



CITY OF SEATTLE
Ethics and Elections Commission

CANDIDATE and
POLITICAL
Committee Guide
2015 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>

Rev. 4/21/15

List of Revisions

1/16/15 – Entered Filing Fee

1/26/2015 – Remove “Receipts” section from top of p. 14.

4/21/15 – Update info on printing F-1 and filing with the City (page 9). Correct language on signatures in lieu (bottom of page 11).

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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. Beginning in 2015, council candidates will either run for one of seven geographic districts, or one of two at-large seats.

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 seven-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 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 of campaign materials to:

Seattle Public Library - Special Collections
Hugh and Jane Ferguson Seattle Room
1000 Fourth Ave
Seattle, WA 98104
Email address: jodee.fenton@spl.org



City and State Campaign Finance Laws and Rules

Seattle

SMC 2.04 Election Campaign Contributions (The Elections Code)

<http://clerk.ci.seattle.wa.us/~public/toc/2-04.htm>

Elections Code Administrative Rules <http://clerk.ci.seattle.wa.us/~election/elerlist.htm>

WA State

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

Fax: (206) 684-8590

web: www.seattle.gov/elections/

Polly Grow Campaign Finance Auditor (206) 615-1248 polly.grow@seattle.gov

& Video Voters' Guide

Bob DeWeese Electronic Filing (206) 684-8579 bob.deweese@seattle.gov

Anthony Adams Voters' Pamphlet

& Video Voters Guide scheduling (206) 684-8500 anthony.adams@seattle.gov

Wayne Barnett Executive Director (206) 684-8577 wayne.barnett@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

King County Elections

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

King County Elections has moved to 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.

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: pdc@pdc.wa.gov

web: www.pdc.wa.gov

Election by Districts

In 2013, Seattle Voters passed Charter Amendment 19 which changed the form of electing City Council members. Under the amendment, seven councilmembers are now elected from districts and two are elected at-large.

Seattle residents can find which district they are in by calling King County Elections at (206) 296-VOTE (8683). An online map should be available <http://www.kingcounty.gov/elections/referenceresources/electionmaps/city.aspx>

Recent Changes to the Elections Code and Rules

In 2012 the Council and the Commission made some changes to the Law and Rules that affect what campaigns can do with funds remaining after an election. The new regulations eliminated the option to roll surplus funds over to a new campaign for the same office.

In 2012, the Council also shortened the cycle from four years to approximately 2.5 years. The election cycle now begins on January 1 a year before the general election and ends on April 30 of the year following the general election for the office the candidate is seeking. For example, the Election Cycle for candidates running for office in 2015 is January 1, 2014 through April 30, 2016.

The Commission passed new rules in 2012 requiring that

- Funds transferred from one committee to a new committee for the same office must be attributed to the contributor who made the original contribution and are subject to the contribution limit.¹
- The transferred funds must be reported on a C-3 separate from other contributions with a notation that the funds are being transferred.

¹ This rule has limited applicability going forward since the Council subsequently eliminated the provision that allowed such transfers.

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. Beginning in the 2015 election cycle, candidates for the seven City Council districts 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 2015 election cycle, candidates must be a resident of their desired district no later than January 15, 2015. Contact King County elections to verify your voter registration.

When Must a Candidate or Political Committee Begin Reporting?

New law. For candidates on the ballot in 2015, the Election Cycle began on January 1, 2014. For candidates on the ballot in 2017, the Election Cycle begins on January 1, 2016.

The Election Cycle ends on April 30th of the year following the election. Candidates are prohibited from soliciting or receiving contributions, and contributors are prohibited from making campaign contributions outside the Election Cycle.

Once the Election Cycle has begun for City candidates, 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, 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.

Register the Committee

If you are running for a districted 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 website at www.pdc.wa.gov. Filers can e-file the C-1 with both the State and City.

IRS Reporting Obligation

Since 2000, the IRS has required 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: www.irs.gov/charities/political/index.html. Inquire about Section 527 organizations and Form 1120-POL.

