



YEAR-END REPORT NOTICE

FEDERAL ELECTION COMMISSION

CONGRESSIONAL COMMITTEES

December 27, 2011

CURRENT REPORT DUE:

REPORT	CLOSE OF BOOKS ¹	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
Year-End	12/31/11	01/31/12	01/31/12

[Click here for Supplemental Filing Information \(2011\)](#)

LOOKING AHEAD TO 2012

REPORT	CLOSE OF BOOKS ¹	REG./CERT. & OVERNIGHT MAILING DEADLINE	FILING DEADLINE
April Quarterly	03/31/12	04/15/12	04/15/12 ²
July Quarterly	06/30/12	07/15/12	07/15/12 ²
October Quarterly	09/30/12	10/15/12	10/15/12
Pre-General	10/17/12	10/22/12	10/25/12
48-Hour Notices	Period: 10/18/12 – 11/03/12 ---- click here for filing info ----		
Post-General	11/26/12	12/06/12	12/06/12
Year-End	12/31/12	01/31/13	01/31/13

[Click here for Supplemental Filing Information \(2012\)](#)

¹A 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.

²Notice 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 (or for Senate candidates, the Secretary of the Senate Public Records Office's) close of business on the last business day before the deadline.

2011 SUPPLEMENTAL FILING INFORMATION CONGRESSIONAL COMMITTEES

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

Principal campaign committees of congressional candidates ¹ (including unopposed candidates and candidates whose names do not appear on the ballot) must file Quarterly Reports in 2011. ² See [11 CFR 104.5\(a\)](#). Before a committee can stop filing with the FEC, it must file a termination report with the Commission. See [11 CFR 102.3](#). 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. See [11 CFR 104.5\(e\)](#).

- Web Page: [Electronic Filing Page](#)
- [Campaign Guide for Congressional Candidates and Committees \(Candidate Guide\), pp. 82-84](#) [PDF]

Paper Filing - Meeting the Filing Deadline

Paper Report filing options -- Registered, Certified or Overnight or First Class Mail. See [11 CFR 104.5\(e\)](#).

- Web Page: [Link to Paper Forms](#) (for downloading and printing)
- [Candidate Guide, p. 81](#) [PDF]

2011 REPORTING SCHEDULE

- Web Page: [2011 Reporting Dates Page](#)
- The *Record*: [January 2011 issue](#) [PDF]
- [Candidate Guide, p. 79](#) [PDF]

¹ 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 crossed the \$5,000 threshold, it is not required to file reports. See [11 CFR 100.3\(a\)](#).

² If a candidate has more than one authorized committee, the principal campaign committee must also file a consolidated report on [Form 3Z](#) [PDF].

COMPLIANCE

Treasurer Responsibility

Committee Treasurers 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. See [11 CFR 104.14\(d\)](#).

- [Statement of Policy Regarding Treasurers Subject to Enforcement Proceedings](#) [PDF]
- [Candidate Guide, p. 7](#) [PDF]

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 \$17,600 (or more for repeat late- and non-filers).³

See [11 CFR 111.43\(b\)](#). See generally, [11 CFR 111.30](#).

- Web Page: [Administrative Fine Program](#)
- [Candidate Guide, pp. 81-82](#) [PDF]

DISCLOSURE OF LOBBYIST BUNDLING ACTIVITY

Campaign committees must file [FEC Form 3L](#) [PDF] if they receive two or more bundled contributions from lobbyists/registrants or lobbyist/registrant PACs that aggregate in excess of \$16,200 during the applicable reporting period ([see page 1 of this notice](#)). See [11 CFR 104.22](#) and [11 CFR 110.17\(e\)](#).

IMPORTANT FILING INFORMATION - PAPER FILERS

In response to the 2001 anthrax threat, the U.S. Postal Service is irradiating mail directed to many federal agencies, including the FEC and the Secretary of the Senate.⁴ This process has not only delayed mail delivery, it has also damaged and in some cases destroyed pieces of mail. As a result, committees that file reports with the FEC may want to consider submitting their reports by some means other than U.S. mail. Alternative methods include electronic filing, overnight mail or delivery service, and hand delivery.

³ Penalties for late- or non-filing of 48-hour notices are based on the amount of contributions received not timely disclosed. As a result, these penalties may exceed \$17,600, even for first-time violations. See [11 CFR 111.44](#).

⁴ Senate committees should contact the Secretary of the Senate at (202) 224-0322 for more information on filing reports via US mail.

LOOKING AHEAD TO 2012

WHO MUST FILE

Principal campaign committees of congressional candidates ¹ (including unopposed candidates and candidates whose names do not appear on the ballot) must file Quarterly Reports in 2012. ² Campaigns that raise or spend more than \$5,000 for the 2012 election cycle (and thus trigger registration and reporting requirements) must file quarterly reports throughout 2012, even if the candidate plans to retire, withdraws from the race prior to the primary election, loses the primary or drops out of the race prior to the general election. See [11 CFR 104.5\(a\)\(1\)](#).

Before a committee can stop filing with the FEC, it must file a termination report with the Commission. See [11 CFR 102.3](#). Committees must continue to file reports until the Commission notifies them in writing that their termination report has been accepted.

48 HOUR NOTICES ON CONTRIBUTIONS

Notices are required if the committee receives any contribution (including in-kind gifts or advances of goods or services; Loans from the candidate or other non-bank sources; and guarantees or endorsements of bank loans to the candidate or committee) of \$1,000 or more per source, during the period less than 20 days but more than 48 hours before any election in which the candidate is running.

The notices must reach the appropriate federal filing office within 48 hours of the committee's receipt of the contribution(s). **Campaign committees that file electronically MUST submit their 48-hour notices electronically.** See 11 CFR [104.5\(f\)](#) and [104.18\(c\)](#).

- Web Page: [Electronic Filing Page](#)
- Web Page: [Link to Paper Forms](#) (for downloading and printing)
- Form 6 Fax numbers
 - Senate campaigns (Secretary of the Senate): (202) 224-1851
 - House Campaigns (FEC): (202) 219-0174
- Campaign Guide: [Candidate Guide, p. 80](#) [PDF]

PRE- AND POST-ELECTION REPORTS

A committee whose candidate participates in a 2012 state primary, nominating convention or runoff election – even if unopposed – must also file a pre-election report 12 days prior to the primary, nominating convention or runoff. The campaign committee of a candidate who participates in the general election must file pre- and post-general election reports. [11 CFR 104.5\(a\)\(2\)](#).

- *The Record*: January 2012 issue [PDF] – coming in 2012
- [Candidate Guide, p. 79-80](#) [PDF]

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² If a candidate has more than one authorized committee, the principal campaign committee must also file a consolidated report on [Form 3Z](#) [PDF].

FOR INFORMATION, CALL: (800) 424-9530 or (202) 694-1100