



CITY OF SEATTLE  
**Ethics and Elections Commission**

CANDIDATE and  
POLITICAL  
Committee Guide  
2019 Election



This guide is intended for candidates, their campaign committees, and ballot issue committees who want to understand their responsibilities under the City's campaign finance law. Assistance, training, manuals, forms and advice are available by contacting the Seattle Ethics and Elections Commission at 684-8500 or visiting the Commission's web site: <http://www.seattle.gov/elections>

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## ***Introduction***

Whether you are a candidate, a campaign worker, or a volunteer, thank you for participating in the political process. If you're reading this guide, you know that Seattle, like most other places in the country, requires that campaign financing be publicly disclosed. Seattle first enacted an Elections Code in 1971. In 1995, we went online, making it even easier to see who is giving money to Seattle campaigns and how that money is being spent.

In 2013, the voters approved Charter Amendment 19 which changes the way Seattleites vote for their councilmembers. 2015 was the first year candidates ran for one of seven district seats or one of two at large seats.

In 2015, the voters passed the citizen-led, Initiative 122 which created the Democracy Voucher Program, and placed limits on contributions from city contractors, and those who pay to lobby the city.

In this Guide you'll find contact information in the pages that follow for the various agencies that deal with Elections issues in our State. At the bottom of this page you'll find links to the laws you'll need to follow. The staff will do everything it can to help you understand and comply with the law. If you do not comply with the law, you may face penalties.

Seattle's Elections Code is administered by the Seattle Ethics and Elections Commission (SEEC), a seven-member citizen body, and its eight-member staff. Three commissioners are appointed by the City Council, three are appointed by the Mayor, and those six commissioners together choose a seventh commissioner. The Commission hires the executive director, who then hires the staff.

Washington State has a statewide Campaign Financing Law, RCW 42.17A which is administered by the Washington State Public Disclosure Commission (PDC). State and City law, while very similar, are not identical. The SEEC administers the City's Election Campaign Contributions Code. Candidates and committees should also contact the PDC to ensure that they comply with State law.

The SEEC's campaign finance auditor, Polly Grow, is available to provide training and advice on all aspects of the City's disclosure requirements. **Call Polly today at (206) 615-1248 to schedule a training session for your campaign.**

### **Seattle Elections Archive**

Seattle Public Library has created a collection of campaign advertising and is interested in acquiring samples of materials from current City of Seattle campaigns. Send copies to:

#### **Seattle Public Library – Special Collections**

Hugh and Jane Ferguson Seattle Room

1000 Fourth Ave

Seattle, WA 98104

Email: [jodee.fenton@spl.org](mailto:jodee.fenton@spl.org)

## City and State Campaign Finance Laws and Rules

### Seattle

Elections code and rules can be found on the Law & Filer Info tab on the Seattle Elections page at [www.seattle.gov/elections](http://www.seattle.gov/elections), or by clicking on the links below.

[SMC 2.04 Election Campaign Contributions](#) (The Elections Code including the Democracy Voucher Program) [Elections Code Administrative Rules](#)

### WA State

State elections code and rules can be found at the Learn tab on the WA State Public Disclosure's website, [www.pdc.wa.gov](http://www.pdc.wa.gov), or by clicking the links below.

RCW 42.17A <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.17A>

Title 390 WAC <http://apps.leg.wa.gov/wac/default.aspx?cite=390>

## Contacts

### Seattle Ethics & Elections Commission

Commission staff can help campaigns with most elections-related questions and are happy to direct a campaign to the appropriate person or agency if staff cannot personally answer a question.

**Mailing Address:** PO Box 94729, Seattle, WA 98124-4729

**Street Address:** 700 5th Ave, Ste 4010, Seattle, WA 98104 *USPS does not deliver to this address*

**Tel:** (206) 684-8500

**Web:** [www.seattle.gov/elections/](http://www.seattle.gov/elections/)

**Wayne Barnett** Executive Director (206) 684-8577 [wayne.barnett@seattle.gov](mailto:wayne.barnett@seattle.gov)

**Polly Grow** Campaign Finance Auditor (206) 615-1248 [polly.grow@seattle.gov](mailto:polly.grow@seattle.gov)

**Chrissy Courtney** Voters' Pamphlet & Video Voters Guide Scheduling [ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov)

**Bob DeWeese** Electronic Filing Voucher Proceeds Files (206) 684-8579 [bob.deweese@seattle.gov](mailto:bob.deweese@seattle.gov)

### Democracy Voucher Program

**Mailing Address:** PO Box 35196, Seattle, WA 98124-5196

**Street Address:** 700 5th Ave, Ste 4010, Seattle, WA 98104 *USPS does not deliver to this address*

**Tel:** (206) 727-8855

**Fax:** (206) 684-8590

**Web:** [www.seattle.gov/democracyvoucher/](http://www.seattle.gov/democracyvoucher/)

**René LeBeau** Program Manager (206) 615-0091 [rene.lebeau@seattle.gov](mailto:rene.lebeau@seattle.gov)

**Annie Tran** Sr. Public Relations (206) 733-9784 [annie.tran@seattle.gov](mailto:annie.tran@seattle.gov)

### **Seattle City Clerk**

The Seattle City Clerk maintains the City's official records, including campaign disclosure reports for City of Seattle races. Contact the City Clerk to learn about the requirements for filing a ballot measure.

P.O. Box 94728, 600 Fourth Avenue, Third Floor, Seattle, WA 98124-4728

**Tel:** (206) 684-8344

Monica Martinez Simmons Seattle City Clerk (206) 684-8361 [clerk@seattle.gov](mailto:clerk@seattle.gov)

### **King County Elections**

King County Elections staff can assist candidates with questions about how to get on the ballot.

King County Elections is located at 919 SW Grady Way, Renton, WA 98057-2906. Most services can be done by calling 206-296-VOTE, or online at [www.kingcounty.gov/elections](http://www.kingcounty.gov/elections).

**Tel:** (206) 296-VOTE (8683)

**Fax:** (206) 296-0108

**TTY:** (206) 296-0109

### **Washington State Public Disclosure Commission (PDC)**

Seattle committees must file campaign disclosure reports with the PDC and with the Seattle City Clerk. The PDC can answer questions about complying with the State's campaign finance law and the ORCA software.

711 Capitol Way, Room 206, P.O. Box 40908, Olympia, WA 98504-0908

**Tel:** (360) 753-1111 **Toll Free:** (877) 601-2828 **email:** [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) **web:** [www.pdc.wa.gov](http://www.pdc.wa.gov)

### ***Election by Districts***

Seattle residents can find which district they are in by calling Seattle City Clerk at (206) 684-8361. Or by visiting the Clerk's web site at [www.seattle.gov/clerk](http://www.seattle.gov/clerk) and finding the link to [Locate Your District and Councilmembers](#).

### ***Qualifying as a Candidate or Political Committee***

The Elections Code defines a "Candidate" as "any individual who seeks election to the office of Mayor, member of the City Council, or City Attorney of the City." It defines a "Political Committee" as any person (except a candidate or an individual dealing with his own funds or property) having the expectation of receiving contributions or making expenditures in support of, or opposition to, any candidate or any ballot proposition. Throughout this guide, the terms "candidate committee" and "ballot issue committee" are used when there is a need to differentiate between the two types of committees. All Seattle candidates must be registered voters in the jurisdiction they hope to represent.

**New law. Residency requirement for City Council candidates.** Beginning in the 2015 election cycle, candidates for City Council must reside in the district for at least 120 days prior to filing the Declaration of Candidacy in May of the election year. For the 2019 election cycle, candidates must be a resident of their desired district no later than January 17, 2019.

Candidates for Mayor and City Attorney must be registered voters in Seattle at the time they file their Declaration of Candidacy in May of the election year.

