
CHAPTER 2

Starting the Campaign

I. Candidate Registration Threshold

An individual triggers registration and reporting responsibilities under the Act when campaign activity exceeds \$5,000 in either contributions or expenditures. (Money raised and spent to test the waters does not count toward this dollar threshold until the individual decides to run for federal office or conducts activities that indicate he or she is actively campaigning rather than testing the waters. (See Chapter 1, “Testing the Waters.”) The \$5,000 threshold is reached when:

- The individual and/or persons he or she has authorized to conduct campaign activity receive over \$5,000 in contributions or make over \$5,000 in expenditures; or
- The individual fails to disavow unauthorized campaign activity by writing a letter to the FEC within 30 days after being notified by the agency that another person or group has received contributions or made expenditures of more than \$5,000 on the individual’s behalf. 100.3(a)(3) and 102.13(a)(2).

2. Candidate and Committee Registration

The registration forms mentioned in this section (FEC Forms 1 and 2) are available from the FEC, on the Commission website, by fax and as part of the agency’s FECFile software. Samples of completed forms appear throughout this chapter. Federal candidates and their committees should also contact the government offices and agencies listed in Appendix G for additional reporting requirements that are not within the FEC’s jurisdiction.

Candidate

Within 15 days after an individual becomes a candidate as described in Section 1 above, he or she must designate a principal campaign committee. This designation is made by filing either a Statement of Candidacy (FEC Form 2) or a letter with the same information. (A candidate required to file electronically cannot designate a principal campaign committee with a written letter but must instead file Form 2. See below.) 101.1(a) and 102.12(a).

Senate candidates file their original Form 2 with the Secretary of the Senate. House candidates file their Form 2 with the FEC.¹

Principal Campaign Committee

Within 10 days after it has been designated by the candidate, the principal campaign committee must register by filing (with the Commission or Secretary of the Senate, as appropriate) a Statement of Organization (FEC Form 1). 102.1(a).²

Where to File Reports

Principal campaign committees of House and Presidential candidates must mail in their original Forms 1 and 2 to the Federal Election Commission, 999 E Street, NW, Washington, DC 20463. 105.1.

Principal campaign committees of Senate candidates must mail in their original Forms 1 and 2 to the Secretary of the Senate, Office of Public Records, P.O. Box 2517, Alexandria, VA 22301. 105.2.

When filing a document with the Secretary of the Senate, it is not necessary to send a copy to the FEC. The Secretary automatically makes copies of all filings and forwards them to the FEC for review.

¹ Candidates running in Guam, Northern Mariana Islands or Puerto Rico must also file a copy of their Form 2 in their territory. 108.1.

² A copy must also be filed with the appropriate office in Guam, Northern Mariana Islands or Puerto Rico for candidates running for office in those territories. 108.1.

Electronic Filing

Under FEC regulations, the Statement of Organization (FEC Form 1) and Statement of Candidacy (Form 2) must be filed electronically if the campaign raises or spends more than \$50,000 in any calendar year, or has reason to expect to do so. 104.18(a). The electronic filing requirement does not apply to political committees that are required to file with the Secretary of the Senate. For more information on electronic filing, see Chapter 12, Section 5.

Committees required to file electronically under section 104.18 as described above must also include their e-mail address on their Statement of Organization. 102.2(a)(1)(vii).

Candidates Must Register for Each Election Cycle

Candidate

A candidate (including an incumbent) must file a new FEC Form 2 for each election cycle in which he is a candidate. For example, Mr. Jones, who was a candidate for the U.S. House of Representatives in 2010, wishes to run again in 2012. He must file a new FEC Form 2 within 15 days after crossing the \$5,000 registration threshold (see Section 1) for the 2012 election cycle.

Principal Campaign Committee

Using Form 2, the candidate may either redesignate his previous campaign committee (if it has not been terminated) or designate a new principal campaign committee.

If the candidate redesignates an existing committee, the committee need only amend its Statement of Organization (FEC Form 1) within 10 days to reflect any new information (e.g., a change in the committee's name or address). 102.2(a)(2). The redesignated committee will retain its original FEC identification number. Redesignated committees are reminded that, if outstanding debts remain from the previous election, the committee must continue to report the debts as well as the contributions that have been designated by contributors to retire them. 104.11, 110.1(b)(3) and (4) and 110.2(b)(3) and (4).

If the candidate designates a new principal campaign committee, the committee must file a new Statement of Organization (FEC Form 1) within 10 days after being designated. 102.1(a). The newly designated committee will receive a new FEC identification number.

Other Authorized Committees

In addition to the principal campaign committee, the candidate may designate other authorized committees to receive contributions or make expenditures on his or her behalf. The following steps must be taken:

Action by Candidate

The candidate designates the authorized committee by filing a statement (either FEC Form 2 or a letter) with the principal campaign committee. 101.1(b) and 102.13(a)(1).