File the F-1 Personal Financial Affairs Statement

At the time a candidate files a C-1, he or she must also file with the PDC and the Seattle City Clerk, a signed Personal Financial Affairs Statement, also referred to as an F-1. The PDC provides their filers with the ability to file the F-1 online. **The City of Seattle requires the F-1 to be filed on paper.**

Filers can e-file the F-1 with the PDC and then print a pdf of the e-filed Form. SIGN the form and file it with the Seattle City Clerk.

Alternatively, filers can use the F-1 template to complete the form in Word, or print out a blank form and complete it by hand. Keep a copy of the filed F-1 for your records.

F-1 forms and instructions can be found on the PDC's website at www.pdc.wa.gov/filers or by contacting the SEEC at polly.grow@seattle.gov or (206) 615-1248. We strongly recommend that filers review the instruction manual as they complete the F-1.

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.

If you meet the requirements for e-filing, [download](#) and install the free ORCA software from the PDC. To file electronically with the PDC, you must get a password for your committee. This process can take several days, so do not delay. To request your PDC e-filing password and download the ORCA software, go to: www.pdc.wa.gov/filers. PDC e-Filers must also file reports electronically with the SEEC.

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 and following the links to [Law & Filer Info](#), then, under the heading [Electronic Filing](#), click on the link to [Orca Tips](#). Alternatively, you can contact [Bob DeWeese](#) or [Polly Grow](#) at the SEEC (see [Contacts on p. 6](#)), and they will walk you through the process.

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 over the phone or via e-mail during business hours. Unlike the PDC, the City requires *each individual* who is uploading or certifying reports to be responsible for his or her own password. The password belongs to the individual, not the committee. We suggest that you not share your SEEC-issued password with anyone.

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).

<i>ORCA Minimum System Requirements – Windows 2000; 256 MB RAM, Pentium 1 Ghz; 500 MB free HD space; an Internet connection; and Java Runtime Environment (JRE) 1.5 Update 10.</i>
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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 volunteer 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.

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. Campaign funds cannot be commingled with funds from another individual or organization. The treasurer will deposit all contributions in this account, and pay all campaign expenses 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. Sometimes the bank will provide the paperwork for the application, or they can direct you to another source. Applying for the EIN can usually be done in less than a day.

In recent years, we've heard from treasurers that the bank wants proof of the campaign's existence as an entity. The easiest way to show that, these treasurers tell us, is to provide the bank with a copy of the C-1 filed with the City Clerk. So in addition to e-filing the C-1, you may want to print a copy and deliver it to the City Clerk to have them stamp it.

File your Declaration of Candidacy

Contact King County Elections at www.kingcounty.gov/vote or (206) 296-VOTE (8683) about where, when and how to file the Declaration of Candidacy.

Filing a Declaration of Candidacy places a candidate's name on the ballot. *Most candidates have a campaign disclosure reporting obligation prior to filing the Declaration of Candidacy.*

When to File. The filing period for the Declaration of Candidacy begins Monday, two weeks before Memorial Day and ends the following Friday. In 2015 that will be May 11 through May 15. See RCW 29A.24.050.

Where to File. The Declaration of Candidacy is filed with King County Elections. A candidate can file in person at the Elections Office or on-line*. Contact King County Elections for details.

The Filing Fee. The filing fee is equal to 1% of the salary for that position. In 2015, the filing fee will be \$1,199.76 for City Council.² King County adds on a convenience fee when filing on line with a credit card or e-check. In recent years it's been about \$7 or \$8 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 date at (206) 296-8683 (VOTE).

The nominating petition must contain one valid signature for each dollar of the filing fee. This year, 1,199 valid signatures of voters registered in the City of Seattle are required when filing signatures in lieu of the filing fee. You must collect the signatures from registered voters in your district. Candidates for city-wide office can collect from registered voters in the City of Seattle. (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.