***When Must a Candidate or Political Committee Begin Reporting?***

Both State and City law require candidates and committees to begin filing campaign disclosure reports within two weeks of answering “yes” to **any** of the following questions:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Have you raised or spent any money on your campaign, or to explore the possibility of becoming a candidate or running a ballot issue campaign?
<input type="checkbox"/>	<input type="checkbox"/>	Have you solicited contributions (including Democracy Vouchers), or pledges contingent on your decision to seek office or run a ballot issue campaign?
<input type="checkbox"/>	<input type="checkbox"/>	Have you publicly announced that you are a candidate, or publicly announced that you are organizing a ballot issue committee?
<input type="checkbox"/>	<input type="checkbox"/>	Have you filed a Declaration of Candidacy to run for City office?
<input type="checkbox"/>	<input type="checkbox"/>	Have you paid for or reserved office space or other facilities for your campaign?
<input type="checkbox"/>	<input type="checkbox"/>	Have you paid for or reserved advertising space or broadcast time for a campaign? Have you asked someone to conduct a survey or poll regarding your campaign or a ballot issue?
<input type="checkbox"/>	<input type="checkbox"/>	Have you given your consent to anyone doing any of these things for you?

***Getting Started***

If you’ve answered yes to any of the above questions, here are some things to do right away:

**Schedule a Training Session**

Learn what you need to do to comply with the City’s Elections Code. Schedule a training session with Polly Grow at (206) 615-1248 or [polly.grow@seattle.gov](mailto:polly.grow@seattle.gov).

Sign up for a training session with the PDC ([www.pdc.wa.gov](http://www.pdc.wa.gov)) in Olympia to learn how to use the free ORCA campaign finance software.

**Register the Committee**

If you are running for a district City Council seat, check with [King County Elections](#) to make sure you reside within your desired district.

State and City law require candidate committees to file a C-1, and ballot issue committees to file a C-1(pc). Forms and the State’s *free* campaign reporting software, ORCA, can be found on the State’s Public Disclosure Commission (PDC) website at [www.pdc.wa.gov](http://www.pdc.wa.gov). Filers can e-file the C-1 with both the State and City. (See Set Up E-filing below.)

## ***IRS Reporting Obligation***

The IRS has requires that local campaigns report their activity with the federal government. Learn more about your IRS filing obligations by calling the IRS at (877) 829-5500, or visit the website: <https://www.irs.gov/charities-non-profits/political-organizations>.

### **File the F-1 Personal Financial Affairs Statement**

At the time a candidate files a C-1, they must also file two additional forms: the [PDC F1](#) to be filed with the PDC (State); and the [SEEC F1](#) to be filed with the Seattle City Clerk. The PDC provides their filers with the ability to file the F-1 online or on paper. **The City of Seattle requires the SEEC F-1 to be filed on paper.**

Remember to keep a copy of each filed F-1 for your records.

F-1 **instructions** can be found on the PDC's website at [www.pdc.wa.gov/learn/publications](http://www.pdc.wa.gov/learn/publications). We strongly recommend that filers review the instruction manual as they complete the F-1.

The SEEC F1 can be found on the SEEC website at [www.seattle.gov](http://www.seattle.gov) -->Law & Filer Info → F-1 Forms & FAQs.

*When filing C-1 (or C-1pc) and the F-1 on paper, send the original to the Washington State Public Disclosure Commission, and send a copy to the Seattle City Clerk. You'll find addresses for both on page 6 of this guide.*

### **Set Up E-Filing.**

Download and install the [free ORCA software](#) from the PDC.

After installing ORCA, filers must configure the ORCA software for filing with the City. You can find instructions by navigating to [www.seattle.gov/elections](http://www.seattle.gov/elections) and clicking the link to [Law & Filer Info](#), then, under the heading [Electronic Filing](#), click on the link to [Orca Tips](#).

The PDC and the SEEC both accept e-filed C-1s and C-1PCs. Follow the steps in ORCA to e-file the C-1 with both agencies. Remember to [configure ORCA](#) for filing with the City before you try to file with the SEEC.

**Each individual who will be uploading or certifying disclosure reports must request a password from the SEEC.** Typically, staff can issue passwords via e-mail during business hours. Unlike the PDC, the City requires *each individual* who is uploading or certifying reports to be responsible for their own password. The password belongs to the individual, not the committee. We suggest that you not share your SEEC-issued password with anyone. The passwords for e-filing with the PDC are not the same as the password for e-filing with the City. Check with the PDC to learn about getting PDC e-filing credentials.

If you expect to meet the threshold for e-filing, but haven't yet, we recommend that you e-file from the start. If you decide to begin e-filing at a later date, then all contributor and expenditure data from the beginning of the campaign must be entered into ORCA (or your preferred system).

### **Appoint a Treasurer**

Every campaign must appoint a treasurer. The treasurer is responsible for filing timely, accurate reports. Failure to timely file can lead to late filing penalties. The treasurer is also responsible for receiving contributions, making expenditures and keeping accurate, detailed records. The treasurer should be a person who can be counted on for the duration of your campaign.

Some campaigns have professional treasurers and some have volunteers or paid non-professional treasurers. Typically, treasurers have strong bookkeeping, cataloging or computer skills. Since the reporting obligations increase just as the campaign is heating up, Commission staff discourages candidates from serving as their own treasurer, unless they plan to raise or spend less than \$5,000.

A candidate or committee should make the treasurer an integral part of the campaign. The treasurer will need to know when the campaign is planning events to account for money going out or obligations being incurred, and contributions coming in.

The treasurer must also ensure that campaign workers collect the necessary information regarding expenditures and contributions, so that the campaign can comply with the disclosure requirements.

### **Open a Bank Account**

Each committee is required to open a unique account at a Washington state bank or credit union. Campaign funds cannot be commingled with funds from another individual or organization. All monetary contributions must be deposited into this account, and all campaign expenses will be paid or reimbursed from this account.

Committees sometimes experience difficulties opening a campaign bank account. If the first bank you try won't open a campaign account, try another bank, or try another branch of the same bank. You can also look at the C-1 forms filed by other Seattle committees to see where they are banking.

The bank will ask you to apply for an Employer Identification Number (EIN) with the IRS. Applying for the EIN can usually be done in less than a day.

### **File your Declaration of Candidacy (May 13 – 17, 2019)**

The Declaration of Candidacy is the document candidates submit to King County Elections to get their name on the ballot. The Declaration of Candidacy can be filed in person at the King County Elections Office or on-line\*. Contact King County Elections at [www.kingcounty.gov/vote](http://www.kingcounty.gov/vote) or (206) 296-VOTE (8683) questions about the Declaration of Candidacy.

***Most candidates have a campaign disclosure reporting obligation prior to filing the Declaration of Candidacy.***

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\*Contact King County Elections for information regarding in person filing before you start. (206) 296-VOTE (8683).  
1. The actual amount will be available in early 2019.

## The Filing Fee

The filing fee is equal to 1% of the salary for that position. In 2019, the filing fee will be \$1,233. for City Council. King County adds on a convenience fee when filing on line with a credit card or e-check. In recent years it's been less than \$10 for credit cards and about \$2 for e-checks. There are no added charges when filing in person.

### Signatures in lieu of Filing Fee:

Candidates may submit nominating petitions in lieu of a filing fee. To find out more about nominating petitions, contact [King County Elections](#) well in advance of the May filing week at (206) 296-8683 (VOTE).

The nominating petition must contain one valid signature for each dollar of the filing fee. For 2019, 1,233 valid signatures of voters registered in the candidate's City Council District are required when filing signatures in lieu of the filing fee. ([RCW 29A.24.091](#)).

It is recommended that filers collect 20% more signatures than required to account for duplicates and invalid signatures. Candidates may not combine signatures with a monetary payment to cover the cost of the filing fee.

