



COMMISSIONER OF  
POLITICAL PRACTICES

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STATE OF MONTANA

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## 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:

**C-1 Statement of Candidate:** Form C-1 is the Statement of Candidate for candidates for statewide or state district (House, Senate, PSC, and District Judge) seats. Form C-1 must be filed within five days after receiving/soliciting campaign contributions, making campaign expenditures or filing for office, whichever occurs first. The C-1 Statement of Candidate must be filed electronically using the [CERS system](#).

**C-1A Statement of Candidate:** Form C-1A is the Statement of Candidate for county, municipal (city), 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/soliciting campaign contributions, making campaign expenditures or filing for office, whichever occurs first. 'B' box (the campaign will not exceed \$500 in contribution or expenditure activity) or 'C' box (the campaign will exceed \$500 in contribution or expenditure activity). A C-1 Statement of Candidate must be filed electronically using the [CERS system](#).

**C-3 Code of Fair Campaign Practices:** Form C-3 is the Code of Fair Campaign Practices. Candidates may file form C-3 with the COPP at any time, but it is a voluntary form and is not required. Form C-3 can be filed in the [CERS system](#).

**C-5 Candidate Campaign Finance Report:** Form C-5 is the candidate campaign finance reporting form and must be filed by all statewide and state district candidates as well as all county, municipal (city), and school candidates that have designated themselves 'C' box candidates on the C-1A. C5 reports must detail all contributions received and expenditures made by a campaign during the reporting period. C5s are filed periodically according to the reporting calendar- see the [Reporting Calendars page](#) on the COPP's website for up to date information about campaign reporting calendars. Candidates must file form C-5 electronically using the [CERS system](#).

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

- any statewide candidate who receives a contribution of \$250 or more from a single source between the 15th day of the month preceding an election and the date of the election;
- any other candidate who received a contribution of \$125 or more from a single source between the 15th day of the month preceding an election and the date of the election;
- Form C-7 must be filed electronically using the [CERS system](#) within two (2) business days of receiving the contribution.

**C-7 Notice of Pre-Election Expenditures:** Form C-7E is the Notice of Pre-Election Expenditures and must be filed by:

- any statewide candidate who makes an expenditure of \$250 or more between the 15th day of the month preceding an election and the date of the election;
- any other candidate who makes an expenditure of \$125 or more between the 15th day of the month preceding an election and the date of the election;
- Form C-7E must be filed electronically using the [CERS system](#) within two (2) business days of making the expenditure.

**C-8 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 (learn more about constituent services accounts [here](#)). C-8 reports are to be filed quarterly with the COPP and are established by filing form C-118C (please see below). [C-8 forms](#) must be filed by sending a digital or hard copy [C-8 form](#) either via email ([cppcompliance@mt.gov](mailto:cppcompliance@mt.gov)), fax (406-444-1643), mail (PO Box 202401, Helena, MT, 59620-2401), or hand delivered (1209 8th Avenue, Helena, Montana).

**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 CS 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 CS is filed. [C-118 forms](#) must be filed either via email ([cppcompliance@mt.gov](mailto:cppcompliance@mt.gov)), fax (406-444-1643), mail (PO Box 202401, Helena, MT, 59620-2401), or hand delivered (1209 8th Avenue, Helena, Montana).

**C-118C Establishing a Constituent Services Account ([C-118C instructions and form](#)):** 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 [this guide](#) for more information on constituent services accounts). 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. [C-118C forms](#) must be filed either via email ([cppcompliance@mt.gov](mailto:cppcompliance@mt.gov)), fax (406-444-1643), mail (PO Box 202401, Helena, MT, 59620-2401), or hand delivered (1209 8th Avenue, Helena, Montana).

**D-1 Business Disclosure Statement** ([D-1 form and guide](#)): Form D-1 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 D-1 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.