

# Washington State Declaration of Candidacy

## how to file for elective office

### when to file

The filing period begins Monday two weeks prior to Memorial Day and ends the following Friday.

All declarations of candidacy must be received before the close of business on the last day of the filing period. Declarations of candidacy received after this date, regardless of the postmark, are invalid.

Mailed declarations of candidacy may be submitted in advance up to ten business days before the filing period begins. Declarations of candidacy filed in person must be during business hours.

### where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide or

is a legislative, court of appeals, or superior court office that includes more than one county. You may file in person or online at [www.vote.wa.gov](http://www.vote.wa.gov).

- File with the County Elections Office for all other offices. Contact their office to see if online filing is available.

### cost to file

The filing fee is nonrefundable even in the event of withdrawal.

Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing. The filing fee, described on the declaration of candidacy form, is based on the salary in effect at the time of filing.

Candidates without sufficient

assets or income to pay the filing fee may instead submit a filing fee petition that contains the valid signatures of registered voters equal to the dollar amount of the filing fee.

### withdrawals

The deadline for withdrawing from office is the Monday following filing week.

Once filed, a declaration of candidacy may not be altered. If the candidate decides during the filing period to change the declaration of candidacy, the candidate must first withdraw and then re-file.

### other requirements:

#### public disclosure and campaign finance reporting with the Public Disclosure Commission

Reporting requirements are based on the office, campaign revenues and size of jurisdiction, and are outlined in the chart below. More information can be found at [www.pdc.wa.gov](http://www.pdc.wa.gov).

| type of jurisdiction and fundraising thresholds   | public disclosure reporting requirements   |
|---|--|
| <ul style="list-style-type: none"> <li>• Federal districts</li> </ul>   | Federal Election Commission reporting  |
| <ul style="list-style-type: none"> <li>• Cemetery districts</li> <li>• Precinct committee officers</li> <li>• Districts requiring voters to own property</li> </ul>   | No state disclosure reporting  |
| <ul style="list-style-type: none"> <li>- District has less than 1,000 voters* and</li> <li>- Campaign does not expect to exceed \$4,999 in contributions</li> </ul>   | No state disclosure reporting  |
| <ul style="list-style-type: none"> <li>- Office is less than entire county and</li> <li>- District has 1,000 to 4,999 voters* and</li> <li>- Campaign does not expect to exceed \$4,999 in contributions</li> </ul> | Form F-1<br>(Financial Affairs Statement)  |
| <ul style="list-style-type: none"> <li>• Office is county wide or larger</li> <li>• Jurisdiction has 5,000 or more voters</li> <li>• Campaign expects to receive \$5,000 or more in contributions</li> </ul>        | Form F-1<br>(Financial Affairs Statement)<br>C- series forms<br>(Campaign Finance Reports) |

\*as of the last general election

# Washington State Declaration of Candidacy

how to complete the form

## 1. office

Print the jurisdiction, the office name and any position or district number defining the office for which you are a candidate.

The responsibility for filing for the correct office is yours.

## 2. personal information

Your name and address must match your voter registration.

Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

## 3. ballot information

Print your name exactly as you wish it to appear on the ballot. Nicknames are acceptable.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

party preference information:

For a partisan office, you may choose to state a political party that you personally prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 16 characters).

The first letter of the party preference will be capitalized (e.g., Democratic). If you want to use initials, separate each letter with a period (e.g., G.O.P.). Your party preference will appear below your name.

| Washington State Declaration of Candidacy                             |   |
|---|---|
| <b>1</b> office   | City of Olympia Councilman POS. 4<br><small>jurisdiction and office name position number</small>  |
| <b>2</b> personal information<br><small>as registered to vote</small> | Elizabeth Christina Brown<br><small>first name middle last</small><br>08/30/1970 (360) 555-2385<br><small>date of birth (mm / dd / yyyy) phone number</small><br>1500 Capitol Way S Olympia 98501<br><small>residential address city / zip</small>  |
| <b>3</b> ballot information   | Liz C. Brown<br><small>exact name I would like printed on the ballot</small><br>political party I prefer, if filing for partisan office:<br><input checked="" type="checkbox"/> (Prefers) Democratic Party<br><input type="checkbox"/> (States No Party Preference)   |
| <b>4</b> campaign information   | <small>campaign address (if different from residential address) city / zip</small><br>liz.c.brown@campaign.com (360) 555-1800<br><small>email address phone number</small><br>www.lizfor council.com<br><small>website</small>  |
| <b>5</b> filing fee   | <input type="checkbox"/> The office has no fixed annual salary; no filing fee<br><input type="checkbox"/> The office has a fixed annual salary of \$1,000 or less: \$10<br><input checked="" type="checkbox"/> The office has a fixed annual salary over \$1,000: 1% of salary<br><input type="checkbox"/> I am submitting a filing fee petition instead of a filing fee  |
| <b>6</b> oath   | I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.<br>I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.<br>sign here <i>Liz C. Brown</i> date here 6/8/10 |
| for office use only   | <small>date voter registration number</small>   |

If you choose to not state a party preference, "(States No Party Preference)" will be printed on the ballot. No changes to party preference will be accepted between the primary and the general election.

**4. campaign information**  
If you do not provide campaign information, your information as a registered voter will be used. A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns.

## 5. filing fee

Fill in the appropriate circle.

Applicable filing fees must accompany the declaration of candidacy.

## 6. oath

Read, sign, and date the oath. The declaration of candidacy is not complete and ready for submission until signed.

# Washington State Declaration of Candidacy

|   |  |        |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--------|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>office</b>   | jurisdiction and office name   |        | position number           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>personal information</b><br><i>as registered to vote</i> | first name   | middle | last                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | date of birth (mm / dd / yyyy)   |        | phone number              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | residential address  |        | city / zip                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>ballot information</b>                                   | exact name I would like printed on the ballot  |        |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | political party I prefer, if filing for partisan office:   |        |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | <input type="radio"/> (Prefers <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> Party) |        |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  |        |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | <input type="radio"/> (States No Party Preference)   |        |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>campaign information</b>                                 | campaign address (if different from residential address)   |        | city / zip                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | email address  |        | phone number              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | website  |        |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>filing fee</b>   | <input type="radio"/> The office has no fixed annual salary: no filing fee<br><input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10<br><input type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary<br><input type="radio"/> I am submitting a filing fee petition instead of a filing fee  |        |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>oath</b>   | <p>I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.</p> <p>I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">             sign here<br/> <span style="font-size: 2em;">[</span> </div> <div style="text-align: center;">             date here<br/> <span style="font-size: 2em;">[</span> </div> </div>   |        |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>for office use only</b>                                  | date   |        | voter registration number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | office code  |        | fee                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Klickitat County Voters' Pamphlet Guidelines for Candidates

2016 Edition

All statements, biographies, and photographs must be submitted electronically. You may submit items online, via email, or on a CD.

The deadline is **5 p.m. on May 27, 2016**. Late or incorrect submissions will not be accepted.

## Submit your statement online

When you file for office, instructions for online submission will be emailed to you with confirmation of your successful candidate filing.

Please prepare the following in advance:

- photograph
- statement- 100 words
- biography-100 words
- campaign contact information

## Photograph

You may submit one self-portrait of your head and shoulders. Use a light-colored background, but not white. Photos must be no more than five years old. A color photo is required.

Digital photos must be a minimum 300 dpi resolution and no smaller than 4 x 5 inches (1200 x 1500 pixels). Your photo may not be digitally altered.