**Democracy Voucher participants cannot use Qualifying contribution signature forms for signatures in lieu of the filing fee. Voucher participants can use voucher proceeds to pay the filing fee.**

## Guide to Reporting

### Mini Reporting

Candidates or committees that raise or spend more than \$5,000 must file regular reports detailing their contributors as well as how they are spending campaign funds. Candidates or committees that expect to spend \$5,000 or less (not including the filing fee), and who will have no contributors giving more than \$500 in total per contributor, can qualify for "mini reporting." Generally speaking a candidate or committee that limits its expenditures and contributions to \$5,000 or less will only be required to file a single C-4 at the close of the campaign that documents all funds raised and spent.

### **Voucher Participants must choose the Full Reporting option.**

While there is a process for switching from Mini to Full reporting, it is not simply a matter of checking a box. Please seriously consider your campaign budget before opting for Mini Reporting. See the PDC's information regarding [Mini Campaign Reporting](#) at [www.pdc.wa.gov](http://www.pdc.wa.gov) for more details.

### Electronic Filing

Candidates or committees that have spent \$5,000 or more in the past year, or expect to spend \$5,000 or more in the next year must file their campaign finance reports electronically. See page 8 for information about setting up e-filing.

### **When a Report is Considered Filed**

Reports are required to be filed no later than 11:59 p.m. of the filing date. The date on which a report is considered filed is as follows:

Electronically: on the date the transmittal is received by the City's server. (i.e. allow time for your server to send and our server to receive the reports)

By mail: on the postmark date

By hand: on the date received by the City Clerk (the clerk's office closes at 5 p.m.)

### **Late Filed Reports**

Late filing may result in a civil penalty of \$50 for each day each report is delinquent. During the thirty days before the election, late filing penalties increase to \$150 per day per report. Excessively late filing can also result in civil penalties of twice the amount not timely reported.

**Voucher proceeds cannot be used to pay fines.**

### **Reporting Deposits**

Each deposit must be reported on a C-3. The C-3 reports the date of receipt, name and address of contributor, amount contributed and total contributions by that contributor to-date. The **receipt date** is not necessarily the date on the check. Please keep track of when checks are *received* to ensure timely deposits of contributions. If your online credit card processor notifies you each week of contributions received and deposited during the prior seven days, you can batch the C-3s to eliminate multiple single contributor C-3s. Online and credit card contributions must be reported on a C-3 separate from other monetary contributions.

**Voucher Participants must itemize ALL contributions, even the qualifying contributions of \$25 or less.**

**Voucher Proceeds must be reported on a C3 separate from all other contributions.**

### **Reporting Employer and Occupation**

The campaign must report a contributor's (1) occupation, (2) employer and (3) employer's city and state whenever a contributor's total contributions over the course of the campaign exceed \$100. **Identifying a contributor's employer as "Self" or "Self-employed" is not sufficient.** The campaign must provide the name under which the contributor does business. If the contributor does business under his or her own name, enter the contributor's name in the Employer field.

### ***Contributions***

#### **Contribution Limits: Candidate committees**

The contribution limit for the 2019 election cycle is **\$500**. The cash contribution limit is **\$60**. Contributions of greater than \$60 must be made by written instrument – such as by check or credit card.

**City Council voucher participants have a contribution limit of \$250 plus up to \$100 in vouchers. The cash contribution limit is \$60.**

### **Special rules for candidate contributions**

There are no limits on a candidate's contributions of his or her own personal funds to his or her own campaign except during the final 21 days before a Primary or General election when State law imposes a limit of \$5,000.

**Voucher participants are subject to the maximum campaign valuation when making contributions to their own campaign and the State limit of no more than \$5,000 during the final 21 days before a Primary or General election.**

**Example:** Candidate Jane Doe can make a \$20,000 contribution from the joint checking account belonging to her husband and herself on May 1<sup>st</sup>. She cannot make a \$10,000 contribution from that account two weeks before the primary. But she could make a \$5,000 contribution.

The candidate's committee may report contributions from the candidate and spouse or domestic partner as being from both the candidate and spouse or domestic partner as long as the funds are drawn from their joint property. Contributions from the spouse's or domestic partner's separate property are subject to the contribution limit.

**Candidate Loans** A candidate that has an expectation of being repaid for loans they made to their own campaign is subject to the limitations in State Law. Contact the PDC before loaning your campaign funds as there are specific regulations regarding how much and what can be repaid and what constitutes a loan.

A candidate's contribution of personal funds to the campaign is reported on Line 1b of the C-3. In ORCA, the contribution is reported in Transactions → Contributions → Candidate's Personal Funds.

### **Timely deposits**

The law requires that contributions be deposited within five business days of receipt. A contribution is received when it is accepted by an agent of the campaign. An agent is not necessarily the treasurer or the candidate. The clock starts ticking when a person representing the committee accepts the contribution. Websites, Mailboxes and Post Office boxes must be checked at least once a week.

Failure to make a timely deposit is a violation of the Elections Code, and subject to a penalty of \$5,000 per violation, plus up to two times the amount of the contribution, and return of the contribution. Campaigns are required to deposit **all** monetary contributions into the campaign bank account—including cash.

### **Sources of Contributions**

#### **Aggregation**

In certain cases, contributions from an entity must be aggregated with contributions of other entities or individuals. For example, a corporation and its wholly owned subsidiary share a

contribution limit of \$500. **A candidate campaign cannot accept \$500 from each entity.** Election Code [Administrative Rule 6](#) describes the circumstances under which a campaign must aggregate contributions.

### **Anonymous Contributions**

Campaigns cannot “pass the hat” or otherwise solicit anonymous cash contributions. Truly anonymous contributions may be kept up to an amount totaling no more than one percent of the total contributions received in a calendar year or \$300, whichever is greater. Any amount in excess of the maximum must be deposited in the State Treasury.

If you know the source of a cash contribution, it is not anonymous. You must collect the name and address of the contributor for your records and report the contribution on the C-3. If the contributor’s aggregate exceeds \$25, you must report the contributor’s name and address on the C-3.

### **Concealment**

It is unlawful to conceal the source of a contribution. Contributions may not be given under a false identity, nor may a campaign knowingly report an incorrect source of a contribution. The Commission will impose severe penalties for concealing the source of a contribution, and violators are subject to prosecution by the King County Prosecutor’s Office.

### **Prohibited Contributions**

SMC 2.04.601 and .602 prohibit contributions from contractors who have received more than \$250,000 in City funds under a contract in the past two years, and from persons who have paid someone more than \$5,000 to lobby in the past year.

**Voucher participants can accept vouchers from those listed above who are otherwise prohibited from making contributions.**

### **Handling Different Types of Contributions**

#### **Cash**

Campaigns in Seattle City races can accept **up to \$60** from a person in cash over the course of the election cycle. When a campaign worker accepts a cash contribution, he or she must write a receipt for the contributor to sign and keep the receipt with the cash.

If the campaign receives a cash contribution in the mail that exceeds \$60, the campaign should deposit the cash and immediately write a refund check to the contributor, if known. (See above for how to handle an anonymous contribution.). Alternatively, the treasurer can deposit the cash, and purchase a cashier’s check for the amount over the limit minus the cost of the cashier’s check, and send that to the contributor. The campaign must issue the refund within five business days. Commission staff recommends sending a cashier’s check. If it does not, the campaign must confirm that the recipient cashes the refund check.

#### **In-Kind Contributions**

In-kind contributions are subject to the contribution limit. In-kind contributions must be reported on a Schedule B with the first C-4 report filed after receiving, or becoming aware of the in-kind contribution, whichever occurs first.

Treasurers must also report payments to subvendors when reporting in-kind contributions. When reporting an in-kind contribution, you must include the name of any vendor(s) or subvendor(s) who received more than \$50 from the campaign or its agent during the reporting period.

