



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



2016 Filing Calendar

Ongoing Independent Expenditure Political Committees

November 8, 2016 Election; August 9, 2016 Primary

General Statutes § 9-608

IMPORTANT NOTE: Listed below are the standard filings required of ongoing independent expenditure political committees. If the committee **makes or incurs independent expenditures totaling over \$1,000 for one or more General Assembly candidates after the applicable convention, caucus, or town meeting is held to endorse candidates**, the committee is required to report such expenditures within **24 hours** of the expenditures being made or incurred. Such filings will affect the periods covered of the standard reports listed below. These standard reports are still required to be filed unless the period required to be covered by them is covered by a 24 hour independent expenditure report that has already been submitted.

Type of Report	Period Covered	Filing Deadline
January 10 Filing <i>SEEC Form 40 REQUIRED</i>	10/26/15 through 12/31/15	01/11/16 ¹
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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
.....		
7th Day Preceding Primary Filing August 9, 2016 Primary	07/01/16 through 07/31/16	08/02/16 ²
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October 10 Filing	08/01/16 through 09/30/16 Committees that filed 7 th Day Preceding Primary filing ----- 07/01/16 through 09/30/16 Committees that did not file 7 th Day Preceding Primary filing	10/11/16
.....		
7th Day Preceding Election Filing November 8, 2016 Election <i>SEEC Form 40 REQUIRED</i>	10/01/16 through 10/30/16	11/01/16 ^{1,3}
.....		
January 10 Filing <i>SEEC Form 40 REQUIRED</i>	10/31/16 through 12/31/16	01/10/17 ¹
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24-Hour Reporting: If, after the convention, caucus, or town committee meeting is held for the purpose of endorsing candidates, your committee makes or obligates to make an independent expenditure for one or more General Assembly candidates that in the aggregate exceed \$1,000 , the committee must file report within 24 hours of making or obligating to make the expenditure. The period covered will be the first day not covered on the last filed campaign disclosure statement through the day the expenditure was made or incurred.		
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Other Filings: In addition, if your committee receives a contribution or makes an expenditure in connection with a local or regional referendum/ballot question, any other primary or election not listed above (e.g., a special election), you are required to file a financial statement on the 7 th day preceding the referendum/ballot question, primary, or election. The period covered will be the first day not covered on the last filed campaign finance disclosure statement through the 9 th day preceding the referendum, primary or election.		

How to File: Committees submitting 24 hour independent expenditure reports for a General Assembly office are required by statute to submit electronically through eCRIS. All committees registered with the Commission are strongly encouraged to file by eCRIS even if they do not anticipate filing 24 hour independent expenditure reports. Committees registered at the local level must file by paper.

Which Form to File: With the exception of the filings due January 10 and the 7th day preceding the election, an ongoing independent expenditure political committee may use the "Short Form Campaign Finance Disclosure Statement" (SEEC Form 21) when it has not made or received contributions or expenditures in excess of \$1,000 from January 1 of the calendar year through the close of the reporting period covered by the statement and has not previously filed an "Itemized Campaign Finance Disclosure Statement" (SEEC Form 40) for a period covered in the 2016 calendar year. Otherwise, they must file the SEEC Form 40.

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 the beginning of the year when they file their first SEEC Form 40. In the case of eCRIS users filing their first long form 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 for the year by amending the SEEC Form 21 to change it to a SEEC Form 40 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 40's and report any activity in those periods and 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 40), 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 40) must cover a period that begins with January 1 as the start date.

Type of Report: The "Type of Report" corresponds to the financial disclosure reports required by General Statutes § 9-608 (a).

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 (assuming there is no special election or primary during this time). If a committee files a 24 hour independent expenditure report, the period covered by that report would be the first day not covered by the last filed campaign disclosure statement through 11:59 p.m. of the date the expenditure was made or incurred. If a committee needs to file in connection with a special election or primary, then the period covered would be the first day not covered by the last filed campaign disclosure statement through 11:59 p.m. of the ninth day prior to the special election or primary.

Filing Deadline: The "Filing Deadline" is the last date on which the committee treasurer may submit its 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 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 may be submitted or received is April 1. Standard filings that are not timely submitted are subject to a mandatory \$100 late filing fee and may be subject to further fines if they are not submitted in a timely manner after the deadline. Independent expenditure reports due within 24 hours must be submitted by eCRIS by 11:59 p.m. on the day after the date the expenditure was made or incurred and may be subject to substantial penalties if they are late or not filed.

When and Where to File: Statements are to be filed with the repository with which the committee is registered. If the committee's filing repository is the State Elections Enforcement Commission, then 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. **Committees seeking confirmation of receipt should check their committee's filing status on [eCRIS's Document/Filing Search](#).** If the committee's filing repository is the town clerk, then statements are considered timely filed if they are either postmarked by the United States Postal Service before midnight on or before the required filing deadline date or delivered by hand to the town clerk by the close of business on or before the required filing deadline date. Some town clerk's offices may not have office hours or may have shortened office hours on a filing deadline day. This does not relieve the treasurer of filing by the deadline, so be sure to confirm the office hours of the town clerk if delivery by hand is anticipated.

Footnotes:

1. Ongoing independent expenditure political committees are required to use the Itemized Campaign Finance Disclosure Statement (SEEC Form 40) for the January 10 filing and the 7th Day Preceding Election filing. The Short Form Campaign Finance Disclosure (SEEC Form 21) may not be used for these filings, even if the \$1,000 threshold has not been exceeded for the year. Once a committee files a Form 40, all subsequent filings must be Form 40's for the remainder of the year.
2. The 7th Day Preceding Primary filing is required to be filed by ongoing independent expenditure political committees that have made received **any** contributions or expended **any** funds or incurred expenditures in connection with a primary, in any amount. The period covered ends **two days** before the filing deadline.
3. The 7th Day Preceding Election filing is required to be filed by **all** ongoing independent expenditure political committees, regardless of whether or not they received contributions or made or incurred expenditures in connection with the election. The period covered ends **two days** before the filing deadline.

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.