Clothing or insignia that suggests a public office are banned. Examples: judicial robes, law enforcement, or military uniforms.

## Biography

In addition to your statement, you may provide a 100 word biography. You must use the following headings, which do not count toward the word limit. "No information submitted" will be inserted next to each heading left blank.

- Elected Experience
- Other Professional Experience\*
- Education
- Community Service

\* Judicial Candidates, use Legal/Judicial Experience instead.

— SAMPLE —

## Warren G. Magnuson

(Prefers Democratic Party)



**Elected Experience:** 2005 elected North Franklin School District Board of Directors.

**Other Professional Experience:** Farmer/Rancher, Owner of Hailey Company, Inc. our 4th generation family farm. Public service volunteer, Registrar and Attendance Specialist for North Franklin School District, Bailie Memorial Youth Ranch Foundation Board, D

**Education:** Graduate Paschal High School, Ft. Worth, TX. Attended classes at TCJC and TCU. Graduate of Eastern Washington University, 1980.

**Community Service:** Inland Northwest Humane Society; Walk for Life participant, 11 years; neighborhood watch participant; long time recycler.

**Statement:** Senator Magnuson has always given the highest priority to advocating for children and families, including veterans, the elderly and disabled. Scourges such as identity theft, methamphetamine users and dealers have been the subject of his legislative efforts to increase penalties and protect victims.

Warren advocated for in-home intervention, home health care, support and chore services for children with developmental or behavioral disabilities, seniors and the disabled. He worked to extend the property tax deferral program – helping people whose homes have increased in value, but have not had an increase in income.

**For more information:** (509) 123-4567  
warren@magnuson.net; www.magnuson.com

## Statements

Only local candidates in Klickitat County should submit their information to Klickitat County. State candidates need to submit their information to the Secretary of State's Office.

You may **not** submit a new statement for the general election. The statement you submit will be displayed online through the Primary and printed in local portion of state Voters' Pamphlet if you advance to the general election and the Secretary of State publishes one.

Hyphenated words count as two words. Statements exceeding the word limit will be shortened by deleting full sentences from the end.

Proofread carefully. Your statement and biography will be printed **exactly** as submitted. Changes are not allowed unless requested by the Auditor's Office or required by court order.

Use only italics to emphasize words or phrases. Bolding, underlining, and all caps are not allowed. Tables, lists, and bullets are not allowed.

**Text must be written in two paragraphs.**

Naming people, such as an opponent or endorsement, delays processing and could result in court-ordered changes to your statement. Obscene, profane, libelous, and defamatory language will be rejected.

## Tips from voters

- Treat this as a resume and edit carefully.
- Offer your vision. Be positive.
- What do you want to accomplish, if elected?
- Describe what sets you apart from your opponent.
- Avoid criticism of your opponent.
- Avoid technical terms and abbreviations.

## Campaign contact information

The following campaign contact information will be published with your statement. Contact information does not count toward the word limits, but long web addresses such as Facebook or blogs are not allowed.

- Campaign phone number
- Campaign email
- Campaign website

## Questions?

Klickitat County Auditor's Office  
Elections Department  
205 S Columbus Ave Room 203, Stop2  
Goldendale, WA 98620

Email: [voting@klickitatcounty.org](mailto:voting@klickitatcounty.org)  
(509) 773-4001  
(800) 583-8050

## Candidate information form

Completing this form is required if submitting by mail. Information should be neatly printed and returned with your statement, biography, and photograph on a CD.

Information in this section is for use by staff only and will not be published.

Candidate name \_\_\_\_\_  
(as it will appear on the ballot)

District, office and position number (if applicable) \_\_\_\_\_

Contact telephone number \_\_\_\_\_  
(include area code)

Email address \_\_\_\_\_

PO Box or street address \_\_\_\_\_

City or town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

The following will be published. It does not count toward word limits.

Campaign telephone number \_\_\_\_\_  
(include area code)

Campaign email address \_\_\_\_\_

Campaign website \_\_\_\_\_

### Enclosure checklist if mailing your information, please include...

- Candidate information form, printed and on CD
- Statement, printed and on CD
- Biography, printed and on CD
- Photograph, printed professionally or on CD
- All materials must be received by **May 27**

### Mail to

Klickitat County Auditor  
Voters' Pamphlet  
205 S Columbus Ave Stop 2  
Goldendale, WA 98620

# Candidate Registration

**C1**  
(1/12)

|  |        |  |
|--|--------|--|
| Candidate's Name (Give candidate's full name.)   |        | Telephone Number<br>(    )   |
| Candidate's Committee Name (Do not abbreviate.)  |        | Fax Number<br>(    )   |
| Mailing Address  |        | Candidate's E-Mail Address   |
| City   | County | Zip + 4  |
| 1. What office are you running for? _____<br>Legislative District, County or City  |        | Position No. _____<br>Do you now hold this office?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Political party (if partisan office) _____  |        | 3. Date of general or special election _____   |
| <p>4. How much do you plan to spend during your entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below. If no box is checked you are obligated to use Option II, Full Reporting. See instruction manuals for information about reports required and changing reporting options.</p> <p><input type="checkbox"/> <b>Option I MINI REPORTING:</b> In addition to my filing fee of \$ _____, I will raise and spend no more than \$5,000, including any charges for inclusion in state and local voters pamphlets. I will not accept more than \$500 in the aggregate from any contributor except myself.</p> <p><input type="checkbox"/> <b>Option II FULL REPORTING:</b> I will use the Full Reporting system. I will file the frequent, detailed campaign reports required by law.</p> |        |  |
| 5. Treasurer's Name and Address. Does treasurer perform <u>only</u> ministerial functions? Yes ___ No ___ See WAC 390-05-243 and next page for details. List deputy treasurers on attached sheet. <input type="checkbox"/> Continued on attached sheet.  |        | Daytime Telephone Number<br>(    )   |
| 6. Persons who perform only ministerial functions on your behalf <u>and</u> on behalf of other candidates or political committees. List name, title and address of these persons. See WAC 390-05-243 and next page for details. <input type="checkbox"/> Continued on attached sheet.  |        |  |
| 7. Committee Officers and other persons who authorize expenditures or make decisions on your behalf. List name, title and address. See next page for definition of "officer." sheet. <input type="checkbox"/> Continued on attached sheet.   |        |  |
| 8. Campaign Bank or Depository   | Branch | City   |
| 9. Related or Affiliated Political Committees. List name, address and relationship sheet. <input type="checkbox"/> Continued on attached sheet.  |        |  |
| <p>10. Campaign books must be open to the public by appointment between 8 a.m. and 8 p.m. during the eight days before the election, except Saturdays, Sundays, and legal holidays. In the space below, provide contact information for scheduling an appointment and the address where the inspection will take place. It is not acceptable to provide a post office box or an out-of-area address.</p> <p><b>Street Address, Room Number, City where campaign books will be available for inspection</b></p> <p>In order to make an appointment, contact the campaign at (telephone, fax, e-mail): (    )</p>  |        |  |
| 11. <b>CERTIFICATION:</b><br>I certify that this report is true, complete and correct to the best of my knowledge.   |        | Date   |
| Candidate's Signature _____  |        |  |

Please consult PDC instruction manuals when completing this report. Reporting requirements are contained in and governed by RCW 42.17A and WAC 390.



**Who Must File – Candidates who seek:**

- state office (legislative or statewide executive),
- a state supreme court or state court of appeals position,
- local office in jurisdictions having 5,000 or more registered voters as of the last general election or in jurisdictions covering an entire county,
- local office in jurisdictions of any size if the candidate receives or expects to receive \$5,000 or more in contributions.

