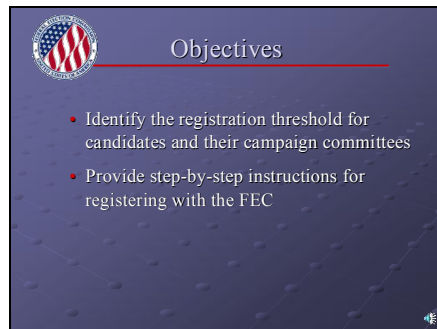


Slide 1



Slide 2



This presentation is intended to help federal candidates and their campaign committees determine when they need to register with the Federal Election Commission, and how to do so. Should you have any questions after viewing this presentation, please contact the FEC's Information Division for assistance.

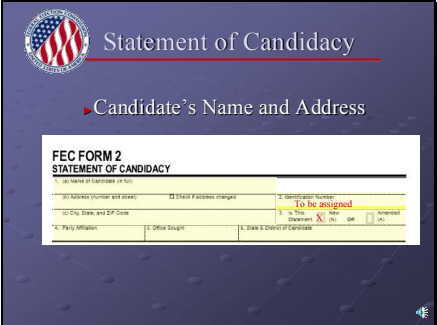
Slide 3



Generally, an individual running for Congress or the Presidency must register with the Federal Election Commission as a candidate once he or she has raised or spent more than \$5,000 in connection with the campaign. Within 15 days after reaching the \$5,000 threshold, the candidate must file a Statement of Candidacy (FEC Form 2) to register as a candidate and to designate a principal campaign committee. Within 10 days after the candidate's designation, the campaign committee must

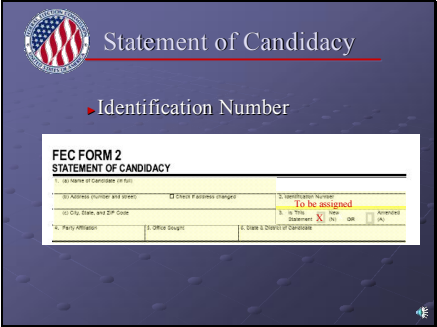
register by filing a Statement of Organization (FEC Form 1). Let's take a close look at the two registration forms, beginning with the Statement of Candidacy.

Slide 4



On line 1 of the Statement of Candidacy, please provide the candidate's full name and address.

Slide 5



The identification number requested on line 2 will be assigned by the Commission, so if this is your first Form 2 filing you may leave that line blank or write "to be assigned" in the space provided.

Slide 6

Statement of Candidacy

▶ New or Amended

FEC FORM 2
STATEMENT OF CANDIDACY

1. Name of Candidate (if full)		2. Identification Number
3. Address (number and street)		4. District if address changed
5. City, State, and ZIP Code		6. Is this New Statement? <input checked="" type="checkbox"/> No <input type="checkbox"/> Amended
7. Party Affiliation	8. Office Sought	9. State & District of Candidate

On line 3, check the appropriate box to indicate whether this is a new or amended Statement of Candidacy.

Slide 7

Statement of Candidacy

▶ Party Affiliation

FEC FORM 2
STATEMENT OF CANDIDACY

1. Name of Candidate (if full)		2. Identification Number
3. Address (number and street)		4. District if address changed
5. City, State, and ZIP Code		6. Is this New Statement? <input checked="" type="checkbox"/> No <input type="checkbox"/> Amended
7. Party Affiliation	8. Office Sought	9. State & District of Candidate

On lines 4, 5 and 6, list the candidate's party affiliation, the office sought and state. House candidates must also indicate the district they seek to represent.

Slide 8

Statement of Candidacy

▶ Office Sought

FEC FORM 2
STATEMENT OF CANDIDACY

1. Name of Candidate (if full)		2. Identification Number
3. Address (number and street)		4. District if address changed
5. City, State, and ZIP Code		6. Is this New Statement? <input checked="" type="checkbox"/> No <input type="checkbox"/> Amended
7. Party Affiliation	8. Office Sought	9. State & District of Candidate

On lines 4, 5 and 6, list the candidate's party affiliation, the office sought and state. House candidates must also indicate the district they seek to represent.