Example: ABC LLC purchased \$150 of appetizers at Costco and \$100 of drinks at Safeway for a campaign event. **Reporting a \$250 contribution from ABC LLC is not sufficient.** The report must detail ABC LLC's payments to Costco and Safeway.

It is a good idea to notify fundraiser hosts when they agree to host an event that the campaign will need receipts to account for the event costs for campaign disclosure reporting.

Reportable In-kind contributions **include, but are not limited to:**

- Fair market value of office space used by the committee
- Use of a computer by campaign workers
- Office supplies, food and beverages
- Services other than those normally performed by campaign volunteers
- Professional services such as graphic design or campaign consulting, for which a person is normally paid, if the committee is not charged or charged a reduced rate.

### **Credit Card Contributions**

Campaigns must collect the following information to process a credit card contribution:

- Name of Contributor
- Address of Contributor
- Name on Card
- Last Four Numbers of Card\*
- Expiration Date of Card\*
- Credit Card Type (Visa, MasterCard, etc.)
- Amount Contributed
- Date Contribution Received
- Date Transaction Processed
- Authorization Code\*
- All statements relating to transactions
- All correspondence relating to transactions
- Occupation and Employer (for contributions of more than \$100)

**Voucher participants must have address verification with their credit card processing for qualifying contributions. See page 14 of the [Candidate Toolkit](#) for all the credit card contribution requirements.**

### **Online Contributions**

Many credit card processors do not collect all of the information campaigns are required to report on their campaign disclosure forms. There are, however, vendors who process contributions specifically for political campaigns, and campaigns may wish to explore using such a vendor.

If your credit card processor does not collect all of the necessary information or share this information with you, Commission staff recommends that you create a form for online contributions. (If your campaign does not collect the required information online, a campaign representative must follow up with the donor to collect the required information.) Such a form – **a model is attached at Appendix C** – will permit your campaign to collect the information that you are required by law to report and maintain with your records, including:

Employer and occupation information;  
Last four digits of the contributor's credit card\*; and  
Affirmation that the contributor is eligible to contribute and using his or her own personal funds.

Corporate credit or debit cards may only be used to make contributions from the corporation, not from the individual who holds the card.\*

Finally, you should familiarize yourself with your credit card processor's procedures for notifying you when a contributor has made a contribution, having you accept the contribution, notifying you of a deposit to your (vendor-provided) account (which you may have to transfer to the campaign's official bank account), and providing you with a statement of transactions. *Reconciling these transactions – credit card processor, bank, and campaign disclosure reports – can be very time-consuming.*

### **Over the Limit Contributions**

Campaigns will sometimes receive contributions that exceed the cash contribution limit or the contribution limit. If the source of the cash contribution is not known, then the treasurer must treat it as anonymous and report it accordingly or escheat it to the State Treasurer.

Committees have the option of depositing checks that are over the limit and issuing a refund from the campaign account, or of returning the contributor's check directly to the contributor. In either case, the refund must be made within five business days of receipt. If the campaign issues a refund, the refunded check must be timely cashed.

If a contributor makes an in-kind contribution that on its own or when aggregated with his or her other monetary and in-kind contributions exceeds the contribution limit, the campaign must either return or decline the in-kind goods or services, or, if that is not feasible, the committee must promptly pay fair market value for those goods or services that are in excess of the contribution limit.

### **Foreign Contributions**

Federal law prohibits candidates from accepting campaign contributions from foreign nationals and from foreign corporations. An individual who holds a valid green card may contribute. Individuals, with or without a green card, may volunteer their personal services to a campaign as long as they are not being paid by anyone for their volunteer work. For more information, please see the Federal Elections Commission's [Foreign Nationals](#) information on their website at [www.fec.gov](http://www.fec.gov) or call the FEC at (800) 424-9530.

Any Seattle resident who is eligible to contribute to City candidates, may also contribute Democracy Vouchers. To apply for vouchers contact the Democracy Voucher program at (206) 727-8855 or e-mail [democracyvoucher@seattle.gov](mailto:democracyvoucher@seattle.gov).  
Visit [www.seattle.gov/democracyvoucher](http://www.seattle.gov/democracyvoucher) for more information

## ***Expenditures***

### **Reportable expenditures**

All expenditures, whether made directly or indirectly to the following, are reported on Schedule A of the C-4. Committees must report the following:

**Reimbursements to campaign workers.** Reimbursements of more than \$50 to any one vendor must be itemized. You can report the expenditure as a payment to the campaign worker, with a detailed explanation in the description field identifying the vendor's name and address and the amount spent as well as the purpose of the expenditure. Or you can report the expenditure as a payment to the vendor (with all the required detail) and include a note in the description field that the payment was made via the campaign worker.

**Payments to Vendors and Subvendors:** Report name and address of any vendor and subvendor who receives more than \$50 from the committee (or an agent of the committee) during the reporting period, and amount each was paid.

### **Detail of Expenditures**

Committees must report the following information for monetary and in-kind expenditures:

Date of expenditure

Name and address of recipient

Amount expended

Purpose of Expenditure

### **Purpose of expenditure**

For most expenditures, write a brief description. For expenditures in excess of \$5,000, a narrative description is required including, for example, the type of advertising, the dates broadcast, the number of pieces disseminated. No "code" describing the expenditure is required. If you are reimbursing a consultant, a campaign worker or a volunteer, you must provide subvendor information (vendor name, address, amount spent) when the campaign has spent more than \$50 with that vendor during the reporting period.

### **Obligations**

An obligation is an agreement or a promise to pay *whether or not the agreement is legally enforceable*. If you order signs from a printer on August 31, you must include it on the C4 due September 10 whether or not you've received an invoice or paid all or a part of the bill. Outstanding debts or obligations (other than loans) are reported as Vendor Debt in ORCA (on the Schedule B of the C4).

Campaigns should never withdraw cash from the campaign account.

## ***OTHER ELECTIONS CODE ISSUES***

### ***Political Advertising***

Most political advertisements are required to include sponsor identification. To comply with the law, sponsor identification must include the words “Paid for by” or “Sponsored by” followed by the name and address of the Committee or person paying for the advertising. The sponsor ID is required on websites, mailers, billboards, etc. See [Elections Code Administrative Rule 9](#), for a list of items exempted from the sponsor ID requirement.

On broadcast ads, i.e. television, radio, online videos, **and robocalls** (automated calls), the sponsor id does not require the address of the committee, but the words “Paid for by” or “sponsored by” followed by the name of the committee must be **clearly spoken**.

Please also review the PDC’s requirements for Political Advertising at <https://www.pdc.wa.gov/learn/political-advertising-guides>.

There are additional sponsor ID requirements for Independent Expenditures. Please see [SMC 2.04.290.B.2](#) and [contact the SEEC](#) for details.

### ***Maintaining Records***

The Committee is responsible for safely storing campaign bank records for five calendar years following the election.

SEEC staff may audit your committee’s records at any time. Records must reflect activity up to and including activity on the fifth business day prior to the current date. During the final eight days before the election, these records must reflect all activity, up to and including activity on the preceding business day.

### ***Public Inspection of Financial Records***

During the final eight days before the Primary and General elections, campaign finance records must be available for public inspection. Records and a campaign worker must be physically present at the time and location provided by the committee to the SEEC. The address designated on the C-1 report may not be changed within four weeks of the election without the Executive Director’s written approval. The campaign must schedule requests for public inspection within 24 hours of a request.

The following records must be made available for public inspection:

- Bank Statements
- Check Register
- Copies of Checks Written
- Copies of Checks Received
- Copies of Deposit Slips
- Receipts, Invoices, and Contracts
- Bills
- Copies of filed Campaign Disclosure Reports and all Financial Records

PDC made changes to Public Inspection regulations in 2018 however, Seattle committees must still comply with Seattle regulations that they must designate a two-hour window on the Monday a week before the election to make their books available for public inspection for drop in viewings.

