



YEAR-END

# REPORT NOTICE

FEDERAL ELECTION COMMISSION

**PRESIDENTIAL COMMITTEES**

December 27, 2008

## CURRENT REPORTS DUE:

### I. QUARTERLY AND MONTHLY FILERS INVOLVED IN THE GENERAL ELECTION

REPORT	REPORTING PERIOD <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
Year-End	11/25/08 - 12/31/08	01/31/09	01/31/09 <sup>3</sup>

### II. QUARTERLY FILERS NOT INVOLVED IN THE GENERAL ELECTION

REPORT	REPORTING PERIOD <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
Year-End	10/01/08 - 12/31/08	01/31/09	01/31/09 <sup>3</sup>

### III. MONTHLY FILERS NOT INVOLVED IN THE GENERAL ELECTION

REPORT	REPORTING PERIOD <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
Year-End	12/01/08 - 12/31/08	01/31/09	01/31/09 <sup>3</sup>

### NOTE FOR COMMITTEES *NOT REQUIRED* TO FILE A POST-GENERAL ELECTION REPORT – CHART II (see above):

For campaign committees filing quarterly whose candidate ran in 2008 but did not participate in the general election, the reporting period for the Year-End Report spans two election cycles. For this report only, committees should instead use the Post-Election Detailed Summary Page (FEC Form 3P, Page 3). Committees should not use the normal Detailed Summary Page.

**Supplemental Filing Information available on pages 3 and 4 of this notice.**

<sup>1</sup>These dates indicate the beginning and the end of the reporting period. A reporting period always begins the day after the closing date of the last report filed. If the committee is new and has not previously filed a report, the first report must cover all activity that occurred before the committee registered up through the close of books for the first report due.

<sup>2</sup>Notice that this filing deadline falls on a weekend. Filing deadlines are not extended when they fall on nonworking days. Accordingly, reports filed by methods other than Registered, Certified or Overnight Mail, or electronically, must be received before the Commission's close of business on the last business day before the deadline.

## REPORTING SCHEDULE FOR 2009

### QUARTERLY FILERS

REPORT	REPORTING PERIOD <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
April Quarterly	01/01/09 - 03/31/09	04/15/09	04/15/09
July Quarterly	04/01/09 - 06/30/09	07/15/09	07/15/09
October Quarterly	07/01/09 - 09/30/09	10/15/09	10/15/09
Year-End	10/01/09 - 12/31/09	01/31/10	01/31/10 <sup>2</sup>

### MONTHLY FILERS

REPORT	REPORTING PERIOD <sup>1</sup>	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
February	01/01/09 - 01/31/09	02/20/09	02/20/09
March	02/01/09 - 02/28/09	03/20/09	03/20/09
April	03/01/09 - 03/31/09	04/20/09	04/20/09
May	04/01/09 - 04/30/09	05/20/09	05/20/09
June	05/01/09 - 05/31/09	06/20/09	06/20/09 <sup>2</sup>
July	06/01/09 - 06/30/09	07/20/09	07/20/09
August	07/01/09 - 07/31/09	08/20/09	08/20/09
September	08/01/09 - 08/31/09	09/20/09	09/20/09 <sup>2</sup>
October	09/01/09 - 09/30/09	10/20/09	10/20/09
November	10/01/09 - 10/31/09	11/20/09	11/20/09
December	11/01/09 - 11/30/09	12/20/09	12/20/09 <sup>2</sup>
Year-End	12/01/09 - 12/31/09	01/31/10	01/31/10 <sup>2</sup>

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<sup>1</sup>These dates indicate the beginning and the end of the reporting period. A reporting period always begins the day after the closing date of the last report filed. If the committee is new and has not previously filed a report, the first report must cover all activity that occurred before the committee registered up through the close of books for the first report due.

<sup>2</sup>Notice that this filing deadline falls on a weekend. Filing deadlines are not extended when they fall on nonworking days. Accordingly, reports filed by methods other than Registered, Certified or Overnight Mail, or electronically, must be received before the Commission's close of business on the last business day before the deadline.

## SUPPLEMENTAL FILING INFORMATION

**PLEASE NOTE:** The Commission provides reminders of upcoming filing dates as a courtesy to help committees comply with the filing deadlines set forth in the Act and Commission regulations. Committee treasurers must comply with all applicable filing deadlines established by law, and the lack of prior notice does not constitute an excuse for failing to comply with any filing deadline.