*Contact King County Elections for information regarding in person filing before you start. (206) 296-VOTE (8683).

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.

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 pp. 5-6 of the PDC’s [Mini Campaign Reporting Guide](#) at 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 \$5,000³ 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:

- 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 \$10 for each day each report is delinquent. During the week before the election, late filing penalties increase to \$50 per day per report. Excessively late filing can also result in civil penalties of twice the amount not timely reported.

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.

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**

³ City law sets the threshold for e-filing at \$10,000, but that is expected to change by early 2015 to conform with State law ([RCW 42.17A.240](#)) which requires e-filing at \$5,000.

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 2015 election cycle is **\$700**. 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 the limit is \$5,000.

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 \$700 contribution limit.

Candidates and their spouses or domestic partners must report each monetary contribution on a C-3 report, and each in-kind contribution on a Schedule B with the next C-4. 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.

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

Contribution Limits: Ballot Issue Committees

Current law (SMC 2.04.265B) prohibits Ballot issue committees from accepting contributions of greater than \$5,000 from any person during the final 21 days before the election. However, in December 2011 the Ninth Circuit Court of Appeals affirmed a District Court opinion holding that Washington State's \$5,000 cap on contributions to ballot issue committees in the final 21 days before an election was unconstitutional. The Court ruled that the restriction was not "closely drawn to provide voters with information they need to make informed choices."

In light of the Ninth Circuit's ruling and the PDC's decision not to appeal that decision, the Seattle Ethics and Elections Commission on May 2, 2012 directed its Executive Director "**not to enforce the limit in the City's Elections Code**, and to work with the City Council to try to get the provision repealed."

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 \$700. **A candidate campaign cannot accept \$700 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.

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 \$390 of appetizers at Costco and \$310 of drinks at Safeway for a campaign event. **Reporting a \$700 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)

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.*

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](#) brochure on their website at www.fec.gov or call the FEC at (800) 424-9530.

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 Sub-Vendors:** Report name and address of any vendor and sub-vendor who receives more than \$50 from the committee (or an agent of the committee) during the reporting period, and amount each was paid.
- **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 on the **Schedule B**, or as Vendor Debt in ORCA.

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.

*Tip: It's a good idea to let folks who agree to host a campaign event know ahead of time that you must have (copies of) **all** the event receipts and invoices for campaign reporting purposes.*

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. (*Note: Yard signs are now exempted.*)

On broadcast ads, (i.e. television, radio, *and robocalls* (automated calls), the sponsor id is not required to include 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**.

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 designated by the committee on the C-1 report. 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

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 on your C-1. 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 seattle.gov/parks or call 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.

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.

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 & 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. If available, 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.

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.

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.

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 a check made out to someone other than the campaign.

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. From what staff has seen of credit card transactions, you may get notification that contributions from *a, b, c, d, and e* have been made, followed a week or more later by notification that a lump sum deposit has been

made to the committee's account. After careful checking, you determine that the lump sum includes contributions from *a*, *d* and *e*, and *x*'s contribution from the week before, minus the processing charge per contribution. If you have a lot of contributors, it might take some time to match up the contributors with the amount deposited into your credit card processor "bank account." This sum will have to be transferred to the campaign bank account within five business days. There's nothing terribly complicated about this, but it takes a watchful eye to ensure the process is completed in a timely manner.

Expenditure Information

Ideally, the treasurer will be the one who holds the checkbook and writes the checks. That requires that the treasurer is available when (and sometimes where) a check is required. If others on the committee have access to the checkbook, 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.

Appendix

Appendix A

Highlights of Recent Law and Rule Changes

The Rules were completely overhauled in late 2007. Amendments to SMC 2.04, the Elections Code were made as recently as 2012. You can view or print a copy from our website at www.seattle.gov/elections (Click on the Law & Filer Info button, 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, that's \$350. 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.	SMC 2.04.380 and 2.04.385 .
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 4/30 in the year after the election.	SMC 2.04.010

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](#) for City regulations and [RCW 42.17A](#) and [WAC 390](#) for State regulations.

