

ETHICS FORMS

DOI (Declaration of Intention to Accept Campaign Contributions)

- Must be filed prior to accepting campaign contributions and spending money on a campaign.
- This form can be filed anytime BEFORE the election date.
- A candidate's personal funds expended for their campaign, except for payment of a qualifying fee, are considered campaign contributions.
- Candidates can campaign before filing the DOI and/or qualify for office. They CANNOT accept contributions or spend money towards their campaign until the DOI is filed with the Local Filing Officer at the office of Habersham County Elections & Voter Registration.

RC (Registration of a Campaign Committee)

- RC form registers a candidate's campaign committee.
- A committee is required only if a candidate designates someone to file reports, accept money, or expend money on behalf of the campaign.
- Before a campaign committee accepts contributions, the name and address of the chairperson and treasurer MUST be filed with the Commission.
- When the candidate is elected to office, the registration of the candidate's committee with the Commission remains in effect as long as the candidate remains in office unless the registration is cancelled by the committee or the candidate.
- Contributions SHALL NOT be accepted by the committee anytime there is a vacancy for the chairperson or the treasurer.
- Candidate files the RC directly with the Commission; email, gaethics@ethic.ga.gov , phone 404-463-1980, fax 404-463-1988.

COOSA (Choosing Option of Separate Accounting)

- Permits candidates to accept contributions for multiple elections within an election cycle. Thus, a candidate may accept contributions for the general election in an election cycle even if the primary election has not occurred.
- Contributions for multiple elections must be separately accounted for and reported separately on the CCDR.

- Contributions received for a future election cannot be expended until the current election has occurred.
- If a candidate does not qualify or participate in a future election in an election cycle, the contributions received for the future election must be returned to contributor's pro-rata.
- Candidates shall only be required to file one form which shall be utilized for all subsequent elections to the same elective office, regardless of whether an election occurs in a new election cycle.
- COOSA is filed directly with the Commission; email: gaethics@ethic.ga.gov , phone: 404-463-1980, fax: 404-463-1988, prior to accepting contributions for any election other than the candidate's next upcoming election.

CCDR (Campaign Contribution Disclosure Report – Final Report & Termination Statement)

- Candidates and public officials who exceed \$2,500.00 threshold in contributions and/or expenditures shall file a CCDR.
- Local candidates may be exempt from filing CCDRs if they file an Affidavit of Exemption not to exceed \$2,500.00 in contributions and/or expenditures.
- CCDR discloses all contributions received and expenditures made during a reporting period (period of time beginning the day AFTER the last due date, excluding any grace period, through the due date of the next report).
- CCDR is due during an ELECTION YEAR as follows:
 - January 31
 - April 30
 - June 30
 - September 30
 - October 25
 - December 31
- CCDR is due during a NON-ELECTION YEAR as follows:
 - June 30
 - December 31
- \$125.00 late fee is assessed when a report is filed late.
- Unsuccessful candidates ARE REQUIRED to file CCDR reports for the remainder of the election cycle.

- Unsuccessful candidates who have excess contributions from their campaign, are **REQUIRED** to file a supplemental CCDR no later than December 31 of each year until **ALL** contributions are expended.
- CCDR is filed with the Local Filing Officer at the office of Habersham County Elections & Voter Registration.

Affidavit of Exemption (Affidavit of Exemption not to exceed \$2,500.00 in contributions and/or expenditures)

- Candidates and public officials who do not intend to accept a combined total of more than \$2,500.00 in campaign contributions and/or expenditures (including any personal loans by the candidates to the campaign) can file an affidavit of exemption and be exempt from filing campaign contribution disclosure reports unless they cross the threshold of \$2,500.00.
- The Affidavit is valid for **ONE COMPLETE ELECTION CYCLE**.
- The Affidavit of Exemption **DOES NOT** apply to the Personal Financial Disclosure Statement.
- Affidavit of Exemption is filed with the Local Filing Officer at the office of Habersham County Elections & Voter Registration.

FR&TS (Final Report & Termination Statement)

- A FR&TS is a statement submitted with the campaign's final CCDR.
- This is the final campaign contribution disclosure report candidates and/or public officials file to terminate their campaigns.
- Candidates who file a form DOI and an Affidavit of Exemption but do not qualify for office may file a FR&TS within 10 days of dissolving their campaign.
- If the candidate qualified but was unsuccessful, they must file their FR&TS on December 31 of their election.
- The statement must identify the termination date as well as the person responsible for maintaining campaign records as required by the Act.
- To qualify to file a FR&TS, the filer must have a zero net balance, zero debt, and not be seeking or holding the office.
- FR&TS is filed with the Local Filing Officer at the office of Habersham County Elections & Voter Registration.

PFDS (Personal Financial Disclosure Statement)

- Document filed by a public official yearly between January 1st and July 1st in which the filer discloses information about financial activity for the preceding calendar year.
- Incumbent qualifying for office shall file a PFDS within 15 days after qualifying or before the July 1st deadline.
- A non-incumbent at the local level, WILL NOT file a PFDS until they have assumed office.
- Public Official MUST file a PFDS annually even if information has not changed from the previous filing.
- PFDS is filed with the Local Filing Officer at the office of Habersham County Elections & Voter Registration.

TBDR (Two Business Day Report)

- TBDR is used to report individual contributions (including loans) of \$1,000 or more received between the date of the last CCDR due before the date of the election for which the candidate has qualified.
- These contributions MUST be reported within two business days of receipt, and they MUST be reported on the next scheduled CCDR.
- TBDR is not filed every time a candidate receives a contribution of \$1,000 or more. It is only filed during a certain time frame.
- TBDR is filed with the Local Filing Officer at the office of Habersham County Elections & Voter Registration.

Qualifying Petition for Filing as a Pauper

Any person knowingly making any false statement on this affidavit commits the offense of false swearing and shall be guilty of a felony.

- A pauper's affidavit may be filed in lieu of paying the required qualifying fee.
- A candidate filing a pauper's affidavit instead of paying a qualifying fee shall under oath affirm the candidate's poverty and the candidate's resulting inability to pay the qualifying fee otherwise required.
- The form shall include a financial statement which lists the total income, assets, liabilities and other relevant financial information of the candidate.
- The affidavit shall contain an oath that such candidate has neither the assets nor the income to pay the qualifying fee otherwise required.

Further information on these forms can be found on the Georgia Government Transparency & Campaign Finance Commission website, www.ethics.ga.gov