Slide 9

Slide 9 displays the top portion of the 'Statement of Candidacy' form. The title 'Statement of Candidacy' is at the top. Below it is a red arrow pointing to the section 'State and District'. The form itself is titled 'FEC FORM 2 STATEMENT OF CANDIDACY'. It contains several fields: (1) Name of Candidate (if full), (2) Office Sought, (3) Party Affiliation, (4) Address (house and street), (5) City, State, and ZIP Code, (6) District Number, (7) Office Sought, and (8) State's District of Candidate. A red box highlights the 'Party Affiliation' field, which is currently set to 'Not Assigned'.

On lines 4, 5 and 6, list the candidate's party affiliation, the office sought and state. House candidates must also indicate the district they seek to represent.

Slide 10

Slide 10 displays the middle portion of the 'Statement of Candidacy' form. It is titled 'Statement of Candidacy'. Below the title is a red arrow pointing to the section 'Millionaires' Declaration'. The form contains two main sections: 'DESIGNATION OF PRINCIPAL CAMPAIGN COMMITTEE' and 'DESIGNATION OF OTHER AUTHORIZED COMMITTEES'. The 'DESIGNATION OF PRINCIPAL CAMPAIGN COMMITTEE' section has a red box labeled 'REQUIRED' next to the 'Name of Committee (if full)' field. The 'DESIGNATION OF OTHER AUTHORIZED COMMITTEES' section has a red box labeled 'OPTIONAL' next to the 'Name of Committee (if full)' field.

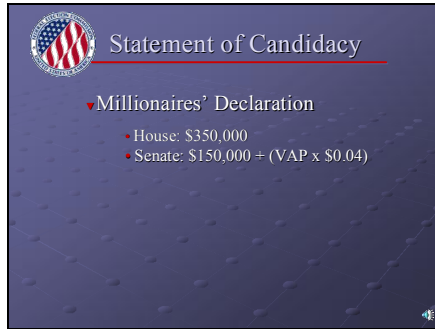
On line 7, you must provide the name and address of your principal campaign committee. If you choose, you may also designate additional authorized committees on line 8.

Slide 11

Slide 11 displays the bottom portion of the 'Statement of Candidacy' form. It is titled 'Statement of Candidacy'. Below the title is a red arrow pointing to the section 'Millionaires' Declaration'. The form contains a section titled 'DECLARATION OF INTENT TO EXPEND PERSONAL FUNDS (House or Senate Only)'. It has two rows: 'A' for the primary election and 'B' for the general election. Both rows have a red box labeled '0.00' in the 'Amount' column. Below the rows is a signature line for the candidate.

Under the so-called Millionaires' Amendment, a candidate whose opponent spends personal funds that exceed certain threshold amounts may become eligible for increased contribution limits. On line 9 of the Statement of Candidacy, candidates must indicate whether they intent to exceed the threshold amounts for the primary and/or general elections and, if so, by what amount.

Slide 12



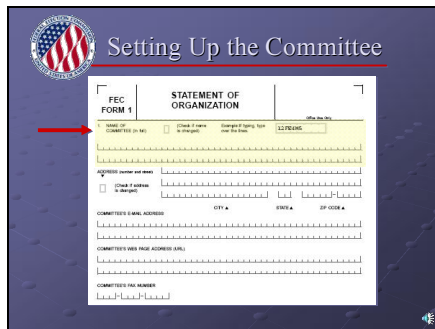
Statement of Candidacy

- Millionaires' Declaration
 - House: \$350,000
 - Senate: \$150,000 + (VAP x \$0.04)

The threshold amount for House candidates is \$350,000. The Senate threshold varies by state, based on the voting age population. The Commission publishes the threshold amounts for each state on its web site. If you do not intend to exceed the applicable threshold, enter "0" on lines 9A and B.

Finally, be sure to sign and date the form before you file it.