**When To File – Within 2 weeks of becoming a candidate.** A person becomes a candidate for PDC purposes when he or she **first** does any of the following:

- receives contributions, makes expenditures, or reserves space or facilities with intent to promote his or her candidacy;
- purchases commercial advertising space or broadcast time to promote his or her candidacy;
- authorizes another person to take one of these above actions on his or her behalf;
- announces publicly that he or she is seeking office; or
- files a declaration of candidacy with the appropriate elections official.

File an amended registration within 10 days of a material change to information provided on previously filed C-1. Reports are considered filed as of the postmark date or date hand-delivered to PDC.

**Where To File – Send the original to PDC** at the address on the reverse side. Candidates for city offices are advised to contact their City Clerk to learn if local filing is required by local ordinance. Keep a copy for the campaign's records.

**“Officer” of a Candidate’s Committee – Officer of a candidate’s committee includes the following persons:**

- any person designated as an officer on the C-1 registration statement, and
- any person who alone or in conjunction with other persons makes, directs, or authorizes contribution, expenditure, strategic or policy decisions on behalf of the committee. [WAC 390-05-245]

**Persons who perform “Ministerial Functions” for two or more campaigns**

A person may perform ministerial functions for a candidate and a political committee without jeopardizing that political committee’s eligibility to make independent expenditures or electioneering communications regarding that candidate as long as:

- the person performs solely ministerial functions for both the candidate and the political committee;
- the person is identified on both the candidate’s and political committee’s registration statements as a person performing ministerial functions for the campaign; and
- the person does not share information from or about one of the campaigns with the other campaign, or does not use information from or about one of the campaigns to assist the other campaign. [See RCW 42.17A.005 (13)(b)(ix) and WAC 390-05-243 for more detailed information.]

“Ministerial functions” means activities carried out as part of the duties of an administrative office without exercise of personal judgment or discretion. RCW 42.17A.005(33). Also see WAC 390-05-243 for a non-exclusive list of ministerial functions and a definition of administrative office. Typically, persons performing ministerial functions may, under the supervision of a candidate or committee officer, file PDC reports, make deposits, pay bills and maintain campaign finance records. However, if a person performs functions for both a candidate and a political committee and those functions for one or both campaigns entail duties beyond those deemed ministerial, any expenditure by the committee benefiting the candidate may be a contribution, rather than an independent expenditure or electioneering communication. [RCW 42.17A.005(33) and WACs 390-05-243 and 390-05-210]

**For Instruction Manuals and Reporting Forms click on the “Filer Resources” tab at [www.pdc.wa.gov](http://www.pdc.wa.gov)**

Refer to instruction manual for detailed assistance and examples.

**Deadlines:** Incumbent elected and appointed officials – by April 15.  
 Candidates and others – within two weeks of becoming a candidate or being newly appointed to a position.

**SEND REPORT TO PUBLIC DISCLOSURE COMMISSION**

| DOLLAR CODE | AMOUNT                |
|-------------|-----------------------|
| A           | \$1 to \$4,499        |
| B           | \$4,500 to \$23,999   |
| C           | \$24,000 to \$47,999  |
| D           | \$48,000 to \$119,999 |
| E           | \$120,000 or more     |

|  |        |                |
|--|--------|----------------|
| Last Name                                      | First  | Middle Initial |
| Mailing Address (Use PO Box or Work Address) * |        |                |
| City   | County | Zip + 4        |

Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.

Filing Status (Check only one box.)

An elected or state appointed official filing annual report

Final report as an elected official. Term expired: \_\_\_\_\_ year \_\_\_\_\_

Candidate running in an election: month \_\_\_\_\_ year \_\_\_\_\_

Newly appointed to an elective office

Newly appointed to a state appointive office

Professional staff of the Governor's Office and the Legislature

Office Held or Sought

Office title: \_\_\_\_\_

County, city, district or agency of the office, name and number: \_\_\_\_\_

Position number: \_\_\_\_\_

Term begins: \_\_\_\_\_ ends: \_\_\_\_\_

**1 INCOME** List each employer, or other source of income (pension, social security, legal judgment, etc.) from which you or a family member, including registered domestic partner, received \$2,400 or more during the period. Include stock options received during the reporting period that had a value of \$2,400 or more. (Report interest and dividends in Item 3.)

| Show Self (S)<br>Spouse (SP/DP)<br>Dependent (D) | Name and Address of Employer or Source of Compensation | Occupation or How Compensation Was Earned | Amount:<br>(Use Code) |
|--|--|---|-----------------------|
|  |  |   |                       |

Check Here  if continued on attached sheet

**2 REAL ESTATE** List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$12,000 in which you or a family member, including registered domestic partner, held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)

| Property Sold or Interest Divested             | Assessed Value (Use Code) | Name and Address of Purchaser | Nature and Amount (Use Code) of Payment or Consideration Received |
|--|---------------------------|-------------------------------|---|
| Property Purchased or Interest Acquired        |                           | Creditor's Name/Address       | Payment Terms   |
|  |                           | Security Given                | Mortgage Amount - (Use Code)<br>Original   Current                |
| All Other Property Entirely or Partially Owned |                           |                               |   |

Check here  if continued on attached sheet

### 3 ASSETS / INVESTMENTS - INTEREST / DIVIDENDS

List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.

| A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$24,000 any time during the report period.   | Type of Account or Description of Asset | Asset Value (Use Code) | Income Amount (Use Code) |
|---|---|------------------------|--------------------------|
| B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$24,000 during the period.  |   |                        |                          |
| C. Name and address of each company, association, government agency, etc. in which you, a family member, including registered domestic partner, owned or had a financial interest worth over \$2,400. Include stocks, bonds, ownership, retirement plan, IRA, notes, stock options, and other intangible property. If you, your spouse, registered domestic partner and/or dependents had decision making authority regarding individual assets/investments list each asset or investment, the value and any income amount. EXAMPLE: If you self-directed an investment account identify each stock or other asset in that account. |   |                        |                          |

Check here  if continued on attached sheet.

### 4 CREDITORS

List each creditor you or a family member, including registered domestic partner, owed \$2,400 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2.

AMOUNT (USE CODE)

| Creditor's Name and Address   | Terms of Payment | Security Given | Original | Present |
|---|------------------|----------------|----------|---------|
| Check here <input type="checkbox"/> if continued on attached sheet. |                  |                |          |         |

**5** All filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a candidate for state or local office, an appointee to a vacant elective office, or a state executive officer filing your initial report, no F-1 Supplement is required.

Incumbent elected officials and state executive officers filing an annual financial affairs report also must answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.

- A. At any time during the reporting period were you, your spouse, registered domestic partner or dependents (1) an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity or (2) a partner or member of any limited partnership, limited liability partnership, limited liability company or similar entity including but not limited to a professional limited liability company? \_\_\_\_ If yes, complete Supplement, Part A.
- B. Did you, your spouse, registered domestic partner or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part A.
- C. Did you, your spouse, registered domestic partner or dependents own a business at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part A.
- D. Did you, your spouse, registered domestic partner or dependents prepare, promote or oppose state legislation, rules, rates or standards for compensation or deferred compensation (other than pay for a currently-held public office) at any time during the reporting period? \_\_\_\_ If yes, complete Supplement, Part B.
- E. **Only for Persons Filing Annual Report.** Regarding the receipt of items not provided or paid for by your governmental agency during the previous calendar year: 1) Did you, your spouse, registered domestic partner or dependents (or any combination thereof) accept a gift of food or beverages costing over \$50 per occasion? \_\_\_\_ or 2) Did any source other than your governmental agency provide or pay in whole or in part for you, your spouse, registered domestic partner and/or dependents to travel or to attend a seminar or other training? \_\_\_\_ If yes to either or both questions, complete Supplement, Part C.

