

# CANDIDATE FORMS & DISCLOSURES



Georgia Government Transparency  
& Campaign Finance Commission

## KNOW THE LINGO

### DOI

Declaration of Intention  
to Accept Contributions

### RC

Registration Form for  
a Candidate's Campaign  
Committee

### COOSA

Choosing the Option of  
Separate Accounting

### PIN APP

Electronic Filing Access  
Code Application

### CCDR

Campaign Contribution  
Disclosure Statement

### FR&TS

Final Report &  
Termination Statement

### PFDS

Personal Financial  
Disclosure Statement

### TBD

Two Business  
Day Report

### Local Filing Officer

Individual a candidate for a  
county or municipal office files  
with. Usually the city clerk or  
elections superintendent.

## FORMS

### Declaration of Intention to Accept Campaign Contributions

*Reference: O.C.G.A. § 21-5-30(g)*

- Must be filed **PRIOR** to accepting contributions.
- A candidate's personal funds expended for their campaign, except for payment of a qualifying fee, are considered campaign contributions.
- A new form must be filed if there is a break in office or if accepting contributions for a different office.
- County and Municipal candidates file this form with their local filing officer. All other candidates file with the Commission.

### Registration Form for a Campaign Committee

*Reference: O.C.G.A. §§ 21-5-3(2); 21-5-30(b)*

- This form registers a candidate's campaign committee.
- A committee is required only if a candidate designates someone to file reports, accept money, or expend money on behalf of the campaign.
- A Chairperson and Treasurer are required to form a committee; however, they can be the same person and can be the candidate. If either position is vacant, the committee cannot accept contributions.
- The committee registration will remain in effect until the registration is canceled by the committee or the candidate.
- Filed with the Commission

### Choosing the Option of Separate Accounting

*Reference: O.C.G.A. §§ 21-5-43(a)(2); 21-5-30 (c)*

- Permits candidates to accept contributions for multiple elections within an election cycle. Thus, a candidate may accept contributions for the general election in an election cycle even if the primary election has not occurred.
- A candidate must designate what election the contribution is accepted for on the applicable CCDR.
- Contributions received for a future election cannot be expended until the current election has occurred.
- If a candidate does not qualify or participate in a future election in an election cycle, the contributions received for the future election must be returned to contributors pro-rata.
- Filed with the Commission

### Electronic Filing Access Code Application

*Reference: O.C.G.A. § 21-5-34.1(a)*

- Used for identification purposes for local and state candidates.
- Filed with the Commission.

# DISCLOSURES

## Campaign Contribution Disclosure Report

*Reference: O.C.G.A. § 21-5-34*

- A CCDR is a report filed by a candidate or campaign committee that discloses all contributions received and expenditures made during a reporting period.
- Six reports are due in an election year and two reports are due in a nonelection year. Filing Schedule is found at O.C.G.A. § 21-5-34(c).
- \$125 late fee is assessed when a report is filed late. However, there is a five-day grace period.
- Local candidates may be exempt from filing CCDRs if they file an Affidavit of Exemption and meet certain criteria.
- Candidates for any state or state-wide office must file electronically with the Commission and candidates for county and municipal offices file with their local filing officer.

## Final Report & Termination Statement

*Reference: O.C.G.A. § 21-5-34 (m)*

- A FR&TS is a statement submitted with the campaign's final CCDR.
- It is filed by all campaigns within 10 days of the dissolution of the campaign.
- The Statement must identify the termination date as well as the person responsible for maintaining campaign records as required by the Act.
- To qualify to file a FR&TS, the filer must have a zero net balance, zero debt, and not be seeking or holding the office.
- Candidates for any state or state-wide office must file electronically with the Commission and candidates for county and municipal offices file with their local filing officer.