Slide 13



Setting Up the Committee

FEC FORM 1 STATEMENT OF ORGANIZATION

NAME OF COMMITTEE (or NAME of individual) Check if name is changed Check if name changed during term (SEE INSTRUCTIONS)

ADDRESS (include apt. no.) Check if address is incorrect

CITY STATE ZIP COUNTRY

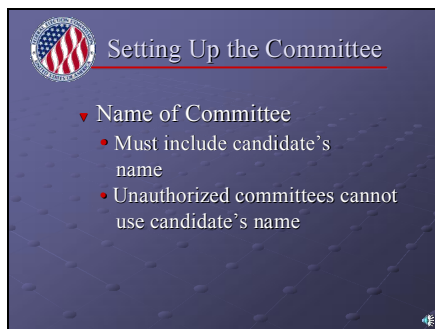
COMMITTEE'S MAIL ADDRESS

COMMITTEE'S MAIL ADDRESS (URL)

COMMITTEE'S FAX NUMBER

Now let's look at Form 1, the Statement of Organization form used to register the candidate's campaign committee. First, the committee must provide its name and mailing address.

Slide 14



Setting Up the Committee

- Name of Committee
 - Must include candidate's name
 - Unauthorized committees cannot use candidate's name

The committee's name must be identical to the name the candidate provided on the Statement of Candidacy. Please note that the committee's name must include the name of the candidate. Friends of Jane Doe and Smith for Senate are examples of acceptable campaign committee names. Only a committee authorized by a candidate may use that candidate's name in its name.

Slide 15

Setting Up the Committee

FEC FORM 1 STATEMENT OF ORGANIZATION

1. DATE OF COMMITTEE ORIGIN: Check if date of origin is foreign 12/PE/04

2. COMMITTEE'S HOME ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

3. COMMITTEE'S WEB PAGE ADDRESS (URL): _____

4. COMMITTEE'S FAX NUMBER: _____

Next, provide the committee's e-mail address, web site address (if the committee has a site) and the campaign's fax number.

Slide 16

Setting Up the Committee

3. DATE: _____

4. FEC IDENTIFICATION NUMBER: **To be assigned**

5. IS THIS STATEMENT: NEW (N) OR AMENDED (A)

6. I certify that I have examined the Statement and to the best of my knowledge and belief it is true, correct and complete.

7. Type or Print Name of Treasurer: _____

Signature of Treasurer: _____ Date: _____

NOTE: Submission of new, amended or corrected information may subject the person signing the statement to the penalties of a U.S. Statute. ANY CHANGE IN INFORMATION SHOULD BE REPORTED IMMEDIATELY.

FEC FORM 1 (March 2003)

On line #2, provide the date on which the candidate designated the committee as a principal campaign committee. The FEC identification number requested on line 3 will be assigned by the Commission. The committee will then use this number on all reports and statements it files with the agency. On line #4, indicate whether this is a new or amended Form 1. At the bottom of page 1, the committee treasurer must sign and date the form.

Slide 17

Setting Up the Committee

FEC Form 1 (March 2003) Page 2

1. TYPE OF COMMITTEE (Check one):

(a) This committee is a principal campaign committee. (Complete the additional information below.)

(b) This committee is an authorized committee, and is NOT a principal campaign committee. (Complete the committee information below.)

Name of Candidate: _____

Candidate Party Affiliation: _____

Office Sought: State House Senate President Other: _____

(c) This committee supports/opposes only one candidate, and is NOT an authorized committee.

Name of Candidate: _____

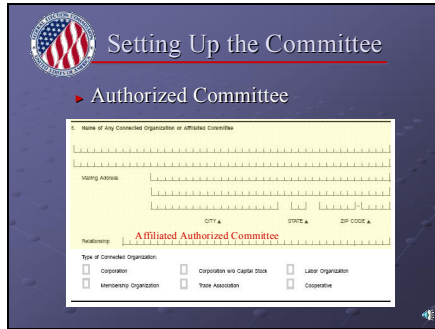
(d) This committee is a _____ (National, State or subordinate) committee of the _____ (Democratic, Republican, etc.) Party.

(e) This committee is a separate segregated fund.

(f) This committee supports/opposes more than one political candidate, and is NOT a separate segregated fund or party committee.

On the second page of the Statement of Organization, check the box to indicate that you are registering a principal campaign committee. (Other authorized committees would check the second box.) Then provide the name of the candidate, party affiliation and office sought.

