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## **INSTRUCTIONS** (Revised 11/08)

### **FORM C-118C**

### **DISPOSITION OF SURPLUS CAMPAIGN**

### **FUNDS STATEMENT - Establishing a Constituent**

### **Account**

#### **WHO IS REQUIRED TO FILE A FORM C-118C?**

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.

#### **WHAT INFORMATION IS TO BE REPORTED?**

Pursuant to 13-37-240, MCA, the candidate shall disclose the establishment of a constituent services account. The Form C-118C shall be accompanied by a copy of the transaction between the campaign account and the constituent account.

#### **WHEN MUST A FORM C-118C BE FILED?**

Within 120 days of filing a closing campaign finance report, a candidate must dispose of surplus campaign funds. Form C-118 must be filed by a candidate within 135 days after a closing report is filed.

#### **WHERE MUST A FORM C-118C BE FILED?**

- One copy is to be filed with the Commissioner of Political Practices at the address above.
- One copy is to be filed with the Election Administrator of the candidate's resident county.
- One copy is to be retained for the candidate's records.