

## FEDERAL ELECTION COMMISSION

## Instructions for Statement of Candidacy (FEC FORM 2)

**Who Must File FEC Form 2**

Each individual who is a candidate for federal office must file FEC FORM 2 or, if not filing electronically, a letter containing the same information within 15 days of becoming a candidate. An individual becomes a candidate for federal office whenever any of the following events occur:

- The individual has received contributions aggregating in excess of \$5,000 or made expenditures aggregating in excess of \$5,000;
- The individual has given his or her consent to another person to receive contributions or make expenditures on behalf of that individual and such person has received contributions aggregating in excess of \$5,000 or made expenditures aggregating in excess of \$5,000;
- The aggregate of contributions received in 1 and 2 above combined exceeds \$5,000 or the aggregate of expenditures made in 1 and 2 above combined exceeds \$5,000.

Funds received and payments made for the purpose of determining whether an individual should become a candidate are not considered “contributions” or “expenditures” which may trigger candidacy. Only funds permissible under the Act may be used for such activities. See 11 CFR 100.72(b) and 100.131 for further information.

**Note:** Political committees (except for principal campaign committees of Senate candidates) must file reports in an electronic format under 11 CFR 104.18 if they have either received contributions or made expenditures in excess of \$50,000 during a calendar year, or if they have reason to expect that they will exceed either of those thresholds during the calendar year. If the committee has reached this level of activity, you must file this form in an electronic format.

An authorized committee of a candidate is considered to have reason to expect it will exceed the electronic fil-

ing threshold for the next two calendar years after the calendar year in which it exceeds \$50,000 in contributions or expenditures.

A new authorized committee with no previous contributions or expenditures is considered to have reason to expect it will exceed the electronic filing threshold if it exceeds \$12,500 in contributions or expenditures during the first calendar quarter of the calendar year, or \$25,000 in contributions or expenditures in the first half of the calendar year.

Contact the FEC for more information on filing electronically.

**When to File**

FEC FORM 2 must be filed within 15 days after an individual becomes a candidate (i.e., exceeds the \$5,000 threshold as stated in 1, 2, and 3, above).

**Where to File**

(See also instructions for Line 7, below.)

•**Senate Candidates.** Candidates seeking nomination or election to the United States Senate file with the Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building Washington, DC 20510-7116. Mail addressed to the Secretary of the Senate should read: “Office of Public Records, P.O. Box 2517, Alexandria, VA 22301.”

•**House Candidates.** Candidates seeking nomination or election to the U.S. House file with the Federal Election Commission, 999 E Street, NW, Washington, DC. 20463.

•**Presidential/Vice-Presidential Candidates.** Candidates seeking nomination or election to the offices of U.S. President or U.S. Vice President file with the Federal Election Commission, 999 E Street, NW, Washington, DC 20463.

**State Filing.** House and Senate candidates must file a copy of this form with the state in which the office is sought, with the exception of candidates in states

that have qualified for the Commission’s state filing waiver program. Presidential candidates must file a copy of this form in states where they have made expenditures, with the exception of those states that have qualified for the Commission’s state filing waiver program. A list of qualified states is available from the Federal Election Commission.

**Candidate Duties and Responsibilities**

The candidate is personally responsible for the timely and complete filing of this Statement and for the accuracy of any information contained in it.

Any candidate who receives a contribution, obtains a loan or makes a disbursement in connection with his or her campaign is considered to have received the contribution, obtained the loan or made the disbursement as an agent of his or her authorized committee(s).

When an individual becomes a candidate, all funds received, loans obtained or disbursements made prior to becoming a candidate in connection with his or her campaign are considered to have been received, obtained, or made as an agent of his or her authorized committee(s) and must be reported in the first report filed by the candidate’s principal campaign committee.

**Line-by-Line Instructions**

LINE 1. Print or type complete name and mailing address of the candidate.

LINE 2. Candidates who have never run before, who are running in a different district, or who are seeking a different federal office should leave this blank. When their Statement has been received, they will be assigned an identification number. Candidates who are seeking reelection, and candidates who have terminated a previous candidacy but are now running again for the same seat, should use their original identification number.

LINE 3. Check “New” if you are filing Form 2 for the first time. Otherwise, check “Amended.”

LINES 4 – 6. Provide the requested information.

LINE 7. Each candidate for federal office (other than a nominee for the office of Vice President) must designate in writing a political committee to serve as his or her principal campaign committee. The name of the principal campaign committee must include the name of the candidate. The principal campaign committee must file a Statement of Organization (FEC FORM 1) within 10 days of designation by the candidate and must file reports of receipts and disbursements. See instructions for FEC Form 1 for further details. On Line 7, the candidate must indicate the year of the election and the full name and street address of the candidate’s principal campaign committee. If the candidate is running in a Special Election, the candidate must note that the designation is for a Special Election under the “Year of Election.” If the candidate also runs in the “regular” November general election or in the primary for the November general election, the candidate must file an additional FEC Form 2 and indicate the year of the election on the appropriate line. Any such candidate may designate the same principal campaign committee for the special election and regular primary and general elections.

LINE 8. A candidate may designate additional political committees to accept contributions or make expenditures on behalf of the candidate, this includes joint fundraising representatives. The name of any committee authorized by a candidate must include the name of the candidate. For Line 8, the candidate must fill in the name and street address of any authorized committee(s). If necessary, additional sheets or FEC Form 2’s may be attached. The FEC Form 2 for the authorized committee must be filed with the principal campaign committee. All authorized committees must file a Statement of Organization (FEC FORM 1) within 10 days of designation by the candidate. This Statement must

be filed with the candidate’s principal campaign committee. See instructions for FEC Form 1 for further details. The principal campaign committee must file a copy of the Statement of Organization for the authorized committee with the appropriate office listed above, under “Where to File.”

The candidate must sign and date the Statement of Candidacy.