Slide 18



Setting Up the Committee

▶ Authorized Committee

Name of any Connected Organization or Affiliated Committee

Mailing Address

CITY, A STATE, A ZIP CODE, A

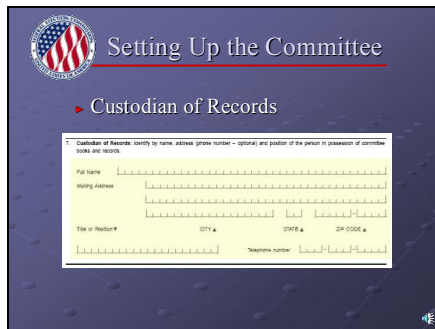
Headquarters: **Affiliated Authorized Committee**

Type of Connected Organization:

<input type="checkbox"/> Corporation	<input type="checkbox"/> Corporation with Capital Stock	<input type="checkbox"/> Labor Organization
<input type="checkbox"/> Membership Organization	<input type="checkbox"/> Trade Association	<input type="checkbox"/> Cooperative

Any affiliated, authorized committees would be listed at the bottom of page 2. If your campaign does not have additional authorized committees, simply leave this space blank.

Slide 19



Setting Up the Committee

▶ Custodian of Records

Custodian of Records: identify by name, address (group number - optional), and position of the person in possession of committee books and records.

Full Name

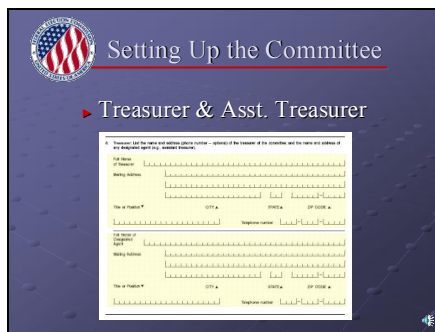
Mailing Address

Title or Position

CITY, A STATE, A ZIP CODE, A Telephone Number

At the top of page 3, provide the name, address, title and phone number for the committee's Custodian of Records—the person in possession of the committee's books and records.

Slide 20



Setting Up the Committee

▶ Treasurer & Asst. Treasurer

Treasurer (List the name and address of the Treasurer - optional) of the committee and the name and address of the Treasurer (List the name and address of the Treasurer - optional)

Full Name

Mailing Address

Title or Position

CITY, A STATE, A ZIP CODE, A Telephone Number

Assistant Treasurer (List the name and address of the Assistant Treasurer - optional)

Full Name

Mailing Address

Title or Position

CITY, A STATE, A ZIP CODE, A Telephone Number

At the bottom of page three, provide the same information for the committee's Treasurer. Often the committee treasurer is the same individual who serves as the custodian of records. In fact, it is possible for the candidate to serve as treasurer and custodian of records.

The Commission recommends that you also designate an Assistant Treasurer—or designated agent—who can fill in in the treasurer's absence.

Slide 21

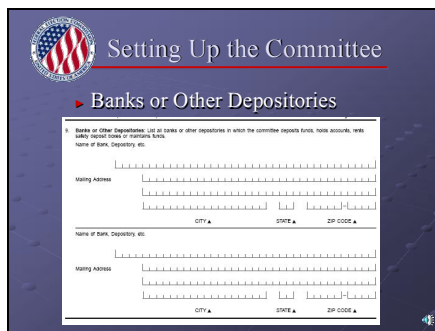


Setting Up the Committee

- ▼ Treasurer or Asst. Treasurer
 - Deposits receipts
 - Authorizes all expenditures
 - Monitors contributions
 - Keeps all required records
 - Signs reports
 - Files accurate reports on time

The committee treasurer has many responsibilities under the federal campaign finance law. The treasurer must deposit funds received within 10 days of receipt; authorize all expenditures the committee makes; monitor contributions to ensure they are from permissible sources and within the applicable limits; keep all required records for a period of three years; sign the committee's reports; and ensure that reports are accurate and filed on time.

Slide 22



Setting Up the Committee

► Banks or Other Depositories

B. Banks or Other Depositories: List all banks or other depositories in which the committee deposits funds, bank accounts, notes, money orders, checks or transfers, etc.

Name of Bank, Depository, etc.

