2022 candidate C-7/C-7E training

May 2022
What is a C-7?

• Candidates for elected office are required to disclose certain contributions received "between the 15th day of the month preceding an election in which the candidate participates and the day before the election" within 2 business days, 13-37-226(1)(c), Mont. Code Ann.
  • $250.00 for statewide candidates, $125.00 for all other candidates

• Form C-7, the Notice of Pre-Election Contributions, is the method candidates use to disclose these pre-election contributions
When does a C-7 need to be filed?

- Primary election: May 15 through June 6
- General election: October 15 through November 7
How do I file a C-7?

- There are four steps to filing a C-7:
  - Step 1: Log into the CERS system
  - Step 2: From the candidate report list, select the ‘Add New C7’ icon
  - Step 3: Enter relevant contribution/s
  - Step 4: Use the ‘File’ tab to Certify and File the C-7 report
Step 1- Log into CERS, using Okta
Step 2- ‘Add New C7’
Step 3- Enter Contribution/s
Step 4-
Certify and File
Tips for filing a C-7!

• The date range on a C-7 should be limited to include only 2 business days
  • Create and file a new C-7 for each 48-hour period as needed
Tips for filing a C-7!

- A C-7 can include contributions received from more than one source
  - *All* contributions received within a 48-hour period can be included on one C-7
Tips for filing a C-7

• Remember to include all required contributor information!
  • A contributor’s name, address, occupation, and employer must be included on the C-7
  • Describe the specific goods or services contributed in-kind
What is the difference between a C-7 and a C-5?

- Form C-7 is the Notice of Pre-Election Contributions
  - Only allows for reporting of contributions received
  - Cover only short, 48-hour periods
- Form C-5 is the candidate campaign finance report
  - Allows for reporting of both contributions received and expenditures made
  - Covers entire reporting period
  - Once filed, C-7’s incorporate into the C-5; no need to report qualifying contributions on both!
Review

• Questions from participants
What is a C-7E?

• Candidates for elected office are required to disclose certain expenditures made “between the 15th day of the month preceding an election in which the candidate participates and the day before the election” within 2 business days, 13-37-226(1)(d), Mont. Code Ann.
  • $250.00 for statewide candidates, $125.00 for all other candidates
• Form C-7E, the Notice of Pre-Election Expenditures, is the method candidates use to disclose these pre-election expenditures
When does a C-7E need to be filed?

- Primary election: May 15 through June 6
- General election: October 15 through November 7
How do I file a C-7E?

- There are four steps to filing a C-7E:
  - Step 1: Log into the CERS system
  - Step 2: From the candidate report list, select the ‘Add New C7E’ icon
  - Step 3: Enter relevant expenditure/s
  - Step 4: Use the ‘File’ tab to Certify and File the C-7E report
Step 2- ‘Add New C7E’
Step 3- Enter Expenditure/s
Step 4-
Certify and File
Tips for filing a C-7E!

- The date range on a C-7E should be limited to include only 2 business days.
- Create and file a new C-7E for each 48-hour period as needed.
Tips for filing a C-7E!

- A C-7E can include more than one expenditure made!
  - *All* expenditures made within a 48-hour period can be included on one C-7E
Tips for filing a C-7E!

• Remember to describe expenditures with all required detail on a C-7E!
  • Expenditures “made to a consultant, advertising agency, polling firm, or other person that performs services for or on behalf of a candidate” must be “itemized and described in sufficient detail to disclose the specific services performed”, 13-37-229(2)(b), Mont. Code Ann.
What is the difference between a C-7E and a C-5?

- Form C-7E is the Notice of Pre-Election Expenditures
  - Only allows for reporting of expenditures made
  - Cover only short, 48-hour periods
- Form C-5 is the candidate campaign finance report
  - Allows for reporting of both contributions received and expenditures made
  - Covers entire reporting period
  - Once filed, C-7E’s incorporate into the C-5; no need to report an activity on both!
REVIEW

- Questions from participants
• **May 15**: C-7 and C-7E period begins for the primary election
  • File form C-7 within 2 business days if a contribution of $250.00 or more (statewide candidates)/$125.00 or more (all other candidates) is received from a single source
  • File form C-7E within 2 business days if an expenditure of $250.00 or more (statewide candidates)/$125.00 or more (all other candidates) is made
  • Period lasts through June 6, 2022 (the day before Montana’s 2022 primary election day)
Reminder- C-5 report due May 20!

• **May 20:** Periodic C-5 report due
  • Report should include all campaign activity from April 16 through May 14
  • *Please do not wait until the 20th to file this required C-5 campaign finance report!* Candidates can file anytime from the 15th thru the 20th
Questions? Contact Us!

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