



# OKLAHOMA ETHICS COMMISSION

## REGISTRATION CHECKLIST FOR A NEW COUNTY CAMPAIGN COMMITTEE

Read through the checklist before completing any items and use it with the Candidate Guide (County Office) and Ethics Rules.

ITEM	DESCRIPTION
<input type="checkbox"/>	<p>Read the Guide for Candidates (County Office)</p> <ul style="list-style-type: none"> <li>• The Guide for Candidates (County Office) summarizes the Ethics Rules that apply to county candidates.</li> <li>• Available at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> on the “County” page under the “Campaigns” tab, “Local Campaigns” link.</li> </ul>
<input type="checkbox"/>	<p>Prior Committee Information</p> <p>Does this candidate have an <u>active county level</u> campaign committee for a prior election?</p> <p><b>YES:</b> Discontinue with this Checklist and use the “<a href="#">County Transition Checklist</a>” available at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> under the “Campaigns” tab, “Local Campaigns” link.</p> <p><b>NO:</b> Continue to the next step.</p>
<input type="checkbox"/>	<p>Name the Campaign Committee</p> <p>A campaign committee name must include the following:</p> <ol style="list-style-type: none"> <li>1. Name of the candidate (i.e., full name, first name, middle name or last name of candidate); <b>and</b></li> <li>2. Year of the election</li> </ol> <p>Examples: “Doe for County Commissioner 2024” or “John Doe for Sheriff 2024” are acceptable names for a campaign committee.</p>
<input type="checkbox"/>	<p>Identify Officers for the Committee <i>(Treasurers &amp; Deputy Treasurers shall be Oklahoma residents)</i></p> <ul style="list-style-type: none"> <li>• Chair and Treasurer are required officers. The same person, including the candidate, may be Chair, Treasurer, or both.</li> <li>• A Deputy Treasurer is optional but recommended.</li> <li>• The campaign may have other officers and personnel; however, none of these officers will relieve the Chair, Treasurer, candidate, or others of their legal obligations under the Ethics Rules.</li> <li>• <b>NOTE:</b> The Treasurer is legally responsible for the filing of timely and accurate reports for the county campaign and maintaining all associated records for at least four years.</li> </ul>
<input type="checkbox"/>	<p>Open a Campaign Committee Depository (bank, credit union, or other financial institution)</p> <ul style="list-style-type: none"> <li>• The depository account name must be the full name of the campaign committee, which includes the name of the candidate and year of the election.</li> <li>• The depository must ordinarily do business in Oklahoma.</li> <li>• An employer ID Number (EIN) may be obtained at <a href="http://www.irs.gov">www.irs.gov</a>.</li> </ul> <p><b>NOTE:</b> All campaign funds accepted are required to be deposited in the committee’s depository.</p> <p>Candidates who spend personal funds for campaign purposes may be reimbursed with campaign committee funds within 90 days of the expense. After the 90 days, non-reimbursed expenses are considered contributions to the campaign from the candidate, must be reported accordingly, and are not able to be refunded.</p> <p>All campaign expenditures are required to be reported by transaction date even if not expended from the depository.</p>

<input type="checkbox"/>	<p>Register with the <b>County Election Board</b></p>	<ul style="list-style-type: none"> <li>• Has in excess of \$1,000 been received for the campaign?</li> <li>• Has in excess of \$1,000 spent on the campaign?</li> </ul> <p><b>NOTE:</b> The \$1,000 threshold includes candidate’s personal funds spent on his/her own campaign.</p> <p><b>YES:</b> A “yes” to <u>either</u> of these questions, requires the filing of a Statement of Organization with the <b>County Election Board</b> within 10 calendar days of exceeding \$1,000 of activity for the campaign. Go to next section.</p> <p><b>NO:</b> A “no” to <u>both</u> questions, means a Statement of Organization is not required to be filed at this time, but once \$1,000 in activity is exceeded, a Statement of Organization must be filed within 10 calendar days. Campaign committees with \$1,000 or less of activity are not required to register or file reports.</p>
<input type="checkbox"/>	<p>File a <i>Statement of Organization</i> with the <b>County Election Board</b> (if required to register)</p>	<p>A Statement of Organization form is available on the Ethics Commission website at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> under the “Campaigns” tab, “Local Campaigns” link.</p> <ul style="list-style-type: none"> <li>• Save the form to your computer to type on the form or print the form and fill out by hand.</li> <li>• After the form is complete, have the Statement of Organization notarized.</li> <li>• File the notarized Statement of Organization with the <b>County Election Board</b>, along with a check from the campaign depository in the amount of <b>\$50</b> payable to the County Election Board.</li> </ul>
<input type="checkbox"/>	<p>File <i>Contributions and Expenditures Reports</i> as Required by the Ethics Rules (If required to register)</p>	<ul style="list-style-type: none"> <li>• The county reporting calendar is at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a>. <b>Required reports:</b> Pre-election reports are required <i>prior to elections</i>, post-general election reports are required to close out the election year, and quarterly reports are required at all other times.</li> <li>• For each required filing period, file the Contributions and Expenditures Summary Report and any schedules (A-J) that apply. Do not include blank schedules.</li> <li>• The fillable report forms are available on the Ethics Commission website <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> on the “<a href="#">County Page</a>” under the “Local Campaigns” link in the “Campaigns” tab.</li> <li>• File reports until a “Final Report” is filed and the campaign committee is properly dissolved in accordance with the Ethics Rules, see “<a href="#">County Dissolution Checklist</a>.”</li> </ul>
<input type="checkbox"/>	<p>File <i>Continuing Report of Contributions (CRC)</i> as Required by the Ethics Rules</p>	<ul style="list-style-type: none"> <li>• Continuing Report of Contributions (CRC) reports are only due during the two weeks before an election in which the candidate’s name is on the ballot (i.e., primary, runoff, or general).</li> <li>• These reports must be filed within 24 hours of receiving contributions totaling more than \$1,000 from a single source, and also with each subsequent contribution from that source regardless of value.</li> <li>• Loans, campaign expenses using personal funds, monetary contributions, and in-kind contributions from a single source are all contributions aggregated (totaled) to determine if a CRC (24-hour) report is required.</li> </ul>
<input type="checkbox"/>	<p>File Personal Financial Disclosure Statement (PFD)</p>	<ul style="list-style-type: none"> <li>• Newly elected county officers will file the PFD <u>within 30 days of assuming office</u>. PFD’s will then be filed annually between January 1<sup>st</sup> and May 15<sup>th</sup> of each year. This report will cover the previous calendar year. The PFD form is available on the bottom of the “County Campaigns” page.</li> </ul>
<input type="checkbox"/>	<p>Maintain All Records for 4 Years</p>	<ul style="list-style-type: none"> <li>• The committee must retain all receipts, bank statements and other documentation supporting the Contributions and Expenditures Reports for at least <b>FOUR (4) years</b>. The Committee is required to provide these documents to the Ethics Commission upon request.</li> </ul>

**Questions about the Ethics Commission Rules or Filing Requirements?**  
Call the Ethics Commission staff at (405) 521-3451 or email the staff at [ethics@ethics.ok.gov](mailto:ethics@ethics.ok.gov)