Street Address

CITY STATE ZIP CODE

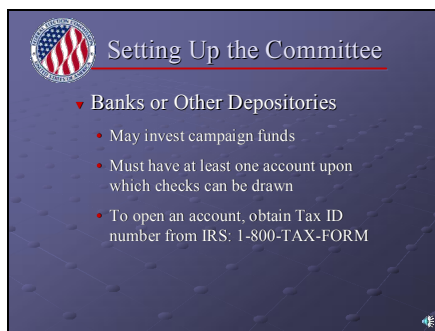
Name of Bank, Depository, etc.

Street Address

CITY STATE ZIP CODE

On the last page of the Statement of Organization, the committee must identify bank where the committee has its account.

Slide 23

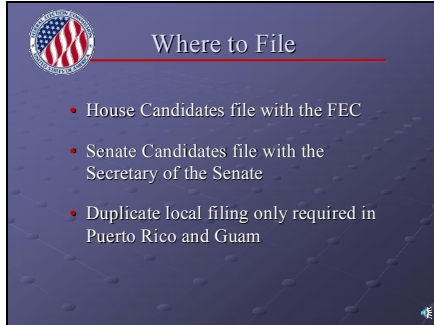


Setting Up the Committee

- ▼ Banks or Other Depositories
 - May invest campaign funds
 - Must have at least one account upon which checks can be drawn
 - To open an account, obtain Tax ID number from IRS: 1-800-TAX-FORM

While committees are free to invest their funds, they must maintain at least one account at a federally insured institution on which checks can be drawn. In order to open a bank account, the committee will need to first obtain a taxpayer identification number from the Internal Revenue Service by calling 1-800-TAX-FORM.

Slide 24



Where to File

- House Candidates file with the FEC
- Senate Candidates file with the Secretary of the Senate
- Duplicate local filing only required in Puerto Rico and Guam

House candidates and committees file their documents directly with the FEC. Senate candidates and committees file with the Secretary of the Senate. The mailing addresses for both offices are listed on the forms. Please note that Forms 1 and 2 require the original signature of the committee treasurer and candidate, respectively, so neither may be submitted by fax. Duplicate registration and reporting with state election offices is no longer required in most jurisdictions. However, candidates running in Puerto Rico and Guam must continue to file copies of all reports and statements with their local election offices. Addresses and phone numbers for those offices are available on our web site. Even if you're not required to file copies of reports with your state election office, you may want to make a note of their phone number since they handle questions concerning ballot access requirements.

Slide 25




Registration Confirmation

- ▶ Welcome packet:
 - ✓ Candidate Identification Number
 - ✓ Committee Identification Number
 - ✓ Campaign Guide for Congressional Candidates and Committees
 - ✓ Reporting Schedule

Once the Commission receives and processes a campaign's registration documents, the agency mails out a welcome packet that includes the candidate's identification number, the committee's identification number, a compliance manual called the Campaign Guide for Congressional Candidates and Committees, and a list of upcoming reporting deadlines for the campaign. In addition, the

committee treasurer will automatically be added to the subscription list for our monthly newsletter, the Record, and—as a courtesy—will be sent reporting reminders and forms just before reports are due. Please note that failure to receive a reporting reminder does not relieve the committee of its obligation to file its reports in a timely manner.

Slide 26



The slide features a dark blue background with a subtle pattern of stars. In the top left corner is the official seal of the Federal Election Commission, which includes an American flag motif. To the right of the seal, the text "FEC Resources" is displayed in a white serif font, underlined by a thin red horizontal line. Below this header, a list of resources is presented in white text, with red arrowheads pointing to the right. The list includes the website, a toll-free information line, an email address, and a section for educational outreach with sub-bullets for conferences, roundtable workshops, and state outreach trips.

FEC Resources

- ▶ Web Site - www.fec.gov
- ▶ Toll-free Information Line: 800/424-9530
- ▶ E-Mail: info@fec.gov
- ▶ Educational Outreach
 - Conferences (e-mail conferences@fec.gov)
 - Roundtable Workshops
 - State Outreach Trips

The Federal Election Commission is committed to helping campaigns comply with the federal campaign finance laws. We provide a wealth of compliance information on our web site; we maintain a toll-free information line you can call for help without having to identify yourself; we respond within 10 days to questions sent by e-mail; and we conduct conferences throughout the country, host roundtable workshops in Washington, DC, and visit state capitals to meet with local candidates, party and PAC representatives. We encourage you to make use of these resources, and look forward to serving you.

Slide 27

