PUBLIC DISCLOSURE COMMISSION INFORMATION

Published on *www.pdc.wa.gov* (https://www.pdc.wa.gov)

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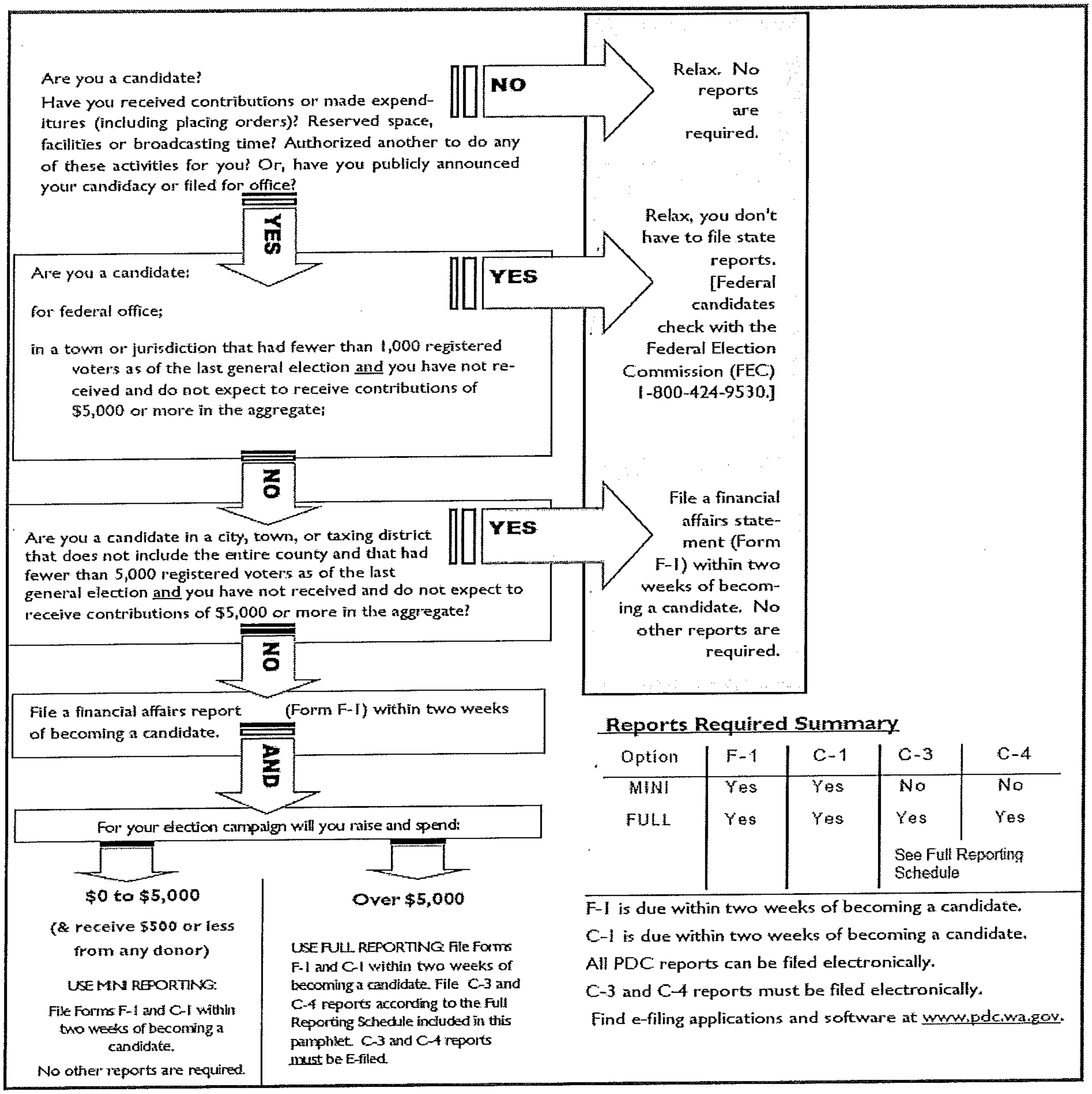
Candidate's Guide to Reporting



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.

Are Disclosure Reports Required?

Step 1: Determine if the candidate must register the campaign or disclose personal financial information.

Multiple factors determine whether a candidate running for state, local, or judicial office must register a campaign and disclosure to the public campaign contributions and expenditures. Candidates seeking election to a federal office are regulated by the Federal Elections Commission.

The first step is understanding that an individual becomes a candidate upon doing any one of these activities:

- Accepting a campaign contribution,
- Spending money on the campaign,
- Reserving space, facilities, or placing orders and committing to pay for services or supplies for the campaign,
- Authorizing someone else to do any of the above,
- Publicly announcing candidacy, or
- Filing a declaration of candidacy.

