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Tip #6: Reporting filing fee

Greetings all 2022 candidates and treasurers!

COPP Compliance Specialists have recently received a few calls questioning how to properly report your filing fee. Reporting your filing fee is required and reporting depends on how you paid the fee. Most candidates who file may have yet to open a campaign account and therefore filed using a personal check or credit card. Some candidates who opened their campaign prior to filing may have used their campaign account to pay the filing fee. How to report under those scenarios.

Candidates who paid their filing fee using personal funds:

If the candidate wishes to have the filing fee reimbursed by the campaign will record the as an in-kind candidate loan using the loan tab in CERS.

- Contributions Tab, locate 'Loan' subtab
- Click 'Add'
- Click the Add Candidate Loan red bar
- Complete entry as an IN-KIND with In-Kind value entered & type "Filing Fee" in description
- Submit
- Save

-OR-

If the candidate wishes to donate the fee to the campaign, record the as an in-kind candidate contribution using the 'Self-Contribution' sub tab in CERS.

- Contributions Tab, locate 'self-contribution' subtab
- Click 'Add'
- Complete entry as an IN-KIND with In-Kind value entered & type "Filing Fee" in description
- Submit
- Save

Candidates who paid their filing fee using their campaign account:

Report as an expenditure using the 'Expenditures' tab and sub tab

- Expenditures Tab, locate 'expenditures' subtab
- Click 'Add'
- Complete entry
- Submit
- Save

I hope this helps! If you have any questions, please call or email for more information. You may contact us via telephone at (406) 444-4627 or via email at cpphelp@mt.gov and cppcompliance@mt.gov. Previous tips issued by COPP Compliance Specialists can be found on the COPP's website [here](#).