Issue	City Rules and Regulations	State Rules and Regulations
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.	RCW 42.17A.235 . No additional C3s required beyond the weekly C3s due on Mondays.
Civil Penalties	SMC 2.04.500. \$5,000 per violation	RCW 42.17A.750 . \$10,000 per

	plus 2x the illegally made or accepted contribution. For excessively late reports, 2x the amount of each deposit or expenditure late reported.	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 2015 are limited to contributions of \$700 in the aggregate per person for the duration of the election cycle.	Varies. In 2010 the State legislature imposed contribution limits on local candidates of \$800 (currently \$900) per Primary and 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.	RCW 42.17A.005 (18) January – December
Electioneering Communications	No regulations.	RCW 42.17A.300 -345 . 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 (eg. brochures, postcards, etc.), number of calls made, dates of broadcast advertising, media outlets and amount spent at each outlet.	WAC 390-16-037. Include vendor name, type of advertising (eg. tv, brochure, postcard), number of pieces, if print, media outlet if broadcast, amount per outlet.
Exploratory committee	SMC 2.04.010 (8e). Includes an individual or committee who makes expenditures or received contributions to explore the possibility of seeking election .	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 42.17A.335 .
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 \$5,000 for the Primary and \$5,000 for the General. WAC 390-05-400 , WAC 390-16-226
Low-Cost Fundraisers	<p>\$25 limit on the sale of goods or ticket price for events. Detailed reporting on proceeds to include</p> <ol style="list-style-type: none"> 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; <p>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.</p> <p>Proceeds reported in Line 1d of the C3 (Miscellaneous/Other Receipts) with detail on attachment sheet (Description).</p>	\$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.	RCW 42.17A.005 (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.	RCW 42.17A.425 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 th 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.	RCW 42.17A.235 requires records to be available by appointment for two consecutive hours during each of the 8 days before the election (excluding weekends and holidays).
Self- employed	Rule 4D. "Self" is not sufficient when reporting required employer information. Filers must include the	"Self" is sufficient employer information.

	name under which the contributor conducts business.	
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 st 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. RCW 42.17A.265
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 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. Sponsor id must be <u>clearly spoken</u> in broadcast advertising. “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.	RCW 42.17A.320 In addition to the “paid for by” or “sponsored by” statement, Independent ads must include the statement: "No candidate authorized this ad. It is paid for by (name, address, city, state)"; If the sponsor is a political committee, also include: "Top Five Contributors," followed by a listing of the names of the five persons or entities making the largest contributions in excess of \$700 reportable under this chapter during the twelve-month period before the date of the advertisement or communication; and If the sponsor is a political committee established, maintained, or controlled directly, or indirectly through the formation of one or more political committees, by an individual, corporation, union, association, or other entity, the full name of that individual or entity. Sponsor id is not required to be spoken on broadcast advertising that includes an image.
Transfers	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	Candidates can roll funds over to a Surplus Funds Account or to a new committee for the same office.

	funds may be deposited into an Office Fund Account for non-reimbursed public office expenditures. SMC 2.04.480.	
Voters' Pamphlet	Word limit for Seattle City candidates and ballot issues is 400 words.	State and County word limits are usually lower.