**ALL FILERS EXCEPT CANDIDATES.** Check the appropriate box.

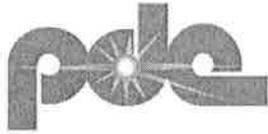
- I hold a state elected office, am an executive state officer or professional staff. I have read and am familiar with RCW 42.52.180 regarding the use of public resources in campaigns.
- I hold a local elected office. I have read and am familiar with RCW 42.17A.555 regarding the use of public facilities in campaigns.

\*CANDIDATES: Do not use public agency addresses or telephone numbers for contact information.

**CERTIFICATION:** I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Contact Telephone: ( ) \*  
 Email: \_\_\_\_\_ (work) \*  
 Email: \_\_\_\_\_ (Home) Optional

**REPORT NOT ACCEPTABLE WITHOUT FILER'S SIGNATURE**



PUBLIC DISCLOSURE COMMISSION

711 CAPITOL WAY RM 206
PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111
TOLL FREE 1-877-601-2828

Starting Off on the Right Foot
(Answers to Questions Frequently Asked by First-Time State, Local, and Judicial Candidates)

March 2016

What Starts the Whole Process?

Becoming a candidate. According to the disclosure law, you become a candidate when you do one of these things: raise or spend money for your campaign; reserve space or purchase advertising to promote your candidacy; authorize someone else to do any of these activities for you; state publicly that you are seeking office; or file a declaration of candidacy.

Once I Become a Candidate, Then What?

Within two weeks of the date you become a candidate, you must file a Personal Financial Affairs Statement\* (Form F-1) and a Candidate Registration form (Form C-1) with the PDC, if required.

\*An incumbent officeholder who has filed an F-1 earlier in the year does not need to file a second F-1 in the same year after becoming a candidate.

Do I Have to File Disclosure Reports?

One of two things determines what a candidate discloses. For most candidates, it's the number of registered voters in the jurisdiction where the candidate runs for office. How much money a candidate raises or expects to raise determines what reports are filed by someone running for office in a very small jurisdiction (less than 5,000 registered voters).

File a Personal Financial Affairs Statement and campaign disclosure reports if you are:

- a state office candidate
a county office candidate (or political subdivision that encompasses an entire county)
a local or judicial office candidate in a jurisdiction with 5,000 or more registered voters
a candidate who raises or expects to raise \$5,000 or more in the aggregate regardless of the number of registered voters (this includes the candidate's own money)

File just a Personal Financial Affairs Statement if you are:

- a candidate for local or judicial office in a jurisdiction with 1,000 or more but less than 5,000 registered voters and you do not raise or expect to raise \$5,000 or more

A candidate seeking election to an office in a jurisdiction with less than 1,000 registered voters who does not raise or expect to raise \$5,000 or more does not file any reports with the Public Disclosure Commission.

Do I Have to File Electronically?

All required PDC reports can be filed electronically. A candidate that expects to spend or actually spends \$5,000 or more must E-file contribution and expenditure reports. Free E-filing software, ORCA, is available from the PDC. The PDC staff offers free ORCA training - the schedule is available at www.pdc.wa.gov/filers. Some of the training segments have

been videotaped and posted on the PDC's Facebook page. NOTE: Candidates must register E-filing accounts and submit passwords to the PDC before sending reports.

To work properly, campaign data from the start of the campaign must be entered into the ORCA software.

For assistance with electronic filing of campaign finance reports, go to the PDC web page at www.pdc.wa.gov/filers or call toll free 1-877-601-2828.

Where Do I Get Instructions?

Brochures, manuals, and training videos are available online at www.pdc.wa.gov under Filer Resources. Blank forms are also found under Filer Resources, but most candidates will electronically file their campaign reports. Contact the PDC at 360-753-1111 or toll-free at 1-877-601-2828 if you do not have Internet access. The PDC offers free compliance training; the schedule is at www.pdc.wa.gov/filers. Training videos are also posted on the PDC's Facebook page.

I Suspect There's More to Reporting... Right?

Probably. It depends on how much you're going to raise and spend on your campaign.

If you choose Mini Reporting (limiting what you raise or spend to \$5,000 and no one other than the candidate contributes more than \$500), the C-1 and the F-1 are the only PDC reports you have to file. Be sure to access and carefully review the Mini Reporting manual found at http://www.pdc.wa.gov/filers.

If you're going to raise and spend over \$5,000 to get elected (or less than that, but you want to accept more than \$500 from a contributor), you must select the Full Reporting option. You'll be required to file frequent and detailed contribution and expenditure reports (Forms C-3 and C-4, respectively).

The PDC realizes that candidates are not always able to forecast campaign costs accurately, and may need to switch reporting options. Changing from mini to full reporting must be done by the deadline before the election and approved by the PDC staff. A candidate who needs to change from mini to full reporting must notify all opponents in writing, amend the registration, file contribution & expenditure reports from the start of the campaign, and send a letter to the PDC confirming that these steps have been completed before exceeding the mini reporting limits. The change in reporting options will be approved only if all of these steps are completed at least 30 business days before the election. The general election deadline is August 31.

The approval to change reporting options from mini to full reporting by the deadline of the election is not automatic and will only be granted under circumstances outlined in WAC 390-16-125.

## • **May I Serve as My Own Treasurer?**

Yes. However, candidates who select Full Reporting are strongly encouraged to enlist the aid of a treasurer who has the time and energy necessary to keep detailed, accurate records and file frequent reports. Your treasurer does not need to be a professional accountant.

## • **When Do I Have to File Reports?**

**C-3 Contribution Reports:** Before June 1 of the election year, candidates fill out a C-3 report for each bank deposit and file these reports with their C-4 reports. Beginning June 1, each deposit must be reported no later than the following Monday. Since contributions must be deposited within 5 business days of receipt, active campaigns will make at least one weekly deposit.

**C-4 Summary Reports:** This report, along with its attached schedules, summarizes the campaign's financial activity and shows itemized expenditures for a specific period. C-4s are due:

**Monthly** from the beginning of the campaign **through May of the election year.** If a campaign has over \$200 in contributions or expenditures during a month, a C-4 report is filed by the 10<sup>th</sup> of the following month. **Starting in June of the election year** and continuing through the primary and general elections, C-4 reports are due 21 and 7 days *before* each election and on the 10<sup>th</sup> of the month *after* the month the election was held with the candidate's name on the ballot, even if there was little or no activity to report.

Specific filing dates are listed in the 2016 Key Reporting Dates for Candidates found under Filer Resources at [www.pdc.wa.gov](http://www.pdc.wa.gov). All PDC reports are considered filed as of the postmark date or, if filed electronically, on the file transfer date.

## • **Where Do I File PDC Reports?**

Most candidates will file reports only with the PDC. Copies of PDC reports are no longer filed with the county elections officer. City office candidates should check with the appropriate city clerk to determine if there is a local filing requirement.

## • **Must I Have a Separate Campaign Account?**

Candidates must open a separate campaign account in a bank, credit union or savings and loan institution if they accept monetary contributions. A candidate who personally funds his/her entire campaign and accepts no contributions does not have to open a bank account. These candidates are required to make all campaign records, which may include the personal checkbook register and bank statements, available for public inspection during the eight days before the election.