### WHO MUST FILE

All principal campaign committees of Presidential candidates<sup>3</sup> must file a Year-End Report on January 31, 2009. Before a committee can stop filing with the FEC, it must file a termination report with the Commission. Committees must continue to file reports until the Commission notifies them in writing that their termination report has been accepted.

### METHODS OF FILING REPORTS

#### Electronic Filing

Reports filed electronically must be received and validated by the Commission by 11:59 p.m. Eastern Time on the filing deadline. For additional information, call the Electronic Filing Office at (800) 424-9530 or (202) 694-1642 or visit our website at [www.fec.gov/electfil/electron.shtml](http://www.fec.gov/electfil/electron.shtml).

Presidential candidates who accept public funding are required to file their reports and statements electronically. Under the Commission's mandatory electronic filing regulations, other Presidential candidates that receive contributions or make expenditures in excess of \$50,000 in a calendar year, or have reason to expect to do so, must file all reports and statements with the FEC electronically. Other Presidential committees may voluntarily file electronically; however, any entity that files electronically, whether required to do so or not, must comply with the electronic filing rules.

#### Registered & Certified Mail

Reports sent by Registered or Certified Mail must be postmarked on or before the mailing deadline to be considered timely filed. A committee sending its reports by Certified Mail should keep its certified mailing receipt with the U.S. Postal Service (USPS) postmark as proof of filing because the USPS does not keep complete records of items sent by Certified Mail. A committee sending its report by Registered Mail should keep its proof of mailing. Please note that a Certificate of Mailing from the USPS is not sufficient to prove that a report is timely filed using Registered, Certified or Overnight Mail.

Forms are available for downloading and printing at the FEC's website at [www.fec.gov/info/forms.shtml](http://www.fec.gov/info/forms.shtml).

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<sup>3</sup>Generally, an individual becomes a candidate for Federal office (and thus triggers registration and reporting obligations) when his or her campaign exceeds \$5,000 in either contributions received or expenditures made. If the campaign has not exceeded the \$5,000 threshold, it is not required to file reports. See 11 CFR 100.3(a).

### **Overnight Mail**

Reports filed via overnight mail will be considered timely filed if the report is received by the delivery service on or before the mailing deadline. “Overnight mail” includes Priority or Express Mail having a delivery confirmation, or an overnight delivery service with which the report is scheduled for next business day delivery and is recorded in the service’s on-line tracking system.

### **Other Means of Filing**

Reports filed by any other means—including first class mail and courier—must be received by the Commission before the close of business on the last business day before the filing deadline.

## **COMPLIANCE**

**Treasurer Responsibility.** Treasurers of political committees are responsible for both the timeliness and the accuracy of all reports. They may be subject to monetary penalties if reports are inaccurate or are not filed on time. For additional information, see the Commission’s *Statement of Policy Regarding Treasurers Subject to Enforcement Proceedings* on the web site at [www.fec.gov/law/policy/2004/notice2004-20.pdf](http://www.fec.gov/law/policy/2004/notice2004-20.pdf)

**Administrative Fine Program.** Under the Administrative Fine Program, political committees and their treasurers who fail to file their reports on time may be subject to civil money penalties up to \$16,000 (or more for repeat late- and non-filers).<sup>4</sup> For additional information, visit the FEC website at [www.fec.gov/af/af.shtml](http://www.fec.gov/af/af.shtml).

**Report Format.** In addition, political committees that file illegible reports or use non-FEC forms (except for FEC-approved, computer-generated forms) will be required to refile their reports.

**Electronic Filers Must File Electronically.** Electronic filers who instead file on paper, or who submit an electronic report (either by direct transmission, 3.5” diskette or CD) that does not pass the validation program by the 11:59 p.m. Eastern Time on the filing deadline, will be considered non-filers and may be subject to enforcement actions (including administrative fines).

## **CHANGE IN FILING FREQUENCY**

Presidential Committees able to change their reporting schedule (for example, from monthly to quarterly) and that wish to do must notify the Commission in writing. Electronic filers must file this request electronically. All reports filed after such notification must follow the new filing schedule.

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<sup>4</sup>Penalties for late- or non-filing of 48-hour notices are based on the amount of contributions not timely disclosed. As a result, these penalties may exceed \$16,000, even for first-time violations.