

COMMISSIONER OF POLITICAL PRACTICES



STATE OF MONTANA

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COPP Committee Forms Guide

The following is a list of reporting forms available to political committees from the Office of the Commissioner of Political Practices and a brief description of what each form is, where and when the form must be filed, and by whom:

-C2 Statement of Organization: The C-2 Statement of Organization must be filed by all political committees who participate in Montana elections by making expenditures or receiving contributions. Form C-2 must be filed within five (5) days after appointing a campaign treasurer or making an expenditure to support or oppose a candidate or ballot issue, whichever occurs first, and must include the full name and address of the committee, the name and address of the bank the committee has opened an account with, the treasurer's full name and contact information, and all candidates or ballot issues supported or opposed and the date of those elections. Form C-2 must also denote the type of committee you wish to register as (Incidental, Ballot Issue, Political Party, and Independent)- to assist in determining the proper type of Political Committee to register as see MCA 13-1-101.

-C4 Incidental Political Committee Finance Report: Form C-4 is the Incidental Committee finance report and must detail all contributions received and expenditures made by an incidental committee during a specific timeframe. C4's are to be filed periodically according to the proper reporting calendar, which can be found here: <http://politicalpractices.mt.gov/calendars>.

-C6 Political Committee Finance Report: Form C-6 is the Committee Finance report that must be filed by political party, ballot issue, and independent (PAC's) committees. Like the C-4, form C-6 must detail all contributions received and expenditures made by the committee during a certain time period and must be filed according to dates laid out in the proper reporting calendar.

-C7 Notice of Pre-Election Contributions: Form C-7 is the Notice of Pre-Election Contributions and must be filed:

- any statewide political committee organized to support or oppose statewide ballot issues must file a Form C-7 if \$500 or more is received from a single source between the 20th day before an election and the date of election;
- any other candidate or political committee must file a Form C-7 if \$100 or more is received from a single source between the 17th day before an election and the date of the election.

The timeframe for C-7's to be filed is as follows:

- Statewide political committees must file within 24 hours after receipt of a contribution of \$500 or more.
- All other candidates or political committees must file within 48 hours after receipt of a contribution of \$100 or more.

-C7E 24 Hour Notice of Pre-Election Expenditures: Form C-7E, the 24 Hour Notice of Pre-Election Expenditures, must be filed by all political committees that make an expenditure or incur a debt or obligation of \$500 or more for election material described in 13-35-225(1), MCA if made between the 17th day before the election and the day of the election. (13-37-226, MCA). Form C-7E must be filed within 24 hours after making expenditure or incurring a debt of \$500 or more.