Action by Authorized Committee

Within 10 days after being designated by the candidate, the authorized committee must file a registration statement (FEC Form 1) with the candidate's principal campaign committee. 102.1(b) and 102.13(a)(1).

Action by Principal Campaign Committee

The principal campaign committee, in turn, files the documents with the appropriate federal and state offices, as explained above.

3. Statement of Candidacy

Line-by-Line Instructions

Line 1. Name and Address of the Committee

Enter the name and mailing address of the candidate.

Line 2. Candidate's FEC Identification Number

A candidate who has never run before, is running in a different district or is seeking a different federal office should leave this line blank. When his or her Statement has been received, he or she will be assigned an identification number. Candidates who are seeking reelection, and candi-

CANDIDATE REGISTRATION

**FEC FORM 2
STATEMENT OF CANDIDACY**

1. (a) Name of Candidate (in full) Jane Doe			2. Candidate's FEC Identification Number
(b) Address (number and street) <input type="checkbox"/> Check if address changed 626 Street Dr.			
(c) City, State, and ZIP Code Springfield, VA 00000		3. Is This Statement <input checked="" type="checkbox"/> New (N) OR <input type="checkbox"/> Amended (A)	
4. Party Affiliation IND	5. Office Sought US House	6. State & District of Candidate VA 12	

DESIGNATION OF PRINCIPAL CAMPAIGN COMMITTEE

7. I hereby designate the following named political committee as my Principal Campaign Committee for the 2012 election(s).
(year of election)

NOTE: This designation should be filed with the appropriate office listed in the instructions.

(a) Name of Committee (in full) Doe for Congress
(b) Address (number and street) 319 Main St.
(c) City, State, and ZIP Code Springfield, VA 00000

DESIGNATION OF OTHER AUTHORIZED COMMITTEES
(Including Joint Fundraising Representatives)

8. I hereby authorize the following named committee, which is NOT my principal campaign committee, to receive and expend funds on behalf of my candidacy.

NOTE: This designation should be filed with the principal campaign committee.

(a) Name of Committee (in full) Friends of Jane Doe
(b) Address (number and street) 229 Hidden View Ln.
(c) City, State, and ZIP Code Springfield, VA 00000

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

Signature of Candidate <i>Jane Doe</i>	Date 11/11/2011
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NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Statement to penalties of 2 U.S.C. §437g.

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FEC FORM 2 (REV. 02/2009)

of the principal campaign committee must include the name of the candidate. 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. 101.1(a)

Line 8. Other Authorized Committees

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 the 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). 101.1(b). The candidate must sign and date the Statement of Candidacy.

4. Treasurer

Treasurer Required

The committee must have a treasurer before it accepts contributions or makes expenditures. 102.7(a) and (b). Also, only a treasurer or designated assistant treasurer may sign FEC reports and statements (see "Vacancy in Office," below). 102.2(a) and 104.14(a). The candidate may act as the treasurer.

Treasurer's Duties

The treasurer (or designated assistant treasurer) is responsible for:

- Filing complete and accurate reports and statements on time. 104.14(d).
- Signing all reports and statements. 102.2(a) and 104.14(a).
- Depositing receipts in the committee's designated bank within 10 days of receipt. 103.3(a).

dates who have terminated a previous candidacy but are now running again for the same seat, should use their original identification number.

Line 3. Is This Statement New or Amended?

Check "New" if you are filing Form 2 for the first time for this particular office this cycle. Otherwise, check "Amended."

Line 4-6. Party Affiliation, Office Sought, State & District of Candidate

Provide the requested information.

Line 7. Principal Campaign Committee

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

- Authorizing expenditures or appointing an agent (either orally or in writing) to authorize expenditures. 102.7(c).
- Monitoring contributions to ensure compliance with the law’s limits and prohibitions. 103.3(b); 110.1(k)(3).
- Keeping the required records of receipts and disbursements for three years from the date of the report to which they relate. 102.9(c) and 104.14(b).

Treasurer’s Liability

A committee’s treasurer is personally responsible for carrying out the duties listed above and should understand these responsibilities (as well as his or her personal liability for fulfilling them) before taking them on.

When the Commission brings an enforcement action against a political committee, the treasurer is usually named as a respondent along with the committee itself. The treasurer can be named and found liable in his or her official capacity as a representative of the committee. Also, the treasurer can be named and found liable in his or her personal capacity if he or she knowingly and willfully violates the Act or intentionally deprives himself or herself of the operative facts giving rise to the violation.

Even when an enforcement action alleges violations that occurred during the term of a previous treasurer, the Commission usually names the current treasurer as a respondent in the action. See the “Statement of Policy Regarding Treasurers Subject to Enforcement Proceedings,” 70 Fed. Reg. 3 (January 3, 2005).

