



# YEAR-END REPORT NOTICE

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FEDERAL ELECTION COMMISSION

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CONGRESSIONAL COMMITTEES

December 27, 2013

## CURRENT REPORT DUE:

REPORT	CLOSE OF BOOKS <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
Year-End	12/31/13	01/31/14	01/31/14

[Click here for Supplemental Filing Information \(2013\)](#)

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## LOOKING AHEAD TO 2014

REPORT	CLOSE OF BOOKS <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
April Quarterly	03/31/14	04/15/14	04/15/14
July Quarterly	06/30/14	07/15/14	07/15/14
October Quarterly	09/30/14	10/15/14	10/15/14
Pre-General	10/15/14	10/20/14	10/23/14
48-Hour Notices	<b>Period: 10/16/14 – 11/01/14</b> ---- <a href="#">click here for filing info</a> ----		
Post-General	11/24/14	12/04/14	12/04/14
Year-End	12/31/14	01/31/15	01/31/15 <sup>2</sup>

[Click here for Supplemental Filing Information \(2014\)](#)

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<sup>1</sup>These dates indicate the beginning and the end of the reporting period. A reporting period always begins the day after the closing date of the last report filed. If the committee is new and has not previously filed a report, the first report must cover all activity that occurred before the committee registered up through the close of books for the first report due.

<sup>2</sup>Notice that this filing deadline falls on a weekend. Filing deadlines are not extended when they fall on nonworking days. Accordingly, reports filed by methods other than Registered, Certified or Overnight Mail, or electronically, must be received before the Commission's (or for Senate candidates, the Secretary of the Senate Public Records Office's) close of business on the last business day before the deadline.

## 2013 SUPPLEMENTAL FILING INFORMATION CONGRESSIONAL COMMITTEES

**PLEASE NOTE:** The Commission provides reminders of upcoming filing dates as a courtesy to help committees comply with the filing deadlines set forth in the Act and Commission regulations. Committee treasurers must comply with all applicable filing deadlines established by law, and the lack of prior notice does not constitute an excuse for failing to comply with any filing deadline.

### WHO MUST FILE

Principal campaign committees of current and former congressional candidates<sup>1</sup> (including unopposed candidates and candidates whose names do not appear on the ballot) must file Quarterly Reports in 2013.<sup>2</sup> See [11 CFR 104.5\(a\)](#). Before a committee can stop filing with the FEC, it must file a termination report with the Commission. See [11 CFR 102.3](#). Committees must continue to file reports until the Commission notifies them in writing that their termination report has been accepted.

### METHODS OF FILING REPORTS

#### Electronic Filing

Reports filed electronically must be received and validated by the Commission by 11:59 p.m. Eastern Time on the filing deadline. See [11 CFR 104.5\(e\)](#). See also [11 CFR 104.18](#) and [100.19](#).

- Web Page: [Electronic Filing Page](#)
- [Campaign Guide for Congressional Candidates and Committees \(Candidate Guide\), pp. 83-86](#) [PDF]

#### Paper Filing - Meeting the Filing Deadline

Paper Report filing options -- Registered, Certified or Overnight or First Class Mail. See [11 CFR 104.5\(e\)](#). See also [11 CFR 100.19](#).

- Web Page: [Link to Paper Forms](#) (for downloading and printing)
- [Candidate Guide, p. 82](#) [PDF]

### 2013 REPORTING SCHEDULE

- Web Page: [2013 Reporting Dates Page](#)
- The *Record*:
  - [FEC Record Blog: Reporting](#)
  - [January 2013 Reporting Article](#) [PDF]
- [Candidate Guide, p. 83](#) [PDF]

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<sup>1</sup> Generally, an individual becomes a candidate for federal office (and thus triggers registration and reporting obligations) when his or her campaign exceeds \$5,000 in either contributions or expenditures. If the campaign has not crossed the \$5,000 threshold, it is not required to file reports. See [11 CFR 100.3\(a\)](#). See also [11 CFR 104.5\(a\)](#).

<sup>2</sup> If a candidate has more than one authorized committee, the principal campaign committee files a consolidated report on [Form 3Z](#) [PDF]. See [11 CFR 104.3\(f\)](#).

## COMPLIANCE

### Treasurer Responsibility

Committee Treasurers are responsible for both the timeliness and the accuracy of all reports. They may be subject to monetary penalties if reports are inaccurate or are not filed on time. See [11 CFR 104.14\(d\)](#).

- [Statement of Policy Regarding Treasurers Subject to Enforcement Proceedings](#) [PDF]
- [Candidate Guide, p. 7-9](#) [PDF]

### Administrative Fine Program

Failure to file reports on time may be subject to civil money penalties up to \$17,600 (or more for repeat late- and non-filers).<sup>3</sup> See generally, [11 CFR Part 111 Subpart B](#). See [11 CFR 111.43\(b\)](#). See also [11 CFR 111.43](#).