### ***Community Centers Available for Public Inspection***

Committees may designate a Community Center as the place where campaign records will be available for public inspection during the eight days before Election Day. A representative of the Committee must stay with the records at all times. Please check that the Community Center in **will be open** during the two hours you designate for your public inspection to the SEEC. Contact Polly Grow at Seattle Ethics & Elections to request space at a Community Center.

For a list of Community Centers, visit Seattle Parks and Recreation at <http://www.seattle.gov/parks> or call (206) 684-4075.

### ***Disposition of Campaign Funds After the Election***

After Election Day, candidates and ballot issue committees must dispose of surplus campaign funds by doing one or more of the following 1) returning all or a portion of a contribution to the contributor, 2) donating funds to charity, 3) donating funds to a political party, 4) donating funds to a legislative caucus committee, or 5) transferring the surplus to the State. If elected to office, the candidate may transfer the surplus to an Office Fund.

**Voucher Participants must return all unused Voucher Proceeds to the SEEC within 45 days of the date the election is called by the SEEC Executive Director.**

### **Contributions to Other Candidates**

State law prohibits candidates from transferring any campaign funds to other candidates or political committees except as described above.

### **Transferring Contributions between Races**

Candidates may not solicit campaign contributions for one office, and then use those funds to campaign for a different office. Candidates may seek written authorization from contributors, whose contributions have not yet been spent, to use the contribution for a different office. You must [contact the SEEC](#) prior to transferring any contributions to determine which contributors' contributions are eligible for transferring.

**New in 2019!:** The SEEC is soliciting **Candidate Introductions** from all candidates. The Candidate Introduction is a 150 word statement from each candidate who has filed. We will translate and publish the statements in advance of the Voters Pamphlet and Video Voters Guide as a way to introduce Seattle residents to the candidates.

### ***Voters' Pamphlet***

The City of Seattle publishes special, primary and general election voters' pamphlets. The pamphlets are mailed to each City household. Any candidate for Mayor, City Attorney, City Council or Municipal Court Judge whose name appears on the primary or general election ballot may submit a statement and a photograph for each pamphlet. Political Committees supporting

and opposing City ballot issues may submit statements in support of or against the measures and rebuttal statements.

The Seattle Ethics and Elections Commission will provide committees with a copy of the Voters' Pamphlet Administrative Rules and the Voters' Pamphlet Submission Calendar.

### ***Video Voters' Guide***

The City and King County jointly produce video voters' guides for the primary and general elections. These videos are broadcast on the City and County government cable channels. The videos are also available on-line as streaming video.

The video guides include statements from each candidate for Seattle Mayor, City Attorney, City Council, King County Executive, King County Council, King County Prosecutor, King County Sheriff, King County Assessor, Seattle School District Director, and Port Commissioner, and statements by representatives of proponents and opponents of ballot propositions.

Participants are limited to a two-minute statement in support of their candidacy or position. The statement can be different from the statement in the printed Voters' Pamphlet. A two-minute statement is usually no more than 250 words. All participants will have the option of using a Teleprompter. The SEEC will contact all potential participants after the Declaration of Candidacy to invite them to participate and provide rules and tips.

### ***(Unsolicited) Advice for Treasurers***

Campaign treasurers have significant responsibilities under the law and face substantial demands on their time, particularly between June 1 and Election Day. Over the years, the SEEC has compiled some suggestions for managing the time commitment and avoiding burnout:

#### **Data entry**

Even with the free ORCA software provided by the PDC, a treasurer can expect to spend a significant amount of time compiling contributor and expenditure information and entering it into the computer. Suggestion: Get Help. Past surveys of Seattle campaigns indicate that treasurers spend more than 40% of their time on data entry. Ask the campaign to find a couple of volunteers to assist with photocopying, data entry, and tracking down occupation and employer information. The treasurer will have to check the work for accuracy and consistency, but it should lighten the load considerably.

**Voucher Participants – the SEEC will provide you with a data file of names and addresses of those who have contributed vouchers to your campaign. You can use that data to assist you in creating the C3s reporting voucher proceeds.**

#### **Occupation and employer (O&E) information**

Obtain the occupation and employer information when a contributor makes his or her first contribution – even if the threshold for reporting such information has not been met. To assist the treasurer in collecting the required information, provide each contributor with a form or a remit envelope to complete with each contribution. Make sure the form allows space to show

the occupation and employer for the contributor and his or her spouse, if they make a joint contribution.

**Voucher Participants – keep in mind that if a contributor gives you a \$10 qualifying contribution and \$100 in democracy vouchers you will have to get the employer and occupation information.**

### **Timely file and amend if necessary**

The City requires committees to be diligent in reporting the O&E. Reports missing this information are considered not filed. Failure to file the O&E for an extended period, or for numerous contributors, could result in late filing penalties. If you don't have all the required O&Es at the time the report is due, we ask that you timely file the report with the information you do have, and follow up promptly with an amended report to show the missing information. **Always file on time** – even if you're missing some O&E information.

### **Get Employer & Occupation info for every contributor**

Some committees find it useful to state on the form that State and City law require the committee to report the occupation and employer of every individual who contributes more than \$100 in the aggregate.

Train the campaign staff and volunteers to use the remit envelopes, particularly if someone is giving cash. The remit envelope serves as a reminder to collect the required contributor information and it provides a reliable method for transferring contributions to the treasurer.

### **Open those contribution envelopes**

Encourage campaign workers to open sealed contribution envelopes as soon as possible, particularly at campaign events. The treasurer doesn't want to open an envelope a day or two after an event only to find cash in excess of the limit, or an unsigned check, or missing occupation and employer information.

### **On-line contributions**

Another potentially time-consuming aspect of credit card processing is the notification of contribution, authorization to deposit, and verification of deposit process. We can't emphasize enough how important it is to work with a good vendor who will clearly identify which contributors' contributions are being deposited into your account and who will make those deposits on *at least* a weekly basis.

### **Expenditure Information**

Ideally, the treasurer will be the one who holds the checkbook/debit card and writes the checks. That requires that the treasurer is available when (and sometimes where) the funds are required. If others on the committee have access to the checkbook or debit card, make sure you work closely with them to collect the detailed information you are required to maintain and report. You might create a form for the campaign worker to fill out when he or she makes an expenditure so that you'll have the information at reporting time.

### **Campaign schedule**

Stay in the loop of when campaign events are occurring. Ask to be updated when new events are added to the calendar. You'll want to know when the checks will be arriving on your doorstep for data entry and deposit. You'll also be able to anticipate when invoices for printing

and food and drinks will arrive. And, you can make sure event hosts know to provide the campaign with receipts and invoices for in-kind contributions.

### **Reimbursements**

It's a good idea to contact campaign workers and the candidate a week or so before a report is due, to find out if that person has any expenses for which they wish to be reimbursed. Some non-reimbursed expenditures may have to be reported as contributions or obligations. Provide stamped self-addressed envelopes to campaign workers so they can easily mail in their receipts.

If a candidate makes documented out-of-pocket campaign expenditures on behalf of his or her campaign expecting repayment (not intending to make an in-kind contribution), the campaign committee must repay the candidate within 21 days of the expenditure, unless the candidate executed and recorded a written loan agreement at the time the loan was made. Undocumented out-of-pocket campaign expenditures by the candidate are in-kind contributions not eligible for repayment. (WAC 390-16-226 (4))

## *Appendix*

### **Appendix A**

#### **Highlights of Recent Law and Rule Changes**

The Rules were completely overhauled in late 2007. Significant amendments to SMC 2.04, the Elections Code have been made several times since 2012. You can view or print a copy from our website at <http://web6.seattle.gov/ethics/elections/home.aspx> Click on the Law & Filer Info button in the left menu, then click on the link to Law or Rules on the right.)