Appendix B

Campaign Punchlist

What To Do	When To Do It
<input type="checkbox"/> 1. Register committee on C-1 or C-1pc. 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"/> 2. File Personal Financial Affairs Statement on F-1 form. (Incumbents who filed the report by April 15 need not file again.)	Within 2 weeks of becoming a candidate or filing a Declaration of Candidacy, whichever occurs first. SMC 2.04.165
<input type="checkbox"/> 3. Set up E-filing. <input type="checkbox"/> Download and install the free ORCA software www.pdc.wa.gov . The PDC requires filers to request filing passwords in writing. <input type="checkbox"/> Configure the software for filing with Seattle. Go to www.seattle.gov/elections and follow the links at Law & Filer Info → 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"/> 4. Deposit money and fill out C-3 form. 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"/> 5. File C-4 Reports, showing monthly contribution and expenditures. 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"/> 6. File Declaration of Candidacy. 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> .	In person: May 11- May 15, 2015, 8:30 a.m. to 4:30 p.m.. Online: May 11 – May 15, 2015 9:00 a.m. to 4:00 p.m.. By Mail: April 27 – May 15, 2015 Filings made by mail must be <i>received</i> not earlier than April 27, 2015, or no later than the close of business on May 17, 2013, <i>irrespective of postmark</i> .
<input type="checkbox"/> 7. File Primary Election C-4 Reports. 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"/> 8. File General Election C-4 Reports. 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"/> 9. File Special Reports and daily C3s 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.
<input type="checkbox"/> 10. File a Final Report. 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.	No later than May 10 th for the period ending April 30, in the year after the election.

Appendix C

SAMPLE Campaign Contribution Authorization by Credit/Debit Card

MAXIMUM CONTRIBUTION TO CANDIDATES FOR SEATTLE CITY OFFICE IS \$700 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 contribution is not in excess of the \$700 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.**

Appendix D

2015 Campaign Disclosure Reporting Schedule

➤ **Candidates**

On Primary and General Ballots

Candidates who have more than two opponents will file weekly C-3s each Monday, beginning June 1, 2015 and monthly C-4's through June 10, 2015. Beginning July 14, 2015, 21 days before the Primary, candidates will have increased reporting obligations. **There is no C-4 due on July 10 if you are on the Primary ballot.** (See Calendar Rows labeled **P** and **All**)

After the Primary, the top two vote-getters will continue to file weekly C-3's and follow the schedule for candidates on the General Ballot. See Calendar Rows labeled **G** and **All** beginning **August 4, 2015**.

Until the results of the Primary election are known, candidates should file as though they will appear on the General Election ballot.

Only on Primary, Not on General Ballot

Follow guidelines above until it is apparent that a candidate is not one of the top two vote-getters in the primary, he/she should switch (back) to the Primary (**P, All**) Election Calendar.

Only on General, Not on Primary Ballot

If a candidate will appear on *only* the General Election ballot, the candidate committee will file C3s each Monday beginning June 1, 2015 and C4s monthly on the tenth of the month through September. Beginning October, 13, 2015, 21 days before the November 3 election, the committee will have increased reporting obligations. C4s are due 21 and 7 days before the election. And starting 8 days before the election, through Election Day, C3s are due the same day a deposit is made.

➤ **Ballot Issue Committees**

Once it is determined that a Ballot Issue will appear on the Primary or the General Election ballot, the Ballot Issue committee should refer to the appropriate deadlines on the Key Dates Calendar, either the Primary Election deadlines (see Rows labeled **P** and **All**) or the General Election deadlines (see Rows labeled **G** and **All**).

