

# CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION



---

## INSTRUCTIONS FOR SEEC FORM 21 SHORT FORM CAMPAIGN FINANCE DISCLOSURE STATEMENT

Rev. 1/07

---

### 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](http://www.ct.gov/seec)





### GENERAL INSTRUCTIONS

- Type or print clearly all information in black or blue pen. **Please do not use pencil.**
- All treasurers 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). Treasurers should 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.

### WHO MAY USE THIS FORM

- The treasurer of any candidate committee, exploratory committee or political committee formed for a single election, primary or referendum, provided that the committee has **NOT** received contributions or other funds, or made or incurred expenditures in excess of \$1,000 from the inception of the committee through the close of the reporting period covered by this statement.
- The treasurer of any town committee or political committee formed for ongoing political activities, provided that the committee has not received contributions or other funds, or made or incurred expenditures in excess of \$1,000 from January 1st of the current calendar year through the close of the reporting period covered by this statement.  
*\*Please Note:* This form may **NOT** be used by a town committee or political committee formed for ongoing political activities for the statement due January 10 and the 7th day preceding the election. For these filing dates, you must use SEEC Form 20.
- The treasurer of a state central committee may **never** use this form.

### WHERE TO FILE THIS FORM

**With the State Elections Enforcement Commission ONLY** (State Elections Enforcement Commission, Campaign Finance Disclosure Unit-3<sup>rd</sup> Floor, 20 Trinity St., Hartford, CT 06106):

- Candidate Committees for Probate Judge
- Political Committees which support or oppose candidates for Governor, Lieutenant Governor, Secretary of the State, State Treasurer, Comptroller, Attorney General, Judge of Probate, State Senator, and State Representative, or support or oppose a state constitutional amendment, or for any combination of these purposes.
- State Central Committees
- Exploratory Committees and Candidate Committees formed for the offices of Governor, Lieutenant Governor, Secretary of the State, State Treasurer, Comptroller, Attorney General, State Senator, and State Representative

**With the State Elections Enforcement Commission AND a Town Clerk:**

- Political Committees of a slate of candidates competing in a primary for the office of Justice of the Peace
- Town Committees (Original filed with State Elections Enforcement Commission. Copy of the statement with Town Clerk)

**With a Town Clerk ONLY:**

- Candidate Committees for election to a municipal office (Mayor, Councilman, Registrar of Voters, etc.) or for nomination in a primary for the position of a Town Committee member
- Exploratory Committees which established by a candidate solely considering municipal offices
- Political Committees formed for a single election or primary to support a slate of municipal candidates or a slate of candidates for town committee in a primary
- Political Committees formed solely to support or oppose a referendum question to be voted upon only by the electors of a single municipality. If the referendum question is to be voted on in two or more municipalities, this form must be filed with the Town Clerk in each of the municipalities involved. (e.g. regional school district)
- Political Committees organized for ongoing political activities independent of any single election or referendum, which make contributions, expenditures, or intend to make contributions or expenditures solely for municipal candidates or referenda

**INSTRUCTIONS FOR SEEC FORM 21**  
**SHORT FORM CAMPAIGN FINANCE DISCLOSURE STATEMENT**  
**CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION**  
Rev. 1/07



**WHEN TO FILE**

Statements must be filed with proper filing authority (State Elections Enforcement Commission or Town Clerk) by 4:30 p.m. or postmarked 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 FILING PENALTY**

A late filing penalty of \$100 is charged for statements filed late **for any reason**. The fee is the personal liability of the treasurer and cannot be paid from committee funds. In addition, if a late statement is not filed within 21 days after notification of a missed filing date, the treasurer is liable for a minimum penalty of \$200, and may be liable for a fine of not more than \$2,000 or imprisonment for not more than one year or both.

*(see Section 9-623(b)(4), General Statutes)*

**RECORD KEEPING**

Records must be maintained for four years from the date of the statement. See Section 9-607(f), General Statutes, for record keeping requirements. The Treasurer should also maintain copies of all statements filed and must provide a copy of each to the chairperson or candidate, as applicable.

**COMPLETING THE FORM**

1. Name of Committee: Provide full name of committee.
2. Treasurer Name: Provide the full name of the treasurer; title, first name, middle initial, last name and suffix, if any. This should be the same person who is the appointed Treasurer and properly registered with the appropriate filing repository.
3. Treasurer Street Address: Provide the full and complete residential address of the treasurer.
4. Election/Referendum Date: Candidate Committees, Exploratory Committees, and Political Committees organized for a single primary, election, or referendum must provide the date of the primary, election or referendum for which they were organized.
5. Office Sought: This section is to be completed by Candidate Committees ONLY. List the name of the public office or position being sought by the candidate.
6. District Number: Provide the district number, if applicable, for the public office or position being sought by the candidate (e.g. probate, council/aldermanic, etc.).
7. Candidate Name: This section is to be completed by Candidate and Exploratory Committees ONLY. Provide the full name of the candidate.
8. Type of Report: Check the appropriate box to indicate what type of report is being filed. If the type of report being filed is an amendment, enter the initial type of report being amended (i.e. January 10 filing, Termination, etc.) together with the date the **original** report was filed.
9. Period Covered: Enter the beginning and ending dates which this statement covers.
10. Certification: This form must be signed by the appointed and properly registered treasurer or deputy treasurer. In addition, print the name of the treasurer or deputy treasurer and the date.