- Web Page: [Administrative Fine Program Page](#)
- [Candidate Guide, pp. 82-83](#) [PDF]

## DISCLOSURE OF LOBBYIST BUNDLING ACTIVITY

Campaign committees must file [FEC Form 3L](#) [PDF] if they receive two or more bundled contributions from lobbyists/registrants or lobbyist/registant PACs that aggregate in excess of \$17,100 during the applicable reporting period ([see page 1 of this notice](#)). See [11 CFR 104.22\(b\)](#) and [11 CFR 110.17\(e\)\(2\)](#).

- The Record: [March 2009 issue](#) [PDF]
- [Candidate Guide, Appendix F, pp. 155-161](#) [PDF]

## IMPORTANT FILING INFORMATION - PAPER FILERS

In response to the 2001 anthrax threat, the U.S. Postal Service is irradiating mail directed to many federal agencies, including the FEC and the Secretary of the Senate.<sup>4</sup> This process has not only delayed mail delivery, it has also damaged and in some cases destroyed pieces of mail. As a result, committees that file reports with the FEC (rather than the Secretary of the Senate) may want to consider submitting their reports by some means other than U.S. mail. Alternative methods include electronic filing, overnight mail or delivery service, and hand delivery.

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<sup>3</sup> Penalties for late- or non-filing of 48-hour notices are based on the amount of contributions received that are not timely disclosed. As a result, these penalties may exceed \$17,600, even for first-time violations. See [11 CFR 111.44](#).

<sup>4</sup> Senate committees should contact the Secretary of the Senate at (202) 224-0322 for more information on filing reports via US mail.

## LOOKING AHEAD TO 2014

### WHO MUST FILE

Principal campaign committees of current and former congressional candidates<sup>1</sup> (including unopposed candidates and candidates whose names do not appear on the ballot) must file Quarterly Reports in 2014.<sup>2</sup> In addition, committees of candidates participating in an election must file pre-election and, as applicable, post-election reports, as described below.

All ongoing committees (regardless of the level of financial activity) and new campaigns that raise or spend more than \$5,000 for the 2014 election cycle (and thus trigger registration and reporting requirements) must file quarterly reports throughout 2014. This applies even if the candidate plans to retire, withdraws from the race prior to the primary election, loses the primary or drops out of the race prior to the general election. See [11 CFR 104.5\(a\)\(1\)](#).

Before a committee can stop filing with the FEC, it must file a termination report with the Commission. See [11 CFR 102.3](#). Committees must continue to file reports until the Commission notifies them in writing that their termination report has been accepted.

### PRE- AND POST-ELECTION REPORTS

A committee whose candidate participates in a 2014 state primary, nominating convention or runoff election – even if unopposed – must also file a pre-election report 12 days prior to the primary, nominating convention or runoff. The campaign committee of a candidate who participates in the general election must file pre- and post-general election reports.

[11 CFR 104.5\(a\)\(2\)](#).

- Web Page: 2014 Congressional Pre-Primary Reporting Dates – coming in 2014
- The Record:
  - [FEC Record Blog: Reporting](#)
  - January 2014 Article [PDF] – coming in 2014
- [Candidate Guide, pp. 81-82](#) [PDF]

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<sup>1</sup> Generally, an individual becomes a candidate for federal office (and thus triggers registration and reporting obligations) when his or her campaign exceeds \$5,000 in either contributions received or expenditures made. If the campaign has not crossed the \$5,000 threshold, it is not required to file reports. See [11 CFR 100.3\(a\)](#).

<sup>2</sup> If a candidate has more than one authorized committee, the principal campaign committee must also file a consolidated report on [Form 3Z](#) [PDF].

## **48 HOUR NOTICES ON CONTRIBUTIONS**

The principal campaign committee must file notices if any authorized committees of the candidate receive any contribution (**including in-kind gifts or advances of goods or services; loans from the candidate or other non-bank sources; and guarantees or endorsements of bank loans to the candidate or committee**) of \$1,000 or more per source, during the period less than 20 days but more than 48 hours before any election in which the candidate is running. See [11 CFR 104.5\(f\)](#).

The notices which may be filed using Form 6, or a letter containing the same information, must reach the appropriate federal and/or state filing office(s) within 48 hours of the committee's receipt of the contribution(s). See [11 CFR 104.5\(f\)](#). Senate candidates file 48 hour notices with the Secretary of the Senate; all other candidate committees file with the FEC. **Campaign committees that file electronically MUST submit their 48 hour notices electronically.**

See [11 CFR 104.5\(f\)](#).

- Web Page: [Electronic Filing](#)
- Web Page: [Link to Paper Forms](#) (for downloading and printing)
- Web Page: [Link to Web Form 6](#) (for online submission)
- Web Page: [State Filing Waivers](#)
- Form 6 Fax numbers
  - Senate campaigns (Secretary of the Senate): (202) 224-1851
  - House Campaigns (FEC): (202) 219-0174
- Campaign Guide: [Candidate Guide, p. 81](#) [PDF]

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**FOR INFORMATION, CALL: (800) 424-9530 or (202) 694-1100**