



**STATE OF CONNECTICUT
STATE ELECTIONS ENFORCEMENT COMMISSION
20 Trinity Street Hartford, Connecticut 06106—1628**



2016 Filing Calendar

Candidate Committees and Exploratory Committees Organized for the November 2018 Elections

General Statutes § 9-608

IMPORTANT NOTE: Effective January 1, 2012, filings sent by mail are no longer considered timely if postmarked by the filing deadline date – they must actually be *received* by the Commission’s offices by 5:00 p.m. on the filing deadline date in order to be deemed timely.

| Type of Report | Period Covered | Filing Deadline |
|-------------------|---------------------------|-----------------|
| January 10 Filing | 10/01/15 through 12/31/15 | 01/11/16 |
| April 10 Filing | 01/01/16 through 03/31/16 | 04/11/16 |
| July 10 Filing | 04/01/16 through 06/30/16 | 07/11/16 |
| October 10 Filing | 07/01/16 through 09/30/16 | 10/11/16 |
| January 10 Filing | 10/01/16 through 12/31/16 | 01/10/17 |

Who Must File: This calendar covers candidate committees and exploratory committees organized for the November 2018 election cycles. Candidate committees and exploratory committees organized for the November 2016 calendars have their own filing calendars, available on the Commission’s website.

Which Form to File: Committees may use the “Short Form Campaign Finance Disclosure Statement” (SEEC Form 21) when they have not received funds or made or incurred expenditures in excess of \$1,000 from their inception through the close of the reporting period covered by the statement and have not previously filed an “Itemized Campaign Finance Disclosure Statement” (SEEC Form 30). Otherwise, they must use the SEEC Form 30. *Candidates participating in the Citizens’ Election Program or intending to participate must use the SEEC Form 30 when applying for a grant and therefore are recommended to use SEEC Form 30 at the outset, even if they have not reached the \$1,000 threshold at the time of filing.*

Committees should keep in mind that if they opt to file SEEC Form 21’s, they will still be required to report *all* activity since inception if and when they receive contributions or make expenditures exceeding the \$1,000 threshold. Reaching the threshold triggers the requirement to file an itemized statement (a “long form” SEEC Form 30). In the case of eCRIS users filing their first SEEC Form 30 after having filed one or more SEEC Form 21’s, the committee will be required to: (1) amend the SEEC Form 21 covering the period in which the first financial activity of the committee occurred by changing it to a SEEC Form 30 and reporting that financial activity; (2) amend all subsequent SEEC Form 21’s submitted after that initial SEEC Form 21 to change them to SEEC Form 30’s and report any activity in those periods and to also correct the summary totals, regardless of whether activity occurred in that particular period; and (3) after this “look back” reporting has been completed in eCRIS, submit the itemized statement (SEEC Form 30), covering the period laid out in the above calendar. If the committee is not filing by eCRIS, then its first filed itemized statement (SEEC Form 30) must cover a period that begins with the committee’s date of inception as the start date.

Type of Report: The “Type of Report” corresponds to the financial disclosure reports required by General Statutes § 9-608.

Period Covered: The “Period Covered” means the dates for which the committee must report all of its financial activity. The period covered must include the financial activity of the committee beginning the first day not included on the last filed financial disclosure statement and must be complete through 11:59 p.m. of the date of the last day covered. For example, the April 10 filing covers all activity starting at 12:00 a.m. on January 1 and ending at 11:59 p.m. on March 31. If the committee came into existence after the

beginning of the period covered by the statement, then the period covered must begin on the date the committee first received funds, the date the committee first made or incurred expenditures, or the date the committee registered (whichever is earliest).

Filing Deadline: The “Filing Deadline” is the last date on which the committee treasurer may submit his or her disclosure filing. In addition, the disclosure filing *may not be submitted or received* on or before the last day in the period covered. For example, the April 10 filing may not be submitted on eCRIS or received by the Commission’s offices on March 31 or earlier, since it must cover the period ending on March 31. The earliest this report can be submitted or received is April 1. Statements not timely filed will be subject to a mandatory \$100 civil penalty.

When and Where to File: Statements are to be filed with the State Elections Enforcement Commission. Statements are considered timely filed if they are filed electronically via eCRIS before midnight on or before the filing deadline date or if they are **received** by the Commission’s offices after the filing period has begun and by 5:00 p.m. on the filing deadline date if delivered by the United States Postal Service, courier service, parcel service or hand delivery. ***NOTE: Effective January 1, 2012, filings sent by mail are no longer considered timely if postmarked by the filing deadline date – they must actually be received by the Commission’s offices during the relevant filing period and by 5:00 p.m. on the filing deadline date in order to be deemed timely. Committees seeking confirmation of receipt should check their committee’s filing status on [eCRIS’s Document/Filing Search](#).**

NOTE: Self-funded candidates who have claimed an exemption from forming a candidate committee and have made or incurred expenditures over \$1,000 in the aggregate file the SEEC Form 23 in accordance with the same schedule as that of a candidate committee. They must report back from dollar zero, even if some of the activity occurred in a different filing period.

If you have any questions about filing requirements, or need additional forms, have questions about how to report certain contributions and expenditures, or have questions about other campaign finance laws, please call the State Elections Enforcement Commission at (860) 256-2940 or (866) SEEC-INFO.

PLEASE NOTE: Every effort has been made to ensure that the information contained in this calendar is accurate. If any information in this calendar conflicts with the provisions of the Statutes, the Statutes shall prevail.