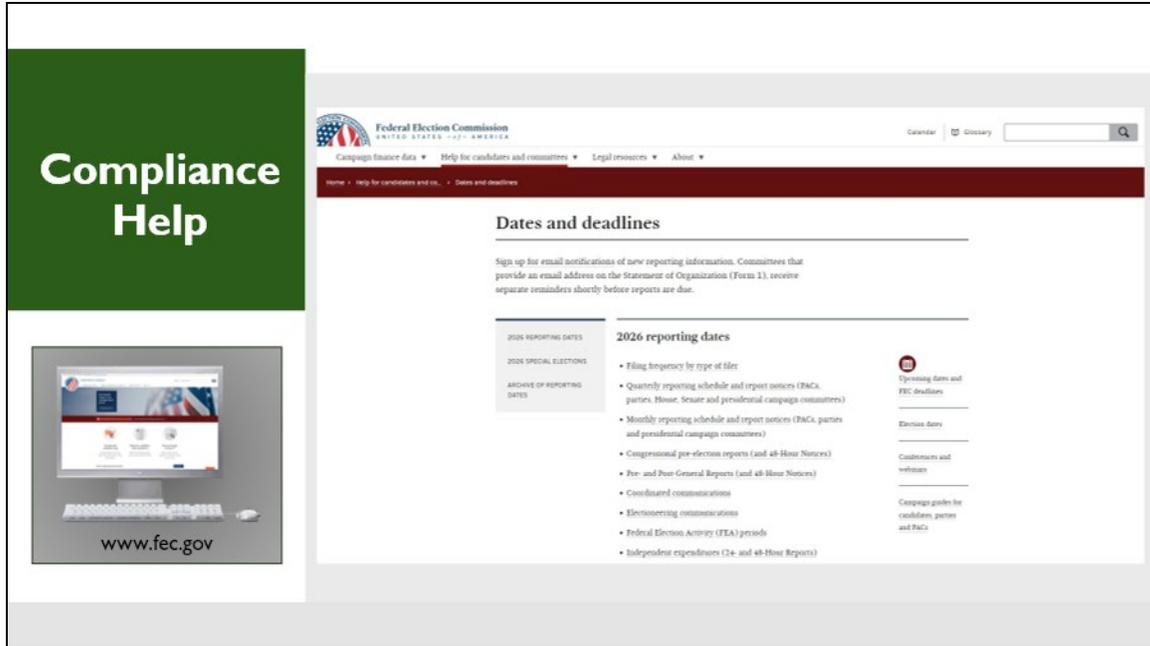


www.fec.gov

www.fec.gov/help-candidates-and-committees/

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Party FECCConnect LIVE Webinar 2026
Prepared by the FEC Information Division



Compliance Help

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 committees | 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.

2026 reporting dates

- Filing frequency by type of filer
- Quarterly reporting schedule and report centers (PACs, parties, House, Senate and presidential campaign committees)
- Monthly reporting schedule and report centers (PACs, parties and presidential campaign committees)
- Congressional pre-election reports (and 48-Hour Notices)
- Pre- and Post-General Reports (and 48-Hour Notices)
- Coordinated communications
- Electronizing communications
- Federal Election Activity (FEA) periods
- Independent expenditures (24- and 48-Hour Reports)

Syncing data and FEC deadlines

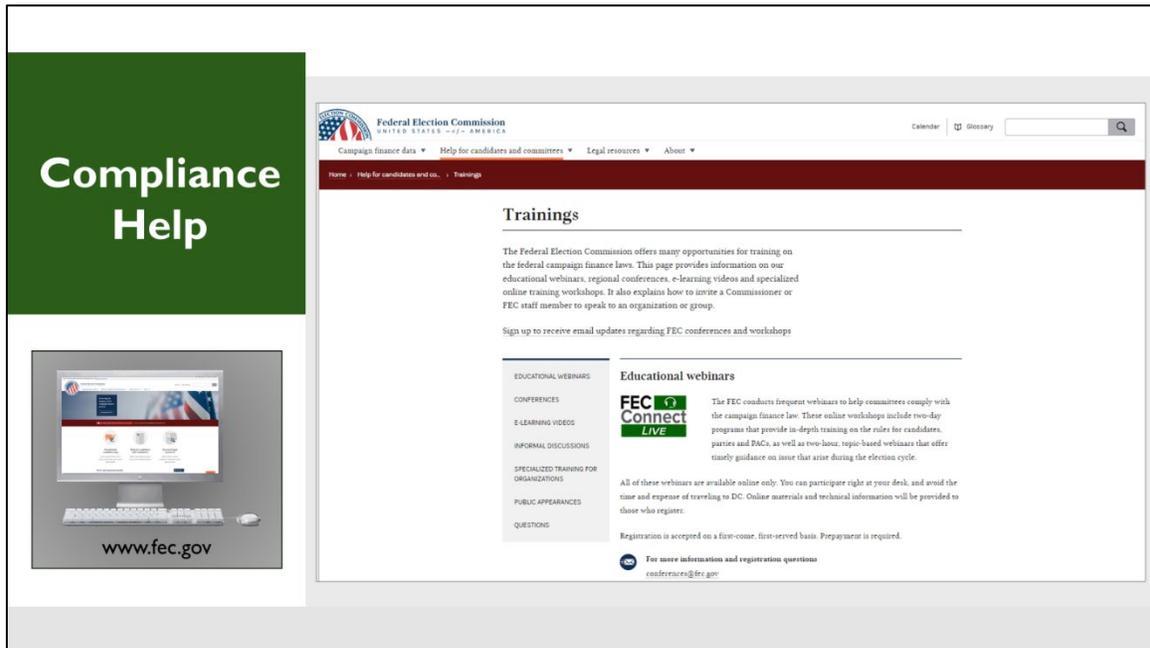
Election dates

Continuing and webinars

Campaign guides for candidates, parties and PACs

www.fec.gov

www.fec.gov/help-candidates-and-committees/dates-and-deadlines/



Compliance Help

Federal Election Commission
UNITED STATES OF AMERICA

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

Home | Help for candidates and committees | 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

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 issue that arise during the election cycle.