## • **From Whom May I Accept Contributions?**

Generally, contributions from individuals, corporations, unions and other organizations are permitted. Candidates subject to contribution limits have special contributor restrictions explained in the PDC's manuals. By federal law, no foreign corporations or citizens (unless they have green cards), national banks and corporations organized by authority of Congress and federal government contractors may contribute to or spend funds on behalf of U.S. candidates.

## • **Is There a Contribution Limit?**

State law sets contribution limits on donations to candidates for:

- state executive office
- legislative office
- judicial office
- county office
- mayor\*
- city council\*
- school board
- Port of Seattle commissioner
- Port of Tacoma commissioner
- Hospital commissioner in large districts

There are also limits on contributions given to bona fide political party and caucus political committees. See instruction manuals for details.

During the 21 days before the general election, no contributor, except the state committee of a bona fide political party, may give more than a total of \$50,000 to a statewide office candidate or \$5,000 to any other candidate or political committee (except for ballot measure committees). This restriction also applies to a candidate's personal funds.

Candidates must not accept contributions that exceed their respective limits.

\*Some cities have adopted more restrictive contribution limits. A candidate for mayor or city council should ask the city clerk whether there are local contribution limits.

## • **Is There an Expenditure Limit?**

Candidates who choose Mini Reporting self-impose an expenditure limit of \$5,000. There are no expenditure limits for candidates who choose Full Reporting.

## • **Must I Identify All Contributors?**

Anyone who donates monetary and in-kind contributions totaling more than \$25 over the course of your campaign must be identified by name and full address. Plus, if an individual gives you more than \$100 in the aggregate, you must show this person's occupation and the name, city and state of his or her employer.

## • **May I Be Reimbursed for the Personal Funds I Spend on My Campaign?**

Reimbursements for the candidate's out-of-pocket campaign expenses must be made within three weeks or the reimbursement counts against the candidate's loan repayment limit. A candidate can be repaid up to \$5,500 for primary election loans and \$5,500 for general election loans. A candidate's contributions to his or her own campaign should be reported as loans in order to be eligible for repayment.

## • **Are There Laws Governing Political Ads?**

Yes. Details are in the PDC's Political Advertising brochure or the Political Advertising section in the instruction manual.

For more information, contact PDC at

(360) 753-1111, toll-free 1-877-601-2828, [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) (e-mail), or visit PDC's Website (<http://www.pdc.wa.gov>).

Candidate information and training videos are available on the PDC's [Facebook](#) page.

## Contribution Limits

A candidate for:

- State executive officer
- County office
- Legislative office
- Mayor<sup>†</sup> or city council<sup>†</sup>
- Any judicial office
- School Director
- Port of Tacoma or Seattle commissioner<sup>\*\*</sup>
- Hospital Commissioner<sup>\*\*</sup>

must limit contributions received to the amounts shown in the tables below:

| Source of Contribution    | to State Executive or Port District <sup>**</sup> Candidate | to Legislative, County, City <sup>**</sup> Office, or School Director Hospital Comm <sup>††</sup> Candidate |
|---------------------------|---|---|
| Individual                | \$2,000 <sup>1</sup>  | \$1,000 <sup>1</sup>  |
| Union/ Business           | 2,000 <sup>1</sup>  | \$1,000 <sup>1</sup>  |
| Political Committee       | 2,000 <sup>1</sup>  | \$1,000 <sup>1</sup>  |
| State Party Central Comm  | \$1 per voter <sup>2</sup>                                  | \$1/voter <sup>2</sup>  |
| County Party Central Comm | \$1 per voter <sup>2</sup>                                  | \$1/voter <sup>2</sup>  |
| Legislative Dist Comm     | 50/voter <sup>3</sup>                                       | 50/voter <sup>3</sup>   |
| Caucus Political Comm     | \$1/voter <sup>2</sup>                                      | \$1/voter <sup>2</sup>  |

| Source of Contributor | To any judicial candidate |
|-----------------------|---------------------------|
| Any contributor       | \$2,000 per election      |

<sup>†</sup>Mayor and city council candidates should check with the appropriate city clerk to learn whether the city has enacted lower contribution limits.

### Limits apply to candidates for:

- <sup>\*\*</sup>port commissioner in jurisdictions with more than 200,000 registered voters as of the last general election.
- <sup>\*\*</sup>hospital commissioner in district with a population over 150,000.

<sup>1</sup> Separate limit for primary election and general election.

<sup>2</sup> Limit for election cycle (i.e., from start of candidate's campaign through election year).

<sup>3</sup> All county central committees and legislative district committees share a combined limit per candidate of \$.50 per registered voter during the election cycle.

<sup>4</sup> A legislative district committee and the county central committees in that district may only give to candidates in their jurisdictions and they share one limit of \$.50 per registered voter for the election cycle.

Candidates for local offices other than those listed are not limited by state law regarding amounts that may be accepted.

The following two restrictions apply to all candidates, even those not subject to contribution limits.

No candidate may accept:

- anonymous contributions in excess of \$300 per year or 1% of the contributions received, whichever is greater.
- more than \$5,000 from one source (except the state party committee) during the last 21 days before a general election. (\$50,000 maximum for a Supreme Court or state executive office candidate.)

### Electronic Filing

Candidates that expect to spend \$5,000 in the current campaign or who spent \$5,000 or more in the previous campaign for the same office are required to file campaign finance reports electronically. PDC staff provides free electronic filing software and training to all candidates and political committees.

## Forms & Instructions

Available from county election offices, the PDC office, or the PDC's website, [www.pdc.wa.gov](http://www.pdc.wa.gov). All reports can be electronically filed – the candidate who opts for full reporting will likely be required to E-file C-3 and C-4 reports.

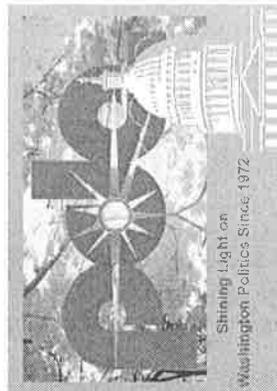
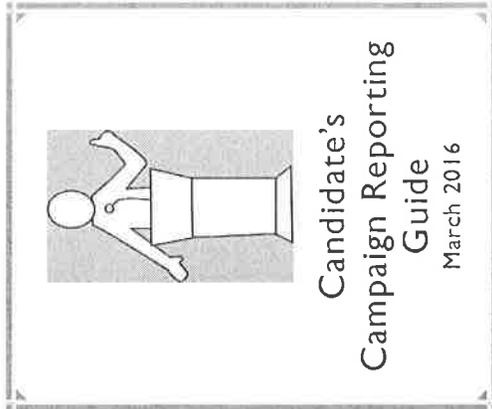
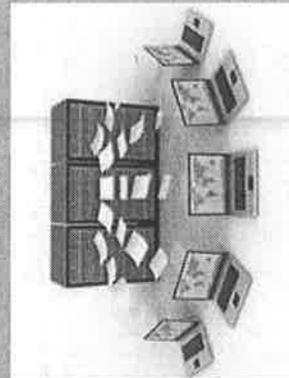
### Mini Campaign Reporting Instructions & Reporting Forms:

