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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 ([C-1 guide and paper copy](#)): Form C-1 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 days after receiving or spending money, appointing a campaign treasurer, or filing for office, whichever occurs first. A C-1 Statement of Candidate can be filed in the [CERS system](#).

C-1A Statement of Candidate ([C-1A guide and paper copy](#)): 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' 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). A C-1 Statement of Candidate can be filed in the [CERS system](#).

C-3 Code of Fair Campaign Practices ([C-3 guide and paper copy](#)): Form C-3 is the Code of Fair Campaign Practices. Candidates may sign and return the C-3 to the COPP at any time, but it is a voluntary form and is not required. A C-3 can be filed in the [CERS system](#).

C-5 Candidate Campaign Finance Report ([C-5 instructions](#), [PDF paper copy](#), [Excel Form C-5](#)): Form C-5 is the candidate campaign finance reporting form and must be filed by all candidates who have filed a CI 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 CS reports must detail all contributions received and expenditures made by a campaign during a specific timeframe. C5s are filed periodically according to the reporting calendar, which varies according to office sought and election date. See the [Reporting Calendars page](#). Candidates will file form C-5 in the [CERS system](#).

C-7 Notice of Pre-Election Contributions ([C-7 guide and paper copy](#)): Form C-7 is the Notice of Pre-Elections Contributions and must be filed by:

- any statewide candidate who receives \$200 or more from a single source between the 20th day before an election and the date of the election;
- any other candidate or political committee when \$100 or more is received from a single source between the 17th day before an election and the date of the election. File form C-7 in the [CERS system](#).

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.

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), 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), 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), 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.