

CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION



INSTRUCTIONS FOR SEEC FORM 7

REGISTRATION FOR AN ENTITY MAKING REFERENDUM EXPENDITURES FROM EXISTING TREASURY FUNDS IN EXCESS OF \$1,000 (NOT Individuals or Committees)

SEEC MAILING ADDRESS:

CONNECTICUT ELECTIONS ENFORCEMENT COMMISSION
CAMPAIGN FINANCE DISCLOSURE UNIT—3RD FLOOR
20 TRINITY STREET
HARTFORD, CONNECTICUT 06106-1628

SEEC TELEPHONE NUMBER:

MAIN NUMBER: 860-256-2940
TOLL FREE WITHIN CT: 1-866-SEEC-INFO
FAX NUMBER : 860-256-2981
SEEC WEBSITE ADDRESS: www.ct.gov/seec

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Registration for an Entity Making Referendum Expenditures From Existing Treasury Funds in Excess of \$1,000

(NOT Individuals or Committees)

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GENERAL INFORMATION

- Type or print clearly all information in black or blue pen. **Please do not use pencil.**
- All entities are urged to use the instructions provided on this form in conjunction with Connecticut's Campaign Finance Laws (Chapter 155 of the Connecticut General Statutes). Do not rely solely on information provided in the instructions of this form in attempting to interpret any provisions of the Campaign Finance Laws. All such questions should be directed to the State Elections Enforcement Commission at (860) 256-2940 or (866)-SEEC-INFO (Toll Free in Connecticut). Instructions provided here are only to give guidance and assistance.
- This form is to be filed by any entity (which includes firms, partnerships, organizations (including labor unions), associations, syndicates, company trusts, corporations, limited liability companies, or any other legal entity of any kind but NOT individuals, committees, the state or any political or administrative subdivision) which makes expenditures (including contributions to political committees formed solely to aid or promote the success or defeat of a referendum question) from their general treasury and/or has expenses incurred but not paid in excess \$1,000 to aid or promote the success or defeat for a referendum question to be voted upon in the state or political subdivision(s). See C.G.S. §§ 9-601(a)(11) and 9-620(d).

Itemization of all expenditures made and expenses incurred but not paid by that entity are required and the filing of such statements are due on the same dates required of political committees. See C.G.S. §§ 9-608 and 9-620(d).

***Please Note:** If an entity plans to raise new funds (i.e., taking in contributions) to aid or promote the success or defeat of a referendum question that entity should not file this form but rather must first form a political committee and comply with all the filing requirements applicable to that committee.

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WHERE TO FILE?

With the State Elections Enforcement Commission ONLY

- Statements filed by entities expending existing treasury funds or incurring expenses to aid or promote the success or defeat of a referendum question proposing a constitutional convention, constitutional amendment or revision of the Constitution shall be filed with the State Elections Enforcement Commission's Campaign Finance Disclosure Unit, located at 20 Trinity St., 3rd Floor, Hartford, CT 06106.

With the Town Clerk ONLY

- Statements filed by entities expending existing treasury funds or incurring expenses solely to aid or promote the success or defeat of a referendum question to be voted upon by the electors of a single municipality shall be filed ONLY with the town clerk of the municipality in which the referendum is to be held. In the case of a referendum question appearing on the ballot of two or more municipalities but not the entire state, such as a regional school district referendum, the proper filing repository is the Town Clerk of each of the several municipalities involved.

WHEN TO FILE?

Any entity included in the definition of "person", as defined in C.G.S. § 9-601 (10), other than an individual or committee, which makes expenditures of existing treasury funds or has expenses incurred but not paid in excess of \$1000 dollars in Connecticut or a political subdivision thereof to aid or promote the success or defeat of a referendum question that is to be voted upon is required to file an itemized statement of those expenditures and/or expenses incurred but not paid on the same dates required of political committees. See §§ 9-620(d) and 9-608.