- C-1 Registration Form
- F-1 Financial Affairs Statement

### Full Reporting Campaign Instructions & Reporting Forms:

- State Executive & Leg Candidates
- Local and Judicial Office Candidates
- Political Committees
- C-1 Registration Form
- F-1 Financial Affairs Statement
- C-3 Cash Receipts
- C-4 Receipts & Expenditure Summary
- Sched A Cash Receipts / Expend.
- Sched B In-kind Contributions, Orders Placed, Debts
- Sched C Corrections
- Sched L Loans
- Attachment Au Auction Report
- LMC Last Minute Contribution Report

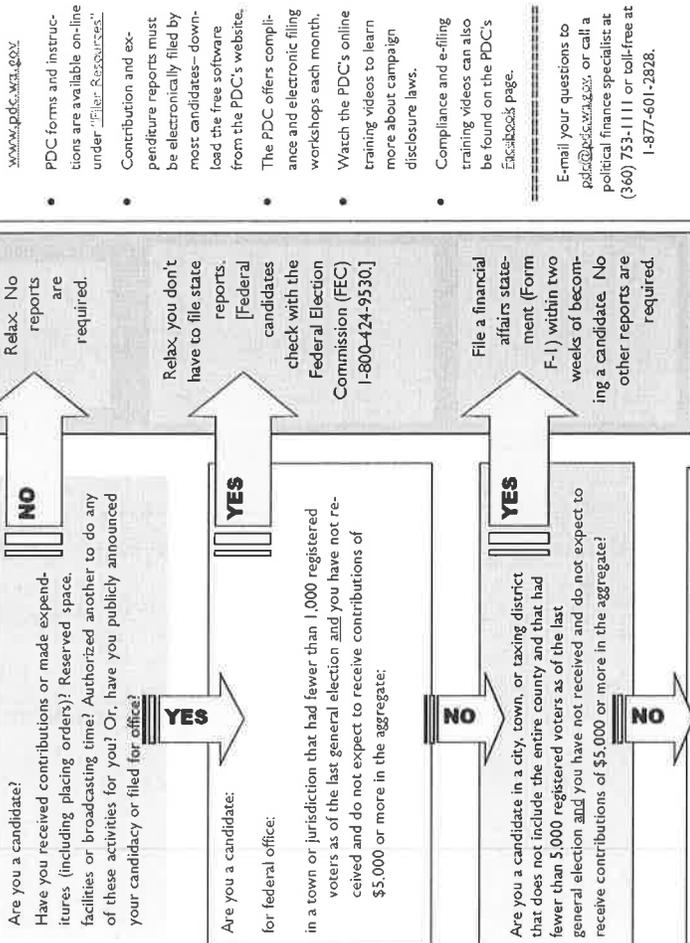
Electronic filing information and instructions can be found on the PDC Web site at [www.pdc.wa.gov/filing/inform](http://www.pdc.wa.gov/filing/inform).



Washington State  
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[www.pdc.wa.gov](http://www.pdc.wa.gov)  
e-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov)

## Are Disclosure Reports Required?



## Political Advertising

Generally, political ads of all types must identify the sponsor of the ad. In partisan campaigns, all ads must contain the candidate's political party preference.

Details about these and other requirements can be found in the Political Advertising brochure.

## Keeping Books

The key to complying with campaign disclosure requirements is to keep detailed records of each contribution and expenditure and file reports on time.

Keep all campaign records for five years after the election.

Campaign books include bank statements, deposit slips, cancelled checks, checkbook register as well as receipts, invoices, copies of contribution checks, notes or documents regarding orders placed or loans, etc., or any ledgers, journals or lists identifying contributors (and the date and amount each has given)

Campaign books must be available for public inspection during the last eight days before an election.

## 2016 Full Reporting Schedule

C-4 File the C-4 with initial C-1 if contributions were received or expenditures made.

C-4 Through May, C-4s are due by the 10th of each month if no other C-4 is required during that month and if contributions or expenditures are over \$200 since the last C-4.

C-3 Fill out a C-3 for each deposit showing sources of contributions. All contributions must be deposited within 5 business days of receipt. Prior to June 1st, C-3 may be sent with C-4; after June 1st, mail C-3 weekly on Monday.

C-4 July 12 21 days before primary

C-4 July 26 7 days before primary

C-4 Sept 12 Post-primary report

C-4 Oct 18 21 days before general

C-4 Nov 1 7 days before general

C-4 Dec. 12 Post-general report

Dates shown are for **2016 primary and general elections** only. Candidates participating in special elections file C-4 reports 21 and 7 days before and on the 10th of the first month following the election.

[www.pdc.wa.gov](http://www.pdc.wa.gov)

## Reports Required Summary

| Option | F-1 | C-1 | C-3 | C-4 |
|--------|-----|-----|-----|-----|
| MINI   | Yes | Yes | No  | No  |
| FULL   | Yes | Yes | Yes | Yes |

See Full Reporting Schedule

F-1 is due within two weeks of becoming a candidate.

C-1 is due within two weeks of becoming a candidate.

All PDC reports can be filed electronically.

C-3 and C-4 reports must be filed electronically.

Find e-filing applications and software at [www.pdc.wa.gov](http://www.pdc.wa.gov).

USE FULL REPORTING: File Forms F-1 and C-1 within two weeks of becoming a candidate. File C-3 and C-4 reports according to the Full Reporting Schedule included in this pamphlet. C-3 and C-4 reports must be e-filed.

USE MINI REPORTING: File Forms F-1 and C-1 within two weeks of becoming a candidate. No other reports are required.

## Electronic Filing of Personal Financial Affairs Statement

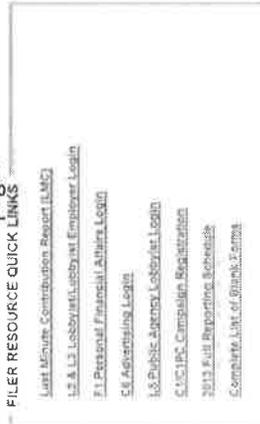
Public officials and candidates may file their annual Personal Financial Affairs Statement electronically over the Internet.

The F-1 electronic filing process provides an easy way for elected officials, state appointed officials, and candidates to comply with state reporting requirements.

Officials may use agency computers and staff to file annual F-1 reports (since filing is a requirement of holding public office).

### How to File Electronically

To electronically file, go to the PDC web page at [www.pdc.wa.gov](http://www.pdc.wa.gov) and access the links in the Filer Resource Quick Links box on the home page.



Creating an account is a one-time requirement. Returning users will log in the application with the e-mail address that was used when the account was created and their password.

First time electronic filers **MUST** initially complete a full F-1 report and F-1 Supplement, if necessary. In subsequent years, the electronic report will automatically fill in the information previously submitted and changes to the report can be made on-line for purposes of submitting that year's report.