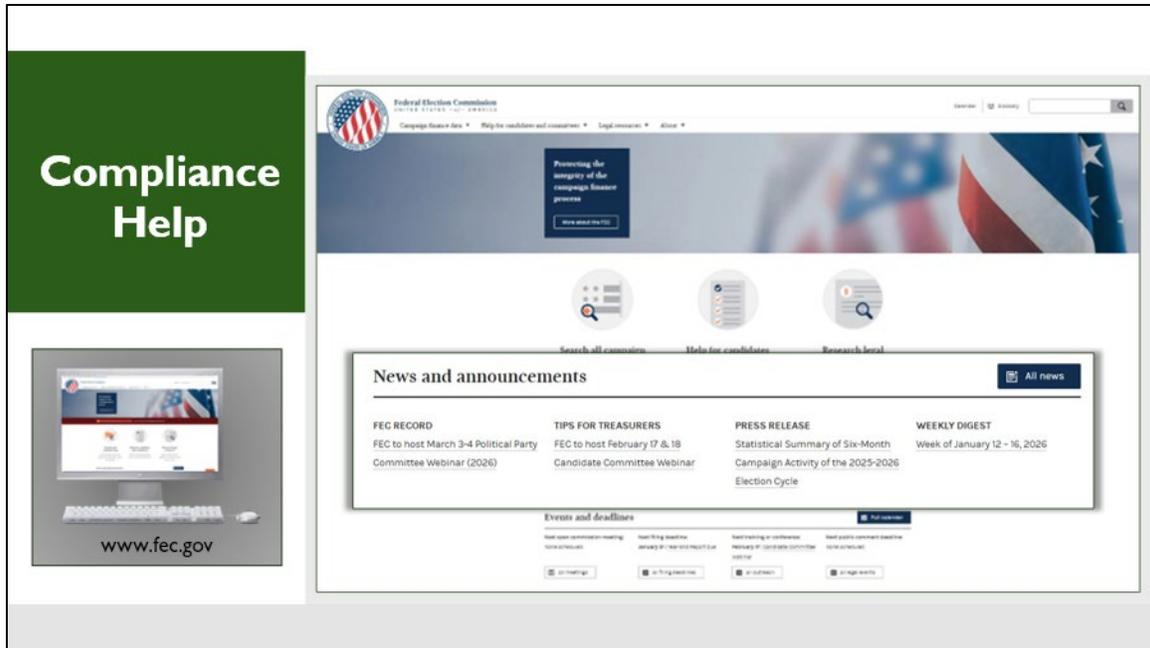
All of these webinars are available online only. You can participate right at your desk, and avoid the time and expense of traveling to DC. Online materials and technical information will be provided to those who register.

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

For more information and registration questions
conference@fec.gov

www.fec.gov

www.fec.gov/help-candidates-and-committees/trainings/



www.fec.gov/updates/

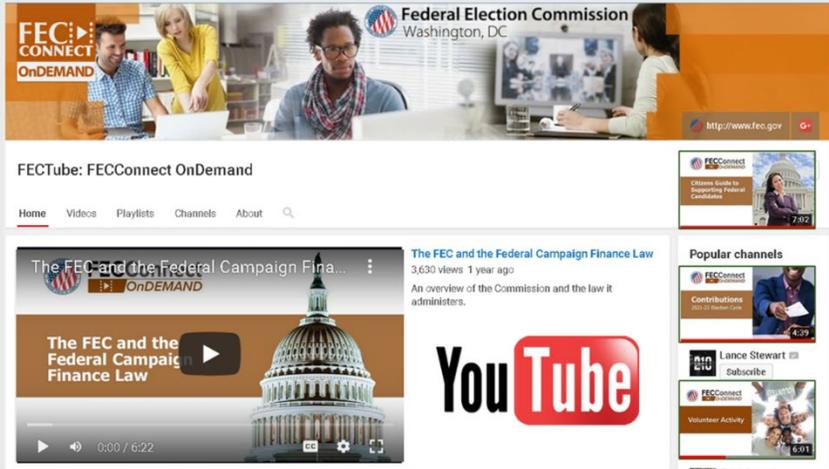


public.govdelivery.com/accounts/USFEC/subscriber/topics?qs=CODE_RED

Compliance Help



www.fec.gov



www.youtube.com/FECTube

Compliance Help



800-424-9530

Phone menu:

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- For reporting help, press 5 to reach your RAD Analyst
- For other questions, press 6 for an Information Specialist



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Find your committee's analyst

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Compliance Help

Advisory Opinions

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

Compliance Help

Advisory Opinions

www.fec.gov/legal-resources/advisory-opinions-process/

Party Webinar 2026: Basics for Beginners

1. How would you rate the workshop overall?

2. How would you rate the speakers' knowledge of the subject matter?

3. How would you rate the speakers' delivery of the workshop content?

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