Most candidates must disclose personal financial information about themselves, their spouse or registered domestic partner, and dependents. Some candidates must register the campaign with the Public Disclosure Commission. Filing requirements are determined by the office sought and how much money the candidate expects to raise and spend:

- A candidate for state office must file the registration (PDC Form C-1) and personal financial affairs statement (PDC Form F-1).
- A candidate for local office that covers an entire county must file the registration (PDC Form C-1) and personal financial affairs statement (PDC Form F-1).
- A candidate for or a local office that does not include the entire county files the C-1, if there are at least 5,000 registered voters in the jurisdiction or the candidate expects to raise $5,000 for the campaign.
- A candidate for a local office that does not include the entire county files the F-1, if there are at least 1,000 registered voters in the jurisdiction.

The C-1 and F-1 are due within two weeks of becoming a candidate. *Find forms.*

Step 2: Determine if the candidate must report the campaign's contributions and expenditures.

Only those candidates who must register their campaigns will have to determine whether they will go on to disclose contributions and expenditures. The Public Disclosure Commission has created the **mini reporting option** for candidates who raise and spend $0 - $5,000.

Mini reporting allows a candidate to raise and spend up to $5,000 without filing contribution or expenditure reports, so long as no more than $500 is received from a single contributor. There are two exceptions to the $500 aggregate contribution limit: (1) a bona fide party committee may pay the candidate's filing fee and (2) the candidate's personal contribution is not limited to $500. There are no exceptions to the $5,000 mini reporting threshold. This option should be selected only after a candidate has carefully considering how much money the campaign will need to raise and spend and are certain the limitations will not be exceeded.

A candidate who is unsure how much money will be raised or does not wish to limit how much money the campaign may raise and spend overall should select the **full reporting option.** Selecting full reporting means that the candidate must file regular reports disclosing contributions and expenditures.

Bank Account

A candidate must open a bank account upon receiving a monetary contribution. Monetary contributions must be deposited within five business days of receipt. The name on the account should be the campaign committee nname on the C-1. Most banks will require the candidate to have an Employer Identification Number, which is obtained from the Internal Revenue Service. (The PDC's Candidate manual explains IRS contact options.)

Electronic Filing

A candidate that spends - or expects to spend - at least $5,000 in the current campaign or who spent at least $5,000 in the last campaign for the same office must file campaign finance reports electronically. The PDC's free ORCA software can be installed and used by candidates to fulfill the electronic filing requirement. The PDC also has online applications for filing the C-1 and F-1.

Reports & Due Dates

The Index of Forms explains the purpose of each report and when it is due. The PDC calendar shows actual report due dates. Reporting dates are also programmed into the ORCA software. Generally,

- Deposits or expenditures made before the campaign registers are disclosed when the C-1 is filed.
- Through May of the election year, deposits and expenditures are reported on the 10th of each month. A candidate that deposits or spends less than $200 in a month, can choose not to file a monthly report until the contributions or expenditures to be reported exceed $200. A candidate who does not appear on the primary election ballot continues to file monthly reports through the end of August.
- Starting in June, each deposit is reported on the following Monday.
- Expenditure reports are filed 21 and 7 days before the election and on the 10th of the month following the election.

Additionally, during the week before the primary election and the three weeks before the general election, a candidate must file a special report within 48 hours of receiving $1,000 or more from a single source in the aggregate during the special reporting period. Any contributions received outside of the special reporting period do not count towards the $1,000 threshold.

Campaign Books

The key to complying with campaign disclosure requirements is to keep detailed records of each contributions and expenditure <u>and</u> file reports on time. **Keep all campaign records for five years after the election.** Campaign books include bank statements, deposit slips, canceled checks, checkbook register as well as receipts, invoices, copies of contribution checks, notes or documents regarding orders placed or loans, etc. A ledger, journal, or similar record may be maintained to identify contributions (contributor information, amount, and date received) and expenditures (vendor, item or service provided, and cost).

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

Campaign Contributions

Voters passed I-276 to establish the Public Disclosure Commission and Washington's disclosure requirements as a means for making government more transparent and creating a mechanism that allowed the public to follow the money" in campaigns. Campaigns should take care to record each contribution that it receives. **The allowed limit for a cash - actual currency - contributions is $100.** A contribution bigger than that must be made by written instrument. **A candidate may keep aggregate anonymous contributions up to $300 or 1% of the total contributions received, whichever is greater.** If a candidate receives excess anonymous contributions, money is be deposited and then turned over to the state by sending to the PDC a campaign check for the excess amount made payable to the State General Fund.