Sponsor ID	Yard signs are exempt from the requirement to include sponsor ID. Our law now corresponds with State law on yard sign sponsor ID.	Rule 9.B
Attribution/Aggregation	Based in part on feedback from treasurers, the new rules contain several bright-line tests for when two or more contributions must be aggregated.	Rule 6.A-C
When an organization becomes a committee	The rigid test has been replaced by a multifactor analysis of whether campaigning is a “major purpose” of the organization.	Rule 2.C.3
Ordinary home hospitality	The \$10 per person cap on ordinary home hospitality has been replaced with a cap on the total cost of the event at half the contribution limit. Right now, the cap is \$250. The Rule clarifies that the ordinary home hospitality exemption does not cover fundraisers.	Rule 1.M
Solicitation of City Employees, City Boards or Commissions by elected officials or candidates or supervisors.	Prohibited. But nothing in the code section prohibits an employee, board or commission member from making a contribution, or an elected official, or candidate from accepting a contribution.	<a href="#">SMC 2.04.380</a> and <a href="#">2.04.385</a> .
Mini Campaign Reporting	Limits raised to \$500 per contributor, \$5,000 per campaign.	Exec. Dir. Rule
Surplus Funds	Campaigns are prohibited from rolling contributions over to a new campaign for the same office or a surplus funds account. They can continue to roll funds over to an Office Fund.	SMC 2.04.375
Election Cycle	Reduced from four years to 2 ½ years. Starts Jan. 1 a year before election and ends April 30 in the year after the election.	SMC 2.04.010
Remedies for exceeding Democracy Voucher Program spending limit	Limits release of vouchers to the calculated Maximum Campaign Valuation (not the value of vouchers equal to the maximum MCV)	SMC 2.04.634

#### *Recent Key Changes to the Elections Code*

Year	Bill, Ordinance, Code	Description
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2015	<i>CB 118370 Ord 124757</i>	<i>Amending Section 2.04.330 Late filing Civil assessments</i>
2015	<i>Initiative 122 Honest Elections Seattle</i>	<i>SMC 2.06.130 (Lobbying late penalties), 2.04.165, 2.04.370, SMC 2.04.400-470 (repealed) New Sections (Democracy Voucher Program) SMC 2.04.600 – 690,</i>
2015	SMC 2.04.155	Change the threshold for political committees to file reports with the SEEC from \$10,000 to \$5,000
2015	SMC 2.04.165	Changing dollar thresholds on Statement of Personal Financial Affairs (F-1). Require estimate of Net Worth.
2015	SMC 2.04.180 A.	Updated to show current cash contribution limit of \$60.
2015	SMC 2.04.265	Eliminated the \$5,000 contribution limit for candidates (contributing to their own campaigns) and committees during the final 21 days before an election.
2015	SMC 2.04.290	Updated Sponsor ID requirements to better align with PDC. Add “Paid for by” or “Sponsored by” to required sponsor ID text.
2015	SMC 2.04.330	Increase late filing penalties from \$10 per day and \$50 per day during the week before the election to \$50 per day and \$150 per day during the 30 days before the election.
2015	SMC 2.04.370	Change contribution limit from \$700 to \$500. Create process for adjusting the contribution limit starting prior to 2019 cycle.
2015	SMC 2.04.601 ( <i>New Section</i> )	Candidates and elected officials prohibited from accepting contributions from Seattle City contractors who have earned or received more than \$250,000 in the prior two years under a contractual relationship with the City.  Also, prohibition on candidates and elected officials soliciting or accepting contributions for their campaign, office fund or any political committee from contractors who have earned or received more than \$250,000 in the prior two years under a contractual relationship with the City.
2015	SMC 2.04.602 ( <i>New Section</i> )	Candidates and elected officials prohibited from accepting contributions from any person who has paid a lobbyist or lobbying entity \$5,000 or more in the prior twelve months to lobby the City.  Also, prohibition on candidates and elected officials soliciting or accepting contributions for their campaign, office fund or any political committee from any person paid a lobbyist or lobbying entity \$5,000 or more in the prior twelve months to lobby the City.
2015	SMC 2.04.606 ( <i>New Section</i> )	Signature gatherers for Seattle ballot issues (City ballot measure, initiative, referendum, charter amendment) must disclose if they are paid for gathering signatures.
2015	SMC 2.04.607 ( <i>New Section</i> )	Former Mayor, City Council member, City Attorney and certain top-paid staff prohibited from lobbying the

		City for three years after leaving City office or position.
2015	SMC 2.04.620-690 ( <i>New Section</i> )	Democracy Voucher Program. For information about the Democracy Voucher Program go to <a href="http://www.seattle.gov/democracyvoucher">www.seattle.gov/democracyvoucher</a>
2018	SMC 2.04.165	Adjusts reporting thresholds for F1 reporting.
	SMC 2.04.370 G.	Rounding off adjusted contribution limit
2018	SMC 2.04.165	Adjusting SEEC F1 threshold amount to align with PDC F1 threshold amounts. (No change to SEEC dollar codes)
2018	SMC 2.04.620 A.	Voucher issuance. Change date when vouchers are mailed to no later than first business day in March of the election year. Limit mailing to active voters. Adjust dates for creation of mailing lists for mailing vouchers. Registered voter as of December 31. Continue distribution after Oct 1 of election year at Commission's discretion.
2018	SMC 2.04.624	Voucher holder is no longer required to write in the name of the candidate.
2018	SMC 2.04.634 B. (new section)	Clarify how to calculate Campaign valuation (CV) (formerly campaign spending limit) for participating and non-participating candidates. Maximum amount of vouchers eligible to participants in 2019 released from CV is reduced from a potential of \$150,000 (or \$75,000 if only in Primary) to maximum voucher amount minus any contributions.

***Recent Changes, Amendments to SEEC Elections Code Rules***

<b>SEEC Meeting Date</b>	<b>Rule</b>	<b>Description</b>
12/7/16	New Rule 16 Implementing I-122	<ul style="list-style-type: none"> <li>A. Candidate's Representative</li> <li>B. Debates</li> <li>C. Qualifying Contributions</li> <li>D. Campaign Spending Limit</li> <li>E. Use of Democracy Voucher Proceeds (after exiting program)</li> <li>F. Duplicate Vouchers</li> <li>G. Returning All Democracy Voucher Proceeds (failure to comply with program requirements)</li> </ul>

## Major Differences Between State and City Law

Below is a summary of some key differences between State and City regulations with regard to campaign finance. These summaries are not a substitute for the applicable laws and rules at the State and City level. Please refer to [SMC 2.04](#) and Elections Code Admin [Rules Elections Code Admin Rules](#) for City regulations and [RCW.42.17A](#) and [WAC 390](#) for State regulations.