## Filer Help:

Jennifer Hansen:

Phone: (360) 586-4560

Toll free: 1-877-601-2828

FAX: (360) 753-1112

E-mail: [jennifer.hansen@pdc.wa.gov](mailto:jennifer.hansen@pdc.wa.gov)

Chip Beatty:

Phone: (360) 586-0616

Toll free: 1-877-601-2828

FAX: (360) 753-1112

E-Mail: [chip.beatty@pdc.wa.gov](mailto:chip.beatty@pdc.wa.gov)

*"It is the intent of the legislature to ensure that the commission provide the general public timely access to all contribution and expenditure reports submitted by candidates, continuing political committees, bona fide political parties, lobbyists, and lobbyists' employers."*

RCW 42.17A.60

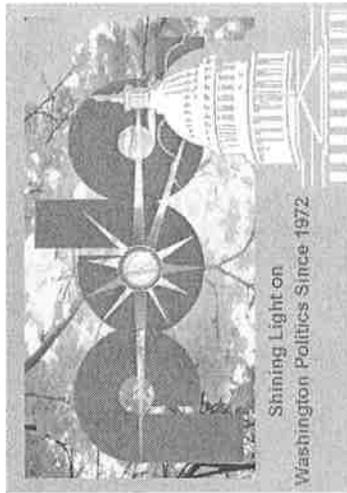
### Minimum system requirements for Macintosh & Windows compatible PC's

|                | Adobe Acrobat  | Internet Explorer | Netscap        |
|----------------|----------------|-------------------|----------------|
| Windows PC     | 5.0x or higher | 5.0x or higher    | 4.7x or higher |
| Macintosh      | 5.0x or higher | 5.5x or higher    | 4.7x or higher |
| Macintosh OS X | 7.0 or higher  |                   |                |

[www.pdc.wa.gov](http://www.pdc.wa.gov)



## Electronic Filing of Candidates & Political Committees January 2014



Washington State  
Public Disclosure Commission  
711 Capitol Way Rm 206  
P O Box 40908  
Olympia WA 98504-0908

(360) 753-1111  
Toll-free 1-877-601-2828

[www.pdc.wa.gov](http://www.pdc.wa.gov)  
e-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov)

## The Law

All candidates and political committees, including ballot measure committees, who expended \$5,000 or more last year, or expect to spend \$5,000 in the current year, are required to submit campaign finance reports electronically.

The Commission may make exceptions on a case-by-case basis for candidates whose authorized committees lack the technological ability to file reports electronically.

### Online Reporting of Campaign Activity (ORCA) Software

The Commission has developed free campaign finance reporting software for use in filing Washington State disclosure reports electronically. The ORCA program is NOT campaign management software; it is designed specifically to meet the reporting requirements under RCW 42.17A.

The ORCA software will compile the following reports:

#### PUBLIC DISCLOSURE REPORTS

|               |  |
|---------------|--|
| C-1           | Registration Statement for Candidates                      |
| C-1pc         | Registration Statement for Political Committees            |
| C-3           | Monetary Contributions (Deposits)                          |
| Schedule L    | Loans  |
| Attachment Au | Auction Report   |
| C-4           | Summary of Total Contributions and Expenditures            |
| Schedule A    | Cash Receipts and Expenditures                             |
| Schedule B    | In-Kind Contributions, Pledges, Orders, Debts, Obligations |
| Schedule C    | Corrections  |
| Schedule L    | Loans  |

Each report is automatically produced by the ORCA software and can be electronically filed over the Internet and/or printed. The C-1 and C-1pc may be filed electronically. If your campaign or political committee is currently using campaign finance software other than ORCA software, the Commission's Information Technology staff can send you a vendor kit that, with some advanced programming, may enable your campaign to file electronically using your current software.

### ORCA Hardware and Operating System Requirements

The system requirements for the ORCA software are outlined below. This software is for candidates and political committees filing Campaign Reports ("C" Series).

The minimum requirements to run ORCA are: Windows 2000; Pentium I Ghz, 256MB of RAM; 500MB free hard drive space; Java Runtime Environment 1.5 update 10, and an Internet connection.

**NOTE:** In order for the software to produce accurate reports, all of the campaign's receipts and expenditures must be entered. This means that if you initially file paper reports and then switch to electronic filing mid-campaign, you will enter the transactions that have already been reported.

### Downloading and Installing ORCA

Install the software from

[www.pdc.wa.gov/filers/orca](http://www.pdc.wa.gov/filers/orca).

Simply click "download ORCA" and follow the prompts. You should have an icon titled **ORCA** on your Desktop after downloading. If an icon is not on your desktop, you can find the ORCA program by clicking "Start" and "All Programs."

ORCA was developed by PDC staff and released in January 2006. The software is continually being enhanced and updated to keep up with changing campaign finance disclosure laws. After the initial download, users should regularly click

"ORCA Web Update" to ensure that they are using the latest version of the software.

You can enter campaign transactions after installing the ORCA software. You will not be able to transmit reports without a filer ID issued by Public Disclosure Commission

staff. Obtain a filer ID by submitting the appropriate signatures and passwords to the Public Disclosure Commission. The process is explained in more detail in the next section. After you submit passwords and necessary signature(s), you will be given a Filer ID that enables you to transmit reports.

### Electronic Filing Registration

It is necessary to register and acquire a PDC-issued filer identification before filing electronically. Follow these simple steps:

**GO TO:** [www.pdc.wa.gov/filers/orca](http://www.pdc.wa.gov/filers/orca)

**CLICK ON:** Registration & Filing

Instructions

**CLICK ON:** Candidate or Political Committee Follow the Instructions

At this point you will need to complete and mail the signature authorization letter and the electronic filing passport form found as part of the instructions. Faxes are not accepted because we need to have an original signature on file.

Public Disclosure Commission  
711 Capitol Way Room 206  
PO Box 40908  
Olympia, WA 98504-0908

We will e-mail your campaign or committee a filer ID after we receive your signature authorization. Once you receive the filer ID, you can file campaign finance reports electronically.

**NOTE:** You must have a current C-1 Candidate Registration Statement or a C-1pc Committee Registration Statement on file with the Commission prior to receiving a Filer ID.

### Other ways to register an E-filing account:

File the C-1 using the ORCA software. Once the campaign has been set up in the software, click **Reports >> Preview/Print C1**. Complete all fields and then click the **Submit C1 Report** button. After the report validates, you will be prompted to print a signature card – do this before moving on! Follow the prompts to continue filing and be sure to mail in the signature authorization. – OR –

The candidate can print, complete, and mail a C-1 to the PDC along with a signature authorization letter and passwords. PDC staff will E-mail a Filer ID to the candidate after receiving the C-1 and signature authorization.

## Political Advertising is ...

advertising displays, newspaper ads, billboards, signs, brochures, articles, tabloids, flyers, letters, radio or TV presentations, or other means of mass communication, used for the purpose of appealing, directly or indirectly, for votes or for financial or other support or opposition in an election campaign.

“Mass communication” is a message intended to reach a large audience through any of the methods described above as well as periodicals, sample ballots, web sites, e-mails, text messages, social media, and other online or electronic formats enabling the exchange of communication.



Sending 100 or more identical or substantially similar letters, e-mails or text messages to specific recipients within a 30-day period is an example of mass communication.

## FALSE POLITICAL ADVERTISING:

It is illegal to sponsor a political ad, with actual malice, that contains a statement constituting libel or defamation per se\* if the statement:

- directly or indirectly implies a candidate has the support or endorsement of any person or organization when the candidate does not (unless the statement is made by the person or organization),

- is a false statement of material fact about a candidate,\*\* or
- falsely represents that a candidate is an incumbent.\*\*

\*See RCW 42.17A.335(2) for a definition of libel and defamation per se.

\*\*Unless a candidate is making a statement about him or herself or the statement is made by the candidate's agent about the candidate.

It is also illegal to:

- use an assumed name for sponsor identification in a political ad;
- distribute campaign material deceptively similar in design or appearance to the voter and candidate pamphlets published by the Secretary of State, or
- use the state seal or its likeness to assist or defeat a candidate.