No more than $5,000 may be accepted by a legislative or local office candidate from a single source other than a bona fide state party committee during the last 21 days before a general election. The threshold increases to $50,000 for a Supreme Court or state executive office candidate. Contribution limits enacted by voters in 1992 prevent most candidates from receiving contributions anywhere near these thresholds from a contributor other than a bona fide party committee. The limits for contributors other than party or caucus campaign committees are:

AMOUNT PER ELECTION	OFFICE SOUGHT
$2,000	State Executive

AMOUNT PER ELECTION	OFFICE SOUGHT
	Judicial Office Port Commissioner*
$1,000	State Senator or Representative County Office Mayor, City Council School Director Hospital Commissioner**

Deposit campaign contributions within five business days of receipt.

"Per election" means each time the candidate's name is on the ballot. The *candidate manual* contains very complete information about when contributions may be received, how to handle contributions received for an election where the candidate will not appear on the ballot, what to do with contributions when the candidate decides to run for a different office or otherwise end the campaign before the election, and many other situations.

Bona fide political party and caucus campaign committees' limits are determined by the number of registered voters in the jurisdiction where the candidate seeks office and are found *here*.

Candidates for mayor and city council should check with the city's clerk to learn whether the city has enacted lower limits that the city enforces. There are no contribution limits in effect for candidates running for local offices that are not listed here.

* Only candidates running for commissioner of Ports of Seattle or Tacoma are subject to limits (districts with more than 200,000 registered voters).

** Only candidates running for commissioner in King County Hospital Dists. 1 and 2 and Snohomish County Hospital Dist. 2 (districts with a population exceeding 150,000).

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

This brochure is intended to be an overview of the subjects with which candidates and their campaign treasurers should become familiar. Candidates should refer to the online manuals for more complete instructions. The information contained in online instructions has been distilled from the requirements set out in RCW 42.17A and Title 390 WAC, as well as the Public Disclosure Commission's declaratory orders and interpretations. Care has been taken to make the instructions accurate and concise. Nevertheless, the instructions cannot be substituted for the applicable laws and rules

Source URL: https://www.pdc.wa.gov/learn/publications/candidates-guide-reporting

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

PDC FORM
F-1
(1/15)

PERSONAL FINANCIAL AFFAIRS STATEMENT

POSTMARK | PDC OFFICE USE | RECEIVED

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: ______
- ☐ 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) Spouse (SP/DP) Dependent (D)	Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (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) Original	Current
All Other Property Entirely or Partially Owned Check here ☐ if continued on attached sheet						

CONTINUE ON NEXT PAGE

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.

	Type of Account or Description of Asset	Asset Value (Use Code)	Income Amount (Use Code)
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.			
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.

Creditor's Name and Address	Terms of Payment	Security Given	AMOUNT (USE CODE) Original	Present

Check here ☐ 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
EMAIL: pdc@pdc.wa.gov

PDC FORM
F-1
SUPPLEMENT
(1/15)

SUPPLEMENT PAGE
PERSONAL FINANCIAL AFFAIRS STATEMENT

PROVIDE INFORMATION FOR YOURSELF, SPOUSE, REGISTERED DOMESTIC PARTNER, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD

Last Name	First	Middle Initial	DATE

A OFFICE HELD, BUSINESS INTERESTS:

Provide the following information if, during the reporting period, you, your spouse, registered domestic partner or dependents
(1) were an officer, director, general partner, trustee, or 10 percent or more owner of a corporation, non-profit organization, union, partnership, joint venture or other entity; and/or
(2) were a partner or member of a limited partnership, limited liability partnership, limited liability company or similar entity, including but not limited to a professional limited liability company.

- Legal Name: Report name used on legal documents establishing the entity.
- Trade or Operating Name: Report name used for business purposes if different from the legal name.
- Position or Percent of Ownership: The office, title and/or percent of ownership held.
- Brief Description of the Business/Organization: Report the purpose, product(s), and/or the service(s) rendered.
- Payments from Governmental Unit: If the governmental unit in which you hold or seek office made payments to the business entity concerning which you're reporting, show the purpose of each payment and the actual amount received.
- Payments from Business Customers and Other Government Agencies: List each corporation, partnership, joint venture, sole proprietorship, union, association, business or other commercial entity and each government agency (other than the one you seek/hold office) which paid compensation of $12,000 or more during the period to the entity. Briefly say what property, goods, services or other consideration was given or performed for the compensation.
- Washington Real Estate: Identify real estate owned by the business entity if the qualifications referenced below are met.