<b>Issue</b>	<b>City Rules and Regulations</b>	<b>State Rules and Regulations</b>
C-3 reporting during the week before the election	SMC 2.04.250(C) Beginning eight days before the election, C3s must be filed daily the same day a deposit is made.	<a href="#">RCW 42.17A.235</a> . No additional C3s required beyond the weekly C3s due on Mondays.
Civil Penalties	SMC 2.04.500. \$5,000 per violation plus 2x the illegally made or accepted contribution. For excessively late reports, 2x the amount of each deposit or expenditure late reported.	<a href="#">RCW 42.17A.750</a> . \$10,000 per violation, or 3x the illegally made or accepted contribution. Late filed reports, a penalty equal to the amount not reported.
Contingent Fees or Winner's Bonus	Not specified.	WAC 390-16-042 specifies that contingency payments shall be reported as debts or obligations from the time the contract is entered into.
Contribution limits	Candidates on the ballot in 2019 are limited to contributions of \$500 in the aggregate per person for the duration of the election cycle. Candidates participating in the Democracy Voucher Program are limited to contributions of \$250 plus up to \$100 in vouchers per contributor.	Limit on local candidates in 2019 \$1,000 per primary and \$1,000 per general, unless municipality has imposed its own limits.
Election Cycle	Period beginning in January 1, a year before Election Day and ending April 30 following Election Day.	<a href="#">RCW 42.17A.005</a> (18) January – December
Independent Expenditure	Independent Expenditure is an expenditure that has a value of ½ the contribution limit or more from an individual	RCW 42.17A.005 (29(a)(iv)) - IE is an expenditure that has a value of \$1,000 or more in the aggregate.
Electioneering Communications	No regulations.	<a href="#">RCW 42.17A.300 -345</a> . Certain communications disseminated during the 60 days before an election are subject to reporting regulations.
Expenditure detail	Rule 6C and E. Subvendor detail (name, amount, purpose of expenditure) for each expense of more than \$50 in the aggregate. Description of each expenditure, with a narrative description of each expenditure of more than \$5,000. "Printing" is not a sufficient description for expenditures of more than \$5,000. Description must include number of items printed, type of items	WAC 390-16-037. Include vendor name, type of advertising (e.g. tv, brochure, postcard), number of pieces, if print, media outlet if broadcast, amount per outlet.

	(e.g. brochures, postcards, etc.), number of calls made, dates of broadcast advertising, media outlets and amount spent at each outlet.	
Exploratory committee	SMC 2.04.010 (8e). Includes an individual or committee who makes expenditures or received contributions to <b>explore the possibility of seeking election.</b>	Not expressly stated in RCW, but WAC 390-05-200 includes those who announce candidacy “even if the candidacy is conditioned on a future occurrence”
False advertising	No regulations	The PDC addresses the issue in RCW <a href="#">42.17A.335</a> .
Independent expenditure reporting-affidavit.  See Special Reports below for additional reporting obligations.	SMC 2.04.265-275. IE makers must file an affidavit of independence with the required reports. Within 2 business days of dissemination, committee must deliver to the SEEC the method of dissemination, an estimated quantity and provide a copy of the IE advertising.	State does not require affidavit of independence. Certain filers report IEs on Form C-6. City requires IEs be reported on C4 (in addition to special reports of Late IEs).
Loans	Loans are treated as contributions and subject to the same limits and reporting.	The PDC regulates the amount a candidate can repay him- or herself. Candidate’s loan to his/her own campaign is subject to a maximum repayment limit of \$6,000 for the Primary and \$6,000 for the General. <a href="#">WAC 390-05-400</a> , <a href="#">WAC 390-16-226</a>
Low-Cost Fundraisers	\$25 limit on the sale of goods or ticket price for events. Detailed reporting on proceeds to include 1. The date on which the activity occurred; 2. The location at which the activity occurred; 3. A precise description of the fundraising methods used in the activity; 4. The monetary value of wagers made and prizes distributed for winning wagers, where appropriate; The low-cost fundraiser report for a sales event shall include a description of, the number of and the individual price for the items or services that were sold and the number of sales made. <b>Proceeds reported in Line 1d</b> of the C3 (Miscellaneous/Other Receipts) with detail on attachment sheet (Description).	\$50 limit on the sale of goods or donated items to be sold. \$25 limit on ticket price to events. In addition to a description of the event and the items sold, only the total amount raised is required to be reported on line 2 the C3 as Proceeds from Low Cost Fundraiser with amount raised.
Mini Reporting	Must file report of contributions and expenditures at the end of the campaign	Only files a C-1.
Ministerial Functions	Not defined.	<a href="#">RCW 42.17A.005</a> (33). Persons who carry out administrative duties for two or more campaigns without the exercise

		of discretion. Must be included on the C1.
Persons Authorized to Make Expenditures	SMC 2.04.240. Only the treasurer or candidate is authorized to make expenditures. Treasurer must keep records of all campaign expenditures.	<a href="#">RCW 42.17A.425</a> Those who are authorized to make expenditures must be included on the C1. Treasurer must keep records of all campaign expenditures.
Public Inspection of Records during the week before the election	SMC 2.04.230(D) On the 8 <sup>th</sup> day before the election, records must be available for a two hour period between 8 am and 8 pm. Committees must notify SEEC of the two hour time period. During the remaining 7 days before the election (excluding weekends and holidays, records must be available for two hours each day by appointment only.	<a href="#">RCW 42.17A.235</a> requires that records be available by appointment only.
Self- employed	Rule 4D. “Self” is not sufficient when reporting required employer information. Filers must include the name under which the contributor conducts business.	“Self” is sufficient employer information.
Special Reports During the Final 21 days.  See also Independent Expenditures above.	SMC 2.04.265-.275. Candidate and Ballot Issue committees must e-file a special report by 4:30 p.m. the next business day after <i>receipt</i> of a contribution of \$1,000 or more during 21 days before primary or general. IE makers must report expenditures of \$1,000 or more made or obligated during 21 days before primary by 4:30 p.m. next business day. Such contributions and expenditures not previously reported must be reported by 4:30 pm the 21 <sup>st</sup> day before the election.	PDC requires Candidates to file Special Reports for contributions of \$1,000 or more received 7 days before the Primary or 21 days before the General within 48 hours or first business day thereafter. <a href="#">RCW 42.17A.265</a>
Sponsor ID for Independent Expenditures	SMC 2.04.290. In addition to the “paid for by” or “Sponsored by” statement, all political advertising undertaken as an independent expenditure by a person or entity, must include this statement on the communication: "NOTICE TO VOTERS (Required by law): This advertisement is not authorized or approved by any candidate. It is paid for by (name, address, city, state)."  If the independent expenditure is undertaken by a nonindividual, the following notation must also be included: "Top Five Contributors," followed by a listing of the names of the	<a href="#">RCW 42.17A.320</a> Covers sponsor id requirements under State law.

	<p>five persons or entities who or which, during the 12-month period before the date of the advertisement, made to the sponsor of the advertisement the largest contributions reportable under this chapter.</p> <p>Sponsor id must be <u>clearly spoken</u> in broadcast advertising.</p> <p><b>“NOTICE TO VOTERS” statement may be replaced by “No candidate authorized this ad,” and the listing of top five contributors in excess of \$700 is sufficient under City Law if it is in compliance with State law.</b></p>	
Transfers to Surplus Fund Accounts	<p>Candidates are no longer allowed to transfer surplus funds to a surplus fund account, or a new committee for the same office. SMC 2.04.375. Surplus funds may be deposited into an Office Fund Account for non-reimbursed public office expenditures. SMC 2.04.480.</p>	<p>Candidates can roll funds over to a Surplus Funds Account or to a new committee for the same office.</p>
Voters’ Pamphlet	<p>Word limit for Seattle City candidates and ballot issues is 400 words. Voter Pamphlet statements and photos are submitted to <a href="mailto:ethicsandelections@seattle.gov">ethicsandelections@seattle.gov</a></p>	<p>State and County word limits are usually lower. Statements and photos are submitted to the County.</p>