# POLITICAL ADVERTISING GUIDE

April 2015



711 Capitol Way Rm 206  
P O Box 40908  
Olympia WA 98504-0908

(360) 753-1111  
Toll-free 1-877-601-2828  
[www.pdc.wa.gov](http://www.pdc.wa.gov)  
e-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov)

Other political advertising brochures available from the Public Disclosure Commission:

Independent Expenditure Ads & Electioneering Communications

Electioneering Communications Guide

## GENERAL REQUIREMENTS

**Party preference** must be included in any form of advertising about a candidate seeking election to a partisan office, regardless of who sponsors the ad. Acceptable abbreviations that may be used for party preference are:

Communist—Com  
Constitution—CP  
Democrat—D, Dem, Demo  
Independent or unaffiliated—Ind, Indep  
Libertarian—L, LP, LBT, LBTN  
Progressive—P, PP, Prog  
Republican—R, GOP, Rep (use Rep only if it does not falsely imply the candidate is an incumbent State Representative)  
Socialist—Soc  
Socialist Workers—Soc Workers, SWP  
Official symbols or logos adopted by the state committee of the party may be used in lieu of other identification.

**Sponsor Identification** is required for political advertising, except for certain types of ads that are listed in the far-right column. (There are no exemptions for party preference.) The "sponsor" is the candidate, committee, or other person who pays for the ad. When the person buying the ad is an agent for another person or is otherwise reimbursed, the sponsor is the ultimate spender. When no payment is demanded or the cost is not readily ascertainable, the sponsor is the person who arranges for the ad to be displayed or broadcast.

The PDC's Independent Expenditure, Ads & Electioneering Communications brochure explains the unique Sponsor ID requirements for those types of ads.

When **candidate photos** are used in an ad, at least one of them must have been taken within the last five years and it can be no smaller than the largest candidate photo in the ad.

**Do not falsely imply incumbency** in a political advertisement about a candidate who does not hold the office. Recommended format: **Elect** Tracy Jones Auditor or Tracy Jones **for** Auditor.

## MORE ABOUT SPONSOR ID

Use the words "paid for by" or "sponsored by" followed by the sponsor's name & address. Include all sponsors' names & addresses, if there are multiple sponsors. A political committee must include its Top 5 contributors' names when sponsoring an ad about a ballot measure with a cost of at least \$1,000 in the aggregate. (Top 5 = the five largest contributors who gave more than \$700 during the 12 months before the ad appears.)

**PRINT ADS & WEBSITES**—display sponsor ID and any party preference in an area set apart from the ad text on the first page of the ad. Use at least 10-point type; do not screen or half-tone the text. Exceptions—

**BILLBOARDS/POSTERS**: Use type that is at least 10% of the largest size type used in the ad.

**SMALL ONLINE ADS WITH LIMITED CHARACTER**

**ACTERS** may display sponsor ID & party preference in an automatic display such as a mouse tip/rollover or nonblockable pop-up that remains visible for at least 4 seconds OR on a webpage that is conspicuously linked to the small ad and reached with one mouse click.

**BROADCAST ADS, VIDEOS, and ONLINE AUDIO**

**ADS**—Clearly speak the sponsor's name and any party preference. (Sponsor's address not required) When necessary in TV or video ads, a political committee has the option of displaying its Top 5 contributor names on the screen for at least 4 seconds in letters greater than 4% of the visual screen height at a reasonable color contrast with the background. An abbreviation may be used when naming a Top 5 contributor, if the full name of the contributor has already been clearly spoken in the ad.

## DESCRIBING CANDIDATES IN ADS

**Incumbent** is the person who is in the office now, regardless of whether s/he was appointed or elected.

**Re-Elect** means that the candidate holds the office now and is seeking another term in the same office OR that the candidate was elected to the office in the past, but is not the incumbent, in which case the ad must clearly state that the candidate is not the incumbent.

**Retain** can be used for any incumbent.

**Return** represents that the candidate holds, or has previously held the office being sought.

## EXEMPT FROM SPONSOR ID

badges & badge holders  
balloons  
brushes  
bumper stickers  
(≤ 4" x 15")  
business cards  
buttons  
cigarette lighters  
clothing  
coasters  
combs  
cups  
emery boards  
envelopes  
erasers  
Frisbees  
glasses  
golf balls & tees  
hand-held signs  
hats  
ice scrapers  
key rings  
knives  
labels  
letter openers  
matchbooks  
nail clippers & files  
print newspaper ads  
(≤ one column inch)  
noisemakers  
official voter pamphlet  
paper & plastic cups  
and plates  
paperweights  
pencils  
pendants  
pens  
pinwheels  
pocket protectors  
reader boards with  
moveable letters  
ribbons  
rulers (≤ 12")  
shoe horns  
skywriting  
stickers (≤ 2-3/4" x 1")  
sunglasses  
sun visors  
swizzle sticks  
tickets to fund raisers  
whistles  
yard signs (≤ 8' x 4')  
yo-yos  
all similar items



The sponsor's name & address may be left off of a political ad that meets all of the following criteria:

- the sponsor is an individual acting on his or her own behalf, independent of any candidate, political committee or organization, who personally produces and distributes the ad (or pays for it to be produced and/or distributed);
- the sponsor receives no contributions or other support to produce and distribute the ad;
- no more than \$50 in the aggregate is spent for online advertising or \$100 in the aggregate for any other type of advertising; and
- the advertising is EITHER distributed through the individual's social media site, personal website, or similar online forum where information is produced and disseminated only by the individual OR a letter, flier, handbill, text or e-mail from the individual that does not appear in a newspaper or comparable mass publication.



**Washington State  
Department of Transportation**

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Dear Candidate:

The Washington State Department of Transportation (WSDOT) wishes to take this opportunity to advise political candidates about the placement of campaign signs and placards along state highways.

Revised Code of Washington (RCW) 47.42, the Highway Advertising Control Act, regulates signing on Interstate highways, Primary highways, and highways that are part of the Scenic and Recreational System. Signs erected on private property adjacent to these highways must comply with the Highway Advertising Control Act, rules contained in Washington Administrative Code (WAC) 468-66, and applicable local agency sign codes.

In accordance with WAC 468-66-050, *Sign Classifications and Specific Provisions*, temporary political campaign signs are identified and regulated as a type of on premise sign intended to express a property owner's endorsement of a political candidate or initiative. Prior to placing signs, WSDOT recommends checking with the property owner for permission to place the sign and to determine property line location. Campaign signs are allowed under the following regulations:

- 1) Temporary political campaign signs are limited to a maximum size of thirty-two square feet.
- 2) Temporary political campaign signs must be removed within ten days following the election
- 3) Sign installers must have permission of the underlying property owner prior to placing signs
- 4) Temporary political campaign signs are subject to all other applicable provisions of RCW 47.42 and WAC 468-66 that pertain to Type 3 on premise signs

In addition to the above restrictions, **the erection of temporary political campaign signs within the right-of-way of all state highways is prohibited. Accordingly, signs placed within the right-of-way of any state highway are subject to removal by the Washington State Department of Transportation.**

Also, RCW 47.36.180(1) states in part that it is unlawful to erect any structure, sign, or device visible from a city street, county road, or state highway that simulates any directional, warning, or danger sign likely to be mistaken for such a sign. Therefore, a campaign sign cannot be designed in a manner that resembles an official traffic control sign.

If you should have any questions about the placement of campaign signs along state highways, please contact Vicky Thorniley at (360) 705-7282 or [thorniv@wsdot.wa.gov](mailto:thorniv@wsdot.wa.gov).

We sincerely hope that candidates for public office will observe the laws and regulations enacted to limit driver distraction and protect and preserve the roadside beauty of our state. Thank you in advance for your courtesy in this matter.

*Washington State Department of Transportation*