Vacancy in Office

A committee cannot raise or spend funds when there is a vacancy in the office of treasurer. For that reason, the Commission urges every com-

COMMITTEE REGISTRATION

FEC FORM 1	STATEMENT OF ORGANIZATION	Office Use Only
1. NAME OF COMMITTEE (in full) <input type="checkbox"/> (Check if name is changed) Example: If typing, type over the lines. 12FE4MS		
Doe for Congress		
ADDRESS (number and street) 319 Main St.		
<input type="checkbox"/> (Check if address is changed) Springfield VA 00000		
COMMITTEE'S E-MAIL ADDRESS (Please provide only one e-mail address)		
<input type="checkbox"/> (Check if address is changed) doeforcongress@doeforcongress.com		
COMMITTEE'S WEB PAGE ADDRESS (URL)		
<input type="checkbox"/> (Check if address is changed) www.doeforcongress.com		
2. DATE 11 / 11 / 2011		
3. FEC IDENTIFICATION NUMBER C		
4. IS THIS STATEMENT <input checked="" type="checkbox"/> NEW (N) OR <input type="checkbox"/> AMENDED (A)		
I certify that I have examined this Statement and to the best of my knowledge and belief it is true, correct and complete.		
Type or Print Name of Treasurer Gottlob Frege		
Signature of Treasurer <i>Gottlob Frege</i> Date 11 / 11 / 2011		
NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Statement to the penalties of 2 U.S.C. §437g. ANY CHANGE IN INFORMATION SHOULD BE REPORTED WITHIN 10 DAYS.		
Office Use Only	For further information contact: Federal Election Commission Toll Free 800-424-9530 Local 202-694-1100	FEC FORM 1 (Revised 02/2009)

mittee to name, on its Statement of Organization under “Designated Agent,” an assistant treasurer who may assume the treasurer’s duties when the treasurer’s office becomes temporarily vacant or when the treasurer is unavailable. 102.7(a) and (b). The assistant treasurer should be apprised of any filing requirements and, if the committee files electronically, should obtain an electronic filing password as well. The committee must report any change in the treasurer’s status within 10 days by filing an amendment to the Statement of Organization (FEC Form 1). 102.2(a)(2). See the next section for information on that form.

Committees typically disclose a treasurer’s resignation by naming a replacement. The committee informs the FEC of a change in treasurer by filing

an amended FEC Form 1, which is signed by the new treasurer. However, in some circumstances a treasurer simply resigns without the appointment of a replacement by submitting a letter of resignation to the FEC. (Electronic filers use Form 99.) The letter's stated purpose is to amend the committee's Statement of Organization to reflect the resignation of the treasurer as of a particular date. Because a committee cannot raise or spend funds without a treasurer, from that date forward the Commission deems the committee dormant until a new treasurer is named.

5. Statement of Organization

When registering, a committee must include basic information on the Statement of Organization (FEC Form 1). See example on page 8 (opposite). The registration statement also serves as the official designation of the treasurer and custodian of records, the only two committee officers required under the law. 102.2(a)(1).

Line-by-Line Instructions

Line 1. Name and Address of Committee

Enter the full, official name of the committee. The name of a principal campaign committee and any other authorized committee must include the name of the candidate. 102.14(a). By contrast, an unauthorized committee (such as a PAC or party committee) may not use the name of a candidate in its official name. An unauthorized committee may, however, use the candidate's name in the title of a special fundraising project or other communication, but only if the title clearly and unambiguously shows opposition to the named candidate. 102.14(b)(3).

The address provided on this line is considered the committee's address of record. All Commission correspondence will be sent to this address. 102.2(a)(1)(i).

The committee must disclose the URL for its website, if one exists. If the committee is the principal campaign committee of a candidate for the House or the Senate, it must also disclose its e-mail address. 102.2(a)(1)(viii). All committees

required to file electronically must disclose their e-mail addresses. 102.2(a)(1)(vii). The Commission recommends that all filers disclose an e-mail address, since the Commission sends courtesy reporting reminders and other helpful information to the e-mail address listed on Form 1.

Line 2. Date

Enter the date when the committee officially became a political committee—that is, the date when the committee exceeded the registration threshold.

Line 3. FEC Identification Number

The Federal Election Commission assigns each committee an identification number after the committee has filed a registration statement. (This number is used by the FEC for computer indexing and is not the taxpayer identification number required by the Internal Revenue Service. See Appendix G for information on contacting the IRS.) Only committees that have previously filed a Statement of Organization should fill in this block with the number that was originally assigned to the committee. All new committees will be assigned identification numbers when the completed statement has been received. Thereafter, the committee must enter the number on all statements and reports. 102.2(c).

Line 4. Is This Statement New or an Amendment?

Check "New" if you are filing Form 2 for the first time. Otherwise, check "Amended." (Amendments are discussed under "Changes in Committee and/or Contact Information," below.)

