

COMMISSIONER OF POLITICAL PRACTICES



STATE OF MONTANA

JEFFREY A. MANGAN
COMMISSIONER
TELEPHONE (406) 444-2942
FAX (406) 444-1643

1209 EIGHTH AVENUE
PO BOX 202401
HELENA, MONTANA 59620-2401
www.politicalpractices.mt.gov

COPP Candidate Forms Guide

The following is a list of report forms available to candidates from the Office of the Commissioner of Political Practices and a brief description of what each form is and where and when the form must be filed:

-C1 Statement of Candidate: Form C1 is the Statement of Candidate form for candidates for statewide or state district (House, Senate, PSC, and District Judges) seats. Form C-1 must be filed within five (5) days after receiving or spending money, appointing a campaign treasurer, or filing for office, whichever occurs first.

-C-1A Statement of Candidate: Form C-1A is the Statement of Candidate for county, municipal, or school candidates. All county and municipal candidates must file form C-1A; all candidates campaigning for school trustee offices in first-class districts located in counties with populations of 15,000 and more or in county high school districts having student enrollments of 2,000 or more must file a Form C-1A. Form C-1A must be filed within five (5) days after receiving or spending money, appointing a campaign treasurer, or filing for office, whichever occurs first. Candidates for these offices may currently designate themselves a 'A' box (no money, including personal funds, may be spent/received), 'B' box (less than \$500 will be cumulatively raised and spent), or 'C' box (more than \$500 raised/spent).

-C3 Code of Fair Campaign Practices: Form C-3 is the Code of Fair Campaign Practices. Candidates may sign and return the C3 to the COPP at any time, but it is a voluntary form and is not required.

-C5 Candidate Campaign Finance Report: Form C-5 is the candidate campaign finance reporting form, and must be filed by all candidates who have filed a C1 running for statewide or state district office as well as all county, municipal, and school candidates that have designated themselves 'C' box candidates on the C-1A. The C5 reports must detail all contributions received and expenditures made by a campaign during a specific timeframe. C5's are to be filed periodically according to the reporting calendar, which varies according to office sought and election date and is available on the COPP website here: <http://politicalpractices.mt.gov/calendars>.

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

- any statewide candidate must file a Form C-7 if \$200 or more is received from a single source between the 20th day before an election and the date of the 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 candidates must file within 24 hours after receipt of a contribution of \$200 or more.
- All other candidates or political committees must file within 48 hours after receipt of a contribution of \$100 or more.

-C8 Constituent Services Reporting Form: Form C-8 is the Constituent Services Reporting form, where any expenses made from an established Constituent Services account must be reported. C-8 reports are to be filed quarterly with the COPP, and are established by filing form C-118C (please see below).

-C-118 Disposition of Surplus Campaign Funds: Form C-118 is the Disposition of Surplus Campaign Funds and is the form that details or documents how candidates for public office who filed C-5 campaign finance reports disposed of any and all surplus campaign funds. Within 120 days of filing a closing C5 campaign finance report, a candidate must dispose of surplus campaign funds; form C-118 must be filed by a candidate within 135 days after the closing C5 is filed.

-C-118C Establishing a Constituent Services Account: Form C-118C is the form that allows an official who has been elected for public office to create a constituent services account (please see the following guide for more information on constituent services accounts:

<http://www.politicalpractices.mt.gov/Portals/144/5campaignfinance/ConstituentServicesFAQs.pdf>).

Following the filing of a closing campaign finance report, all candidates with surplus campaign funds are required to file either a Form C-118 or C-118C, pursuant to Montana Code Annotated § 13-37-240. A candidate that has been elected and has chosen to open a constituent services account must file a Form C-118C.

-D1 Business Disclosure Statement: Form D1 is the Business Disclosure Statement, and must be filed by: statewide or state district elected officials; candidates for statewide or state district offices; department directors; and any individual appointed to fill any of these positions. The dates by which form D1 must be filed are:

- Statewide or state district elected officials or department directors: prior to December 15 of each even-numbered year;
- Candidates for statewide or state district offices: within five (5) days of the time the candidate files for office (with the Secretary of State); and
- Individual appointed to any of the above offices: at the earlier of the time of submission of the person's name for confirmation or the assumption of office.

Please see form D1 on the website for more information on what is to be reported on the D1.