## Personal Financial Disclosure Statement

*Reference: O.C.G.A. § 21-5-50*

- A PFDS is a statement filed by a candidate or public official in which the filer discloses information about financial activity for the preceding calendar year.
- A statement must be filed each year, even if information does not change.
- If running for a state-wide position additional information is required to be reported.
- No grace period and a \$125 late fee is assessed when a statement is filed after the due date.
- Candidates for any state or state-wide office must file electronically with the Commission and candidates for county and municipal offices file with their local filing officer.

## Two Business Day Report

*Reference: O.C.G.A. § 21-5-34 (c)(2)(C)*

- A TBD is a report used to report individual contributions (including loans) of \$1,000.00 or more received between the date of the last CCDR due prior to the date the election for which the candidate has qualified and the date of such election.
- These contributions must be reported within two business days of receipt.
- This contribution must also be reported on the next scheduled CCDR.
- Candidates for any state or state-wide office must file electronically with the Commission and candidates for county and municipal offices file with their local filing officer.
- No grace period and a \$125 late fee is assessed when a statement is filed after the due date.

**Georgia Government Transparency & Campaign Finance Commission**

200 Piedmont Ave. SE, Suite 1416-West Tower, Atlanta, GA 30334

Phone: 404 463 1980 Website: [www.ethics.ga.gov](http://www.ethics.ga.gov)

# AFFIDAVIT OF EXEMPTION (O.C.G.A. § 21-5-34(d.1))



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## WHAT IS THE AFFIDAVIT OF EXEMPTION?

The Affidavit of Exemption is a written, sworn statement completed by a candidate or public officer if they do not plan to accept more than \$2,500 in contributions or expend more than \$2,500 in expenditures during an election cycle. Filing the Affidavit exempts the candidate or public officer from Campaign Contribution Disclosure Report (CCDR) filing requirements.

## WHERE IS AN AFFIDAVIT OF EXEMPTION FILED?

An Affidavit of Exemption is filed with the candidate's or public officer's local filing officer. Generally, the local filing officer for municipal candidates and public officers is the city clerk of the municipality in which the candidate is seeking office or in which the public officer holds office and the local filing officer for county candidates and public officers is the elections superintendent for the county in which the candidate is seeking office or in which the public officer holds office.

## WHEN CAN THE AFFIDAVIT OF EXEMPTION BE FILED?

The Affidavit of Exemption may be filed at any time during an election cycle. However, best practice is for a candidate or public officer to file an Affidavit at the beginning of each election cycle, immediately after qualifying for office, or immediately after filing a Declaration of Intention to Accept Campaign Contributions (DOI). If a candidate files an Affidavit after CCDRs become due, the candidate is responsible for filing all CCDRs due prior to filing the Affidavit.

## WHEN DOES THE AFFIDAVIT OF EXEMPTION EXPIRE?

The Affidavit of Exemption is good for one election cycle. After an election cycle concludes, a public officer will need to file a new Affidavit to be exempt from CCDR filing requirements in the new election cycle.

## WHO MAY FILE THE AFFIDAVIT OF EXEMPTION?

Candidates for county or municipal offices or public officers currently holding a county or municipal office who do not intend to accept more than \$2,500 in contributions or expend more than \$2,500 in expenditures during an election cycle.

**Q: What if a candidate or public officer who has filed the Affidavit of Exemption expends more than \$2,500 or accepts more than \$2,500 in contributions during the election cycle?**

A: If a candidate or public officer exceeds the \$2,500 limit but does not exceed \$5,000 in contributions and expenditures, then they must file a June 30<sup>th</sup> CCDR and December 31<sup>st</sup> CCDR in the election year. If the candidate or public officer exceeds \$5,000 in contributions and expenditures, then they must file all CCDRs due in an election year as prescribed by O.C.G.A. § 21-5-34(c)(2).

**Q: What if a candidate or public official does not file an Affidavit of Exemption?**

A: If a candidate or public officer does not file an Affidavit of Exemption, then they must file CCDRs in accordance with the filing schedule found at O.C.G.A. § 21-5-34(c).