

CANDIDATE FORMS & DISCLOSURES



Georgia Government Transparency
& Campaign Finance Commission

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DOI

Declaration of Intention
to Accept Contributions

RC

Registration Form for
a Candidate's Campaign
Committee

COOSA

Choosing the Option of
Separate Accounting

PIN APP

Electronic Filing Access
Code Application

CCDR

Campaign Contribution
Disclosure Statement

FR&TS

Final Report &
Termination Statement

PFDS

Personal Financial
Disclosure Statement

TBD

Two Business
Day Report

Local Filing Officer

Individual a candidate for a
county or municipal office files
with. Usually the city clerk or
elections superintendent.

FORMS

Declaration of Intention to Accept Campaign Contributions

Reference: O.C.G.A. § 21-5-30(g)

- Must be filed **PRIOR** to accepting contributions.
- A candidate's personal funds expended for their campaign, except for payment of a qualifying fee, are considered campaign contributions.
- A new form must be filed if there is a break in office or if accepting contributions for a different office.
- County and Municipal candidates file this form with their local filing officer. All other candidates file with the Commission.

Registration Form for a Campaign Committee

Reference: O.C.G.A. §§ 21-5-3(2); 21-5-30(b)

- This form registers a candidate's campaign committee.
- A committee is required only if a candidate designates someone to file reports, accept money, or expend money on behalf of the campaign.
- A Chairperson and Treasurer are required to form a committee; however, they can be the same person and can be the candidate. If either position is vacant, the committee cannot accept contributions.
- The committee registration will remain in effect until the registration is canceled by the committee or the candidate.
- Filed with the Commission

Choosing the Option of Separate Accounting

Reference: O.C.G.A. §§ 21-5-43(a)(2); 21-5-30 (c)

- Permits candidates to accept contributions for multiple elections within an election cycle. Thus, a candidate may accept contributions for the general election in an election cycle even if the primary election has not occurred.
- A candidate must designate what election the contribution is accepted for on the applicable CCDR.
- Contributions received for a future election cannot be expended until the current election has occurred.
- If a candidate does not qualify or participate in a future election in an election cycle, the contributions received for the future election must be returned to contributors pro-rata.
- Filed with the Commission

Electronic Filing Access Code Application

Reference: O.C.G.A. § 21-5-34.1(a)

- Used for identification purposes for local and state candidates.
- Filed with the Commission.

AFFIDAVIT OF EXEMPTION (O.C.G.A. § 21-5-34(d.1))



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WHAT IS THE AFFIDAVIT OF EXEMPTION?

The Affidavit of Exemption is a written, sworn statement completed by a candidate or public officer if they do not plan to accept more than \$2,500 in contributions or expend more than \$2,500 in expenditures during an election cycle. Filing the Affidavit exempts the candidate or public officer from Campaign Contribution Disclosure Report (CCDR) filing requirements.

WHERE IS AN AFFIDAVIT OF EXEMPTION FILED?

An Affidavit of Exemption is filed with the candidate's or public officer's local filing officer. Generally, the local filing officer for municipal candidates and public officers is the city clerk of the municipality in which the candidate is seeking office or in which the public officer holds office and the local filing officer for county candidates and public officers is the elections superintendent for the county in which the candidate is seeking office or in which the public officer holds office.

WHEN CAN THE AFFIDAVIT OF EXEMPTION BE FILED?

The Affidavit of Exemption may be filed at any time during an election cycle. However, best practice is for a candidate or public officer to file an Affidavit at the beginning of each election cycle, immediately after qualifying for office, or immediately after filing a Declaration of Intention to Accept Campaign Contributions (DOI). If a candidate files an Affidavit after CCDRs become due, the candidate is responsible for filing all CCDRs due prior to filing the Affidavit.

WHEN DOES THE AFFIDAVIT OF EXEMPTION EXPIRE?

The Affidavit of Exemption is good for one election cycle. After an election cycle concludes, a public officer will need to file a new Affidavit to be exempt from CCDR filing requirements in the new election cycle.

WHO MAY FILE THE AFFIDAVIT OF EXEMPTION?

Candidates for county or municipal offices or public officers currently holding a county or municipal office who do not intend to accept more than \$2,500 in contributions or expend more than \$2,500 in expenditures during an election cycle.

Q: What if a candidate or public officer who has filed the Affidavit of Exemption expends more than \$2,500 or accepts more than \$2,500 in contributions during the election cycle?

A: If a candidate or public officer exceeds the \$2,500 limit but does not exceed \$5,000 in contributions and expenditures, then they must file a June 30th CCDR and December 31st CCDR in the election year. If the candidate or public officer exceeds \$5,000 in contributions and expenditures, then they must file all CCDRs due in an election year as prescribed by O.C.G.A. § 21-5-34(c)(2).

Q: What if a candidate or public official does not file an Affidavit of Exemption?

A: If a candidate or public officer does not file an Affidavit of Exemption, then they must file CCDRs in accordance with the filing schedule found at O.C.G.A. § 21-5-34(c).

PERSONAL FINANCIAL DISCLOSURE STATEMENT (PFDS) O.C.G.A. § 21-5-50



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WHAT IS A PFDS?

A statement filed by certain public officers and all candidates in which they disclose fiduciary positions, business interests, real estate interests, and investment interests that they or their spouse held in the previous calendar year.

WHO FILES A PFDS?

- Constitutional Officers
- Elected state officials
- Executive heads of every state department or agency
- Members of the General Assembly
- Elected county officials
- Elected members of a local board of education
- Members of the Campaign Finance Commission
- Members of the State Transportation Board
- Candidates for state-wide & state-level offices

WHERE IS A PFDS FILED?

- State-wide and state level officials, including district attorneys and superior court judges, file with the commission.
- Local officials file with their city clerk or elections superintendent.

WHEN IS A PFDS FILED?

- Incumbent Local Officials, State-Level & State-Wide Non-Partisan Elected Officials*
 - Election Year: file within 15 days of qualifying.
 - Nonelection Year: file no later than July 1st of that year.
- State-Wide Elected Officials**
 - Election Year: file a PFDS within 7 days of qualifying.
 - Nonelection Year: file no later than July 1st of that year.
- Members of the State Transportation Board
 - Year of Election: no later than 60 days after election to the Board
 - All other years: file PFDS and Affidavit before January 31st of each year

AFFIDAVIT OF PUBLIC OFFICER O.C.G.A. § 21-5-50(A)(2)

Prior to 2010, all public officers were required to file a PFDS. Now certain public officers are no longer required to file a PFDS, instead they file an Affidavit of Public Officer. These public officers are: executive directors of each state board, commission, council, or authority and members of a state board, commission, council, or authority.

OFFICIALS APPOINTED TO VACANT OFFICES

An individual who is appointed to a vacant elected public office files his or her first PFDS the year after they take office. Ex: John Doe is appointed to a vacant superior court office and is sworn into office on August 1, 2015. John Doe files his first PFDS in 2016.

*COURT OF APPEALS AND SUPREME COURT JUSTICES

**GOVERNOR, LT. GOVERNOR, SECRETARY OF STATE, COMMISSIONER OF AGRICULTURE, COMMISSIONER OF INSURANCE, COMMISSIONER OF LABOR, STATE SCHOOL SUPERINTENDENT