Statements must be filed with the State Elections Enforcement Commission or the Town Clerk(s) by 4:30 p.m. or post-marked before midnight of the required filing day. If the due date falls on a Saturday, Sunday, or legal holiday, it is due on the next business day.

LATE PENALTY

A late filing penalty may be imposed by the Commission for statements filed late **for any reason**.

RECORD KEEPING

The entity **must** keep internal records to substantiate each entry on the statement. Records must be maintained for four years from the date of the statement. See C.G.S. §§ 9-607(f) and 9-620(d).

ADDITIONAL INFORMATIONAL RESOURCES

You are urged to read A Guide To Financing a Referendum Question which is available at the State Election Enforcement Commission's offices or on its webpage located at www.ct.gov/seec after clicking on the "Publications" link.

QUESTIONS?

If you have any questions concerning filing dates, need additional forms, or if you need guidance in the proper campaign finance reporting or have questions pertaining to the interpretation of the campaign finance statutes, please call the State Elections Enforcement Commission in Hartford at 860-256-2940 or toll free within Connecticut at 866-733-2463 (outside of the Hartford area).

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SEEC FORM 7 INSTRUCTIONS

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REGISTRATION TYPE

Initial: Check this box if the Entity is filing its first SEEC FORM 7

Amended: Check this box if changes are being made by the Entity to information on a previously filed SEEC FORM 7. Please note that whenever any information contained on this SEEC FORM 7 changes, the Entity must file an amended SEEC FORM 7, within ten (10) days of the date of the change, completing all of the information on the Form, including the new or updated information.

ENTITY INFORMATION

1. **Name of the Entity:** Provide the full name of the firm, partnership, organization (which includes a labor union), association, syndicate, company trust, corporation, limited liability company, or any other legal entity that is filing this form.

2. **Mailing Address of Entity:** Please provide the mailing address of the firm, partnership, organization, association, syndicate, company trust, corporation, limited liability company, or any other legal entity that is filing this form.

INDIVIDUAL AUTHORIZED TO DESIGNATE FILING AGENT

3., 4., 5. **Name of Individual Authorized to Designate an Agent to File Referendum Expenditure Statements:** Provide the full name, title, telephone number, and email of the individual that has been authorized by the Entity to designate an agent to complete and submit Referendum Expenditure Statements (SEEC Form 24) on behalf of the Entity.

INDIVIDUAL DESIGNATED TO FILE REFERENDUM STATEMENTS

6., 7., 8. **Name of Individual Designated to File Referendum Expenditure Statement:** Provide the full name, title, telephone number, and email of the individual that has been authorized by the Entity and Designated by the individual referenced in Line 3 to complete and submit Referendum Expenditure Statements on behalf of the Entity (SEEC Form 24).

REFERENDUM INFORMATION

9. **Referendum Date:** Enter the date of the referendum.

10. **Referendum Question:** Briefly describe the referendum question. This includes a referendum question that proposes a constitutional convention, constitutional amendment or revision to the Constitution.

11. **State or Political Subdivision(s):** Check the appropriate box to indicate whether the funds expended or expenses incurred are for a referendum question that is to be voted upon throughout the state or only in specific political subdivisions. Please list the specific subdivision(s) involved.

CERTIFICATION INFORMATION

12. **Certification of Individual Authorized to Designate an Agent to File Referendum Expenditure Statements:** This form must be signed by the individual that was authorized by the Entity to designate the individual responsible for the filing of the Referendum Expenditure Statement(s) (SEEC Form 24) on behalf of that Entity.

13. **Certification of Individual Designated to File Referendum Expenditure Statements:** This form must be signed by the individual that was designated to act as the authorized agent responsible for the filing of the Referendum Expenditure Statements (SEEC Form 24) on behalf of the Entity referenced herein.

**Please Note:* This statement must be complete and accurate. Penalties may be imposed for missing or inaccurate information.