ENTITY NO. 1

Reporting For: Self ☐ Spouse ☐
Registered Domestic Partner ☐ Dependent ☐

LEGAL NAME:

POSITION OR PERCENT OF OWNERSHIP

TRADE OR OPERATING NAME:

ADDRESS:

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:

Purpose of payments	Amount (actual dollars)
	$

PAYMENTS ENTITY RECEIVED FROM OTHER GOVERNMENT AGENCIES OF $12,000 OR MORE:

Agency name:	Purpose of payment (amount not required)

PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS OF $12,000 OR MORE

Customer name:	Purpose of payment (amount not required)

WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over $24,000. List street address, assessor parcel number, or legal description and county for each parcel):

Check here ☐ if continued on attached sheet

CONTINUE PARTS B AND C ON NEXT PAGE

F-1 Supplement

Name

ENTITY NO. 2

Reporting For: Self ☐ Spouse ☐ Registered Domestic Partner ☐ Dependent ☐

LEGAL NAME:

POSITION OR PERCENT OF OWNERSHIP

TRADE OR OPERATING NAME:

ADDRESS:

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:

Purpose of payments	Amount (actual dollars)
	$

PAYMENTS ENTITY RECEIVED FROM OTHER GOVERNMENT AGENCIES OF $12,000 OR MORE:

Agency name:	Purpose of payment (amount not required)

PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS OF $12,000 OR MORE

Customer name:	Purpose of payment (amount not required)

WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over $24,000. List street address, assessor parcel number, or legal description and county for each parcel):

Check here ☐ if continued on attached sheet

B LOBBYING:

List persons for whom you, or any immediate family member, including registered domestic partner, lobbied or prepared state legislation or state rules, rates, or standards for compensation or deferred compensation. Do not list pay from government body in which you are an elected official or professional staff member.

Person to Whom Services Rendered	Description of Legislation, Rules, Etc.	Compensation (Use Code)

Check here ☐ if continued on attached sheet

C FOOD TRAVEL SEMINARS

Complete this section if a source other than your own governmental agency paid for or otherwise provided all or a portion of the following items to you, your spouse, registered domestic partner or dependents, or a combination thereof: 1) Food and beverages costing over $50 per occasion, excluding certain receptions as defined in WAC 390-20-020A; 2) Travel occasions; or 3) Seminars, educational programs or other training.

Date Received	Donor's Name, City and State	Brief Description	Actual Dollar Amount	Value (Use Code)
			$	

Check here ☐ if continued on attached sheet

Information Continued

F-1 Supplement

Name

ENTITY NO.

Reporting For: Self ☐ Spouse ☐

Registered Domestic Partner ☐ Dependent ☐

LEGAL NAME:

POSITION OR PERCENT OF OWNERSHIP

TRADE OR OPERATING NAME:

ADDRESS:

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:

Purpose of payments	Amount (actual dollars)
	$

PAYMENTS ENTITY RECEIVED FROM OTHER GOVERNMENT AGENCIES OF$12,000 OR MORE:

Agency name:	Purpose of payment (amount not required)

PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS OF $12,000 OR MORE

Customer name:	Purpose of payment (amount not required)

WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over $24,000. List street address, assessor parcel number, or legal description and county for each parcel):

B LOBBYING: (Continued)

Person to Whom Services Rendered	Description of Legislation, Rules, Etc.	Compensation (Use Code)

C FOOD TRAVEL SEMINARS (continued)

Date Received	Donor's Name, City and State	Brief Description	Actual Dollar Amount	Value (Use Code)
			$	

PUBLIC DISCLOSURE COMMISSION
711 CAPITOL WAY RM 206
PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111
Toll Free 1-877-601-2828

Candidate Registration

C1 (1/12)

Candidate's Name (Give candidate's full name.)	Telephone Number ( )
Candidate's Committee Name (Do not abbreviate.)	Fax Number ( )
Mailing Address	Candidate's E-Mail Address
City / County / Zip + 4	Campaign E-Mail Address

1. What office are you running for? Legislative District, County or City Position No. Do you now hold this office? Yes ☐ No ☐

2. Political party (if partisan office)

3. Date of general or special election

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.**

☐ Option I **MINI REPORTING:** 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.

☐ Option II **FULL REPORTING:** I will use the Full Reporting system. I will file the frequent, detailed campaign reports required by law.

5. Treasurer's Name and Address. Does treasurer perform only ministerial functions? Yes ___ No ___. See WAC 390-05-243 and next page for details. List deputy treasurers on attached sheet. ☐ Continued on attached sheet.

Daytime Telephone Number ( )

6. Persons who perform only ministerial functions on your behalf and 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. ☐ 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." ☐ Continued on attached sheet.

8. Campaign Bank or Depository | Branch | City

9. Related or Affiliated Political Committees. List name, address and relationship. ☐ Continued on attached sheet.

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.

Street Address, Room Number, City where campaign books will be available for inspection

In order to make an appointment, contact the campaign at (telephone, fax, e-mail): ( )

11. CERTIFICATION:
I certify that this report is true, complete and correct to the best of my knowledge.

Candidate's Signature Date

SEE INSTRUCTIONS ON NEXT PAGE

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

C1 (1/12)	CANDIDATE REGISTRATION

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