2015 Key Dates

On Ballot Pri/Gen	Date	Activity	C4 Report Period
All	Within 2 weeks of forming a committee	Candidates file an F-1 Personal Financial Affairs Statement and a C-1. Ballot Issue Committees file a C-1pc. File an amended C-1(pc) within 10 days of a change in the committee. File C-3 and C-4 to report any activity through the day prior to filing the C-1.	Through day before C-1 is filed.
All	Start – June 10	File Monthly C-4 and C-3, if necessary. Reports are due on the 10 th of the month when contributions received or expenditures made since the last report filed exceed \$200.	From the day after the closing date of the previous report through the last day of the preceding month.
All	January 15, 2015	Must be a resident of the district you intend to represent as of this date. (120 days prior to the last day to declare candidacy.)	
All	May 11 - 15	Declaration of Candidacy filing week – File with King County Elections .	
All	June 1	Weekly reporting of C-3s begins. File C-3s every Monday. If no deposits made during the previous seven days, no C-3 is required.	
G	July 10 – Sept 10	File Monthly C-4 <u>only if</u> your campaign will NOT appear on the August 4 Primary ballot. Continue to file weekly C3s. No other reports are due unless your committee makes Independent Expenditures.*	From the day after the closing date of the previous report through June 30, July 31, August 31.
P	July 14	21 day Pre-Primary Election C-4 due	June 1 - July 13
P	July 14- Aug. 3	<u>21 day Special Reporting Period.</u> By 4:30 p.m. the day after RECEIPT, file a Special Report when the Committee receives a contribution of \$1,000 or more. Candidates are prohibited from making contributions to their own campaign of more than \$5,000 in the aggregate. New Committees that form during this period must file a C-1 or C-1(pc) within 3 business days.	
P	July 27	Campaign Books are open for public inspection for two hours as designated on the C-1 or C-1(pc).	Books must be current within 1 day
P	July 28 – Aug. 3	Campaign Books are open for public inspection by appointment, excluding the weekend.	Books must be current within 1 day.
P	July 28	7 day Pre-Primary Election C-4 due	July 14 – July 27
	August 4	Primary Election Day	

On Ballot Pri/Gen	Date	Activity	C4 Report Period
G	August 10	July C-4 (with C-3s, if any) due	From the day after the closing date of the last report filed through last day of previous month (i.e. 7/31, 8/31).
	Sept. 10	August C-4 (with C-3s, if any) due	
P	Sept. 10	Post-Primary C-4 Due	July 28 - Aug. 31
P	Oct. 12 ¹	C-4 Due only for candidate campaigns that will not appear on the General Election ballot.	Sept. 1 – Sept. 30
G	Oct. 13	21 day Pre-General Election C-4 due	Sept. 1 – Oct. 12
G	Oct. 13 – Nov. 2	<p><u>21 day Special Reporting Period.</u> File a Special Report when the Committee <i>receives</i> a contribution of \$1,000 or more.</p> <p>Contributions received prior to the 21st day, but not yet reported must also be reported no later than 4:30 p.m on Oct. 13.</p> <p>Candidates are prohibited from making contributions to their own campaign of more than \$5,000 in the aggregate.</p> <p>New Committees created during, or within 3 days of, this period must file a C-1(pc) within 3 business days of forming.</p>	By 4:30 p.m. the business day after <i>receipt</i>
G	Oct. 26 – Nov.3	File C-3s on same day deposit is made.	
G	Oct. 26	Campaign Books are open for public inspection for two hours as designated on the C-1 or C-1(pc).	Books must be current within 1 day
G	Oct. 27 – Nov. 2	Campaign Books are open for public inspection by appointment, excluding the weekend.	Books must be current within 1 day
G	Oct. 27	7 day Pre-General C-4 due	Oct. 13 – Oct. 26
	November 3	General Election Day	
G	December 10	Post –Election C-4 due (with C-3s, if any)	Oct. 27 - Nov. 30
P	December 10	C-4 (with C-3s, if any)	Nov 1 - 30
All	Jan.10 – Apr 10, 2016	File C-4s with C-3s on the 10 th of the month until committee files its Final Report.	Close of last report – Last day of preceding calendar month.
All	May 10, 2016	Final Report due no later than today. Committee can file a Final Report before this time	Close of last report – April 30, 2016.

* Any organization or individual that is considering, or plans to make, or has made an Independent Expenditure in support of or opposition to a Seattle City candidate or Ballot Issue, must contact Polly Grow to determine what the reporting obligations are. Some Independent Expenditures are required to be reported within 5 days, others within 24 hours. Polly can be reached at (206) 615-1248 or polly.grow@seattle.gov.

¹ October 10 falls on a Saturday. The following Monday, October 12, is a Federal holiday, but not a State holiday.

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 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 Planning and Development, 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 annualpermits@seattle.gov.