## Appendix B

### 1. Campaign Punchlist

What To Do	When To Do It
<input type="checkbox"/> <b>1. Register committee on C-1 or C-1pc.</b> Appoint a treasurer and open a bank account. (File a C-4 report if your committee has already received or spent money.) File electronically or on paper with <u>both</u> the PDC and the City of Seattle	Within 2 weeks of becoming a candidate or ballot issue committee. Within 3 days if committee forms during the 21 days before the election. SMC 2.04.160.
<input type="checkbox"/> 1.a. Democracy Voucher candidates file Democracy Voucher pledge <i>before</i> collecting any vouchers.	At the time you file the C1 or Declaration of candidacy, or you begin collecting qualifying contributions, whichever is first.
<input type="checkbox"/> <b>2. File Personal Financial Affairs Statement on F-1 form.</b> (Incumbents who filed the report by April 15 need not file again.) PDC F1 can be filed electronically. SEEC F1 must be filed with the Clerk on paper.	Within 2 weeks of becoming a candidate or filing a Declaration of Candidacy, whichever occurs first. SMC 2.04.165
<input type="checkbox"/> <b>3. Set up E-filing.</b> <input type="checkbox"/> Download and install the free ORCA software <a href="http://www.pdc.wa.gov">www.pdc.wa.gov</a> . The PDC requires filers to request filing passwords in writing. <input type="checkbox"/> Configure the software for filing with Seattle. Go to <a href="http://www.seattle.gov/elections">www.seattle.gov/elections</a> and follow the links at <u>Law &amp; Filer Info</u> → Orca Tips. The SEEC will provide you with a separate password for e-filing with the City.	As soon as you raise or spend funds to support your committee. The SEEC can assist you with the ORCA installation and configuration.
<input type="checkbox"/> <b>4. Deposit money and fill out C-3 form.</b> File reports with the PDC and City of Seattle.	Make deposits within 5 business days of receipt. From June 1 through general election, file C-3 reports weekly on Mondays. At other times, file C-3 along with C-4. See also Special Reporting during the 21 days before the election.
<input type="checkbox"/> <b>5. File C-4 Reports, showing monthly contribution and expenditures.</b> File when contributions or expenditures exceeded \$200 since last C-4 report filed. File reports with the PDC and City of Seattle.	Generally required on the 10th of each month to cover preceding month (or period since last C-4 was filed). Not required in months when one of the special C-4 reports listed below is filed.
<input type="checkbox"/> <b>6. File <u>Declaration of Candidacy</u>.</b> Pay the Filing Fee or turn in signatures in lieu of a filing fee. File with King County Elections.  If you are filing signatures in lieu of the filing fee, you must file <u>in person</u> .	<b>In person:</b> May 13- May 17, 2019, <div style="text-align: right;"><b>8:30 a.m. to 4:30 p.m..</b></div> <b>Online:</b> 9 am May 13 – 4 pm May 17, 2019 <b>By Mail:</b> April 27 – May 15, 2015 Filings made by mail must be <i>received</i> no earlier than April 29, 2019, or no later than the close of business on May 17, 2013, <i>irrespective of postmark</i> .
<input type="checkbox"/> <b>7. File Primary Election C-4 Reports.</b> File reports even if there is no activity.	21 and, 7 days before primary election, and by the 10th of the first month following the election
<input type="checkbox"/> <b>8. File General Election C-4 Reports.</b> File reports even if there is no activity.	21 and, 7 days before General Election, and by the 10th of the first month following the election.
<input type="checkbox"/> <b>9. File Special Reports and daily C3s</b> if required during 21 days before Primary and General.	Contributions or Expenditures of more than \$1,000 must be reported by 4:30 next business day. Beginning 8 days before General Election, file C-3s the same day you make deposits.

<p><input type="checkbox"/> <b>10. File a Final Report.</b> The Final Report will show that all debts have been retired or transferred and all surplus funds have been disposed of according to SMC 2.04.375.</p> <p>Candidates in Democracy Voucher Program must pay off all debts and return leftover funds to the Democracy Voucher Program within 45 days of the elections results being determined.</p>	<p>No later than May 10<sup>th</sup> for the period ending April 30, in the year after the election. Democracy Voucher candidates must return unspent funds to the Program within 45 days of the election being declared.</p>
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**Appendix C SAMPLE Campaign Contribution Authorization by Credit/Debit Card**  
**Voucher limit is \$250 plus \$100 in vouchers.**

**MAXIMUM CONTRIBUTION TO CANDIDATES FOR SEATTLE CITY OFFICE IS \$500 PER ELECTION CYCLE.**

Yes! I wish to support **Friends for Zeus** Committee. Amount of my Contribution: \$ \_\_\_\_\_

**Bolded items are required by law**

\_\_\_\_\_  
**First Name** Last Name

\_\_\_\_\_  
**Address** **City** **State/Zip**

\_\_\_\_\_  
 Home Phone Email Address

**State and City Law require the following information from contributors of more than \$100**

\_\_\_\_\_  
 \*Occupation \*Employer City/State

**Billing Information – Campaign is required to keep last 4 digits of card with campaign’s records.**

Please enter your name exactly as it appears on the card you are using.

\*Name on Card \_\_\_\_\_

\*Card Type  Visa  MasterCard  Discover  American Express

\_\_\_\_\_  
 \*Card Number \*Expiration Date

\_\_\_\_\_  
 \*Billing Address \*City/\*ST/\*Zip

**Please affirm your eligibility to contribute by personal credit/debit card:**

**I affirm that:**

- I am at least 18 years old.
  - The funds I am contributing are my own personal funds and not those of another. I am making this contribution with my **personal credit/debit card** for which I have a legal obligation to pay, and not through a corporate or business entity card or the card of another.
  - The funds being contributed are from my employer. My employer is \_\_\_\_\_.
  - The contribution is not in excess of the \$500 contribution limit, either alone or added to my previous contributions to **Friends for Zeus** during this election cycle (primary and general elections combined).
- (If this form is printed on a paper card or envelope:)

\_\_\_\_\_  
 cardholder signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 date

Paid for by the **Friends for Zeus Committee, 123 Our Street, Seattle, WA 98100.**

## *Lawn Signs*

# CITY OF SEATTLE YARD SIGN REGULATIONS

In Seattle, political yard signs are governed by Seattle Municipal Code (SMC) 23.55, which regulates *all* temporary signs in the City. Seattle Elections Code regulations no longer require sponsor identification on yard signs.

Follow the links at [Law & Filer Info](#) on the [www.seattle.gov/elections](http://www.seattle.gov/elections) website to find information about sponsor identification requirements on other campaign advertisements in SMC 2.04.290 and SEEC Rule 9.

### **YARD SIGNS ON PRIVATE PROPERTY**

**Regulations regarding campaign signs on private property are administered by the Seattle Department of Construction and Inspection, 206-684-8419.**

Yard signs may be placed on private property or on planting strips abutting private property, with the consent of the property occupant. Such signs may be in place at all times.

#### **SINGLE FAMILY ZONES**

In single family zones, signs may be no larger than eight (8) square feet and may not exceed eight (8) square feet total signage per single family residential lot. If the signs are 18" x 24", two signs could be placed on one residential lot, if the signs are 2' x 3', only one sign could be placed on each residential lot.

#### **OTHER ZONES**

In zones other than single family residential, the maximum size of signs is twenty-four (24) square feet, and the total amount of signage may not exceed twenty-four (24) square feet per lot, except that each dwelling unit may have eight (8) square feet for the use of that occupant, which may cause the total amount of signage to increase to more than twenty-four (24) square feet when there are more than three (3) dwelling units.

#### **ALL ZONES**

In all zones, for four fourteen-day periods, temporary signs may cover up to thirty-two (32) square feet per lot. That could be the equivalent of ten yard signs that are 18" x 24" in place for a two month period. If the signs are of non-rigid material (e.g., banners) they may cover up to thirty-six (36) square feet, but the total signage may not exceed one-hundred (100) square feet per lot.

### **YARD SIGNS PROHIBITED ON PUBLIC PROPERTY**

The law prohibits placement of campaign signs on all public property, including but not limited to: medians, boulevards, parks or public golf courses, greenbelts, rights of way to arterials or freeways, bridges or overpasses or planting strips that abut public property, such as schools, public buildings, parks or public golf courses.

*COMPLAINTS about signs on public property or the planting strip adjacent to public property should be directed to the City agency responsible for that property, e.g. the Library, or Parks & Recreation Department, or other appropriate agency.*

*COMPLAINTS about signs in a public right of way should be directed to the Seattle Department of Transportation at (206) 684-5267 or by email at [684-Road@seattle.gov](mailto:684-Road@seattle.gov)*