

COMMISSIONER OF POLITICAL PRACTICES
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INSTRUCTIONS (Revised 06/12) **FORM C-5** **CANDIDATE CAMPAIGN FINANCE REPORT**

WHO IS REQUIRED TO FILE A FORM C-5?

Pursuant to Montana Code Annotated § 13-37-225, each candidate for statewide and state district offices shall account for all contributions received and expenditures made by or on behalf of the candidate by filing periodic reports. A report must be filed even if no money has been received or expended.

Each candidate for county, municipal, and class one school district trustee offices are required to file periodic reports if contributions received, including personal funds, exceed \$500 or if expenditures exceed \$500.

WHAT INFORMATION IS TO BE REPORTED?

The information requested on Form C-5 is required in accordance with Montana Code Annotated §§ 13-37-225 and 13-37-226. Detailed instructions for the completion of this report are provided in the Accounting and Reporting Manual available on the agency website through the "Campaign Finance and Practices" link and then "Candidate Information" from the drop down menu.

WHEN MUST A FORM C-5 BE FILED?

Reporting calendars for the filing of Form C-5 also are available on the agency website through the "Campaign Finance and Practices" link and then "Candidate Information" from the drop down menu.

WHERE MUST A FORM C-5 BE FILED?

- One copy is to be filed with the Commissioner of Political Practices at the address above. The report may be faxed provided the original report is submitted to the Commissioner immediately thereafter. The Commissioner's fax number and mailing address are provided above.
- One copy is to be filed with the Election Administrator of the candidate's resident county by City and County Candidates.
- One copy is to be filed with the school clerk by school trustee candidates.
- One copy is to be retained for the candidate's records.