Line 5. Type of Committee

The committee must identify itself as either a principal campaign committee or other authorized committee. The committee must choose only one committee type.

The committee must also disclose the following information about the candidate who authorized it: name, party affiliation, office sought and state and Congressional district (if applicable) in which the candidate seeks election. 102.2(a)(1)(v).³

³ Joint fundraising representatives should refer to Appendix C, Section 5 for information on filing Form 1.

Chapter 2

Line 6. Affiliated Committees

A principal campaign committee lists the names and addresses of all other committees authorized by the candidate as affiliated committees. Other authorized committees list only the principal campaign committee as an affiliated committee. 102.2(b)(1)(i).

Line 7. Custodian of Records

Enter the name, address and committee position of the individual who has actual possession of the committee's financial records. The committee's treasurer, assistant treasurer or another person (such as an accountant or bookkeeper) may serve as the custodian of records. 102.2(a)(1)(iii). (Recordkeeping rules are discussed in Chapter 11.)

Line 8. Treasurer and Assistant Treasurer

Provide the name and mailing address of the treasurer. 102.2(a)(1)(iv). The Commission also urges all political committees to name an assistant treasurer (or "designated agent"). Only a registered assistant treasurer may sign FEC reports and statements in the treasurer's absence. 102.7(a). The treasurer's responsibilities are discussed in detail in the previous section.

Line 9. Campaign Depository

A committee must list the name and address (but not the account number) of the campaign depositories it maintains for depositing receipts and making disbursements. 102.2(a)(1)(vi). Each political committee shall maintain at least one checking account or transaction account at one of its depositories. 103.2. (One depository is required.) All committee disbursements must be made by check or similar

COMMITTEE REGISTRATION (PAGE 2)

FEC Form 1 (Revised 02/2009) Page 2

5. TYPE OF COMMITTEE
Candidate Committee:

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

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

Name of Candidate: Jane Doe

Candidate Party Affiliation: IND Office Sought: House Senate President State: VA District: 12

COMMITTEE REGISTRATION (PAGE 3)

FEC Form 1 (Revised 02/2009) Page 3

Write or Type Committee Name
Doe for Congress

6. Name of Any Connected Organization, Affiliated Committee, Joint Fundraising Representative, or Leadership PAC Sponsor
Friends of Jane Doe

Mailing Address: 229 Hidden View Ln., Springfield VA 00000

Relationship: Connected Organization Affiliated Committee Joint Fundraising Representative Leadership PAC Sponsor

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

Full Name: Herman Lotze
Mailing Address: 319 Main St., Springfield VA 00000
Title or Position: Bookkeeper Telephone number: 703-555-0000

8. Treasurer: List the name and address (phone number -- optional) of the treasurer of the committee; and the name and address of any designated agent (e.g., assistant treasurer).

Full Name of Treasurer: Gottlob Frege
Mailing Address: 319 Main St., Springfield VA 00000
Title or Position: Treasurer Telephone number: 703-555-0000

COMMITTEE REGISTRATION (PAGE 4)

FEC Form 1 (Revised 02/2009) Page 4

Full Name of Designated Agent: Bob Helpsalot

Mailing Address: 319 Main St
Springfield VA 00000
CITY STATE ZIP CODE

Title or Position: Assistant Treasurer Telephone number: 703-555-0000

9. Banks or Other Depositories: List all banks or other depositories in which the committee deposits funds, holds accounts, rents safety deposit boxes or maintains funds.
Name of Bank, Depository, etc. Big National Bank
Mailing Address: 12345 Wilson Blvd
Arlington VA 00000
CITY STATE ZIP CODE

In the case of paper filers, the Form I or letter needs to include only:

- The name and address of the committee (Form I, Line 1);
- The date the change took effect (Line 2);
- The FEC ID number (Line 3);
- An indication that the statement is an amendment to the Statement of Organization (Line 4);
- The changed information (appropriate line number); and
- The name and signature of the treasurer (or assistant treasurer) and the date signed. 102.2(a)(2).

drafts drawn on a designated campaign depository. 103.3(a). (Cash disbursements of \$100 or less per transaction may be made from a petty cash fund. 102.11.) The following institutions may be designated: state banks, national banks and depositories insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration. 103.1, 103.2 and 103.3(a).

Changes in Committee Officers and/or Contact Information

A committee must report any change or correction of information contained in its registration statement within 10 days after the change. 102.2(a)(2). A committee may have to file an amendment, for example, to report a new treasurer, a new assistant treasurer, a new e-mail address, a change of address or a new campaign depository. The committee must indicate on FEC Form I (or in a letter, if the committee does not file electronically) that the statement is an amendment to its registration.

The amount of information required on an amended Statement of Organization depends on whether the committee files on paper or electronically. If the committee files electronically, it must submit a fully completed Form I.