



# OKLAHOMA ETHICS COMMISSION

## 2018 REGISTRATION CHECKLIST FOR STATE CANDIDATE COMMITTEES

Read through the checklist before completing any items and use it with the Candidate Guide and Ethics Rules.

ITEM	DESCRIPTION
<input type="checkbox"/> Read the Guide for Candidates	<ul style="list-style-type: none"> <li>• Available at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> under the “Ethics Laws, Guides and Forms” tab</li> <li>• Summarizes the Ethics Rules that apply to candidates</li> </ul>
<input type="checkbox"/> Prior Committee Information	<p>Does the candidate have an active <b>state-level</b> campaign committee for a prior election?</p> <p><b>YES:</b> You must also use the “2018 Transition Checklist for a Candidate Committee” available at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a>. It has important information regarding the transition from one committee to another committee.</p> <p><b>NO:</b> Continue to the next step.</p>
<input type="checkbox"/> Name the Candidate Committee	<p>Candidate committee name must include the following:</p> <ul style="list-style-type: none"> <li>• Year of the election; <b>and</b></li> <li>• Name of the candidate (i.e., full name, first name, middle name or last name of candidate).</li> </ul> <p>Example: “Doe for House 2018” or “John Doe for Senate 2018”</p>
<input type="checkbox"/> Identify Officers for the Committee	<ul style="list-style-type: none"> <li>• Required to have at least a Chair and a Treasurer (same person may be both)</li> <li>• Candidate may be the Chair, Treasurer or both</li> <li>• Maintain up-to-date contact information for <u>each</u> officer</li> </ul>
<input type="checkbox"/> Open a Candidate Committee Depository (bank, credit union, or other financial institution)	<p>Employer ID Number (EIN) may be required by the bank. See <a href="http://www.irs.gov">www.irs.gov</a> for details.</p> <ul style="list-style-type: none"> <li>• Depository account name must have full name of committee, which includes the year of the election and name of the candidate</li> <li>• Depository must ordinarily do business in Oklahoma</li> <li>• Print or save all bank records</li> </ul> <p><b>NOTE:</b> All campaign funds are required to be deposited into the campaign depository. Campaign expenditures should be made through the depository. The candidate may use personal funds for campaign expenses and be reimbursed within 90 days of the expenditure.</p>
<input type="checkbox"/> Registering a Candidate Committee	<ul style="list-style-type: none"> <li>• Have you received in excess of \$1,000 for your campaign?</li> <li>• Have you spent in excess of \$1,000 on your campaign?</li> </ul> <p><b>NOTE:</b> \$1,000 includes candidate’s personal funds spent on their own campaign and the filing fee associated with the Declaration of Candidacy</p> <p><b>YES:</b> If you answered “yes” to either of these questions, then you are <u>required</u> to file a Statement of Organization with the Ethics Commission in The Guardian System within 10 calendar days of spending or receiving in excess of \$1,000.</p> <p><b>NO:</b> If you answered “no” to both questions, you may, but are not required to, file a Statement of Organization. When in excess of \$1,000 has been spent or received for your campaign a candidate must file a Statement of Organization within 10 calendar days.</p> <p><b>NOTE:</b> If a candidate neither spends nor receives in excess of \$1000, which includes the candidate’s personal funds, the candidate is not required to register or report.</p>

<input type="checkbox"/>	File a Statement of Organization Using The Guardian System	<ul style="list-style-type: none"> <li>• Go to <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> and click on The Guardian System button to the right under the “Related Topics” section (right side of the Ethics website homepage)</li> <li>• On The Guardian System site, click the “Registration” tab.</li> <li>• Select the “Candidate Committee” option.</li> <li>• Fill-in required fields (indicated by red asterisk).</li> <li>• Click “Add to List” when entering the bank depository and committee officers.</li> <li>• Click the signature box at bottom of the page and click “submit” to complete the registration.</li> <li>• The registration will be reviewed by the OEC staff.</li> <li>• Guardian System login credentials will be sent to the email addresses provided when the registration is approved or conditionally approved.</li> <li>• Additional users can easily be added to your account and will have their own credentials.</li> <li>• Do not share usernames and passwords.</li> </ul>
<input type="checkbox"/>	Pay \$150 Registration/ Administration Fee	<ul style="list-style-type: none"> <li>• Registration/Administration fees may be paid in The Guardian System with a credit card (an additional \$2.50 service charge applies) or by cash or check to the Oklahoma Ethics Commission, 2300 N. Lincoln Blvd., Oklahoma City, OK 73105</li> </ul>
<input type="checkbox"/>	File Reports as Required by the Ethics Rules	<ul style="list-style-type: none"> <li>• <b>File reports of Contributions and Expenditures and, if applicable, Continuing Report of Contributions until the committee is properly dissolved in accordance with the Ethics Rules, including disposition of all assets for fair market value.</b></li> <li>• Reporting schedules are available on the Ethics Commission website (<a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a>)</li> <li>• Maintain ALL records for 4 years.</li> <li>• Late filing fees will be assessed for late filings. Additional Compliance Orders may also be assessed to gain compliance with the Ethics Rules.</li> <li>• The Commission may pursue action in District Court for violations of Ethics Rules.</li> </ul>
<input type="checkbox"/>	Attend a Candidate Workshop and/or Guardian Training	<ul style="list-style-type: none"> <li>• Schedule available at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> under the “Agency Information and Continuing Education” tab.</li> </ul>

### Need Assistance with The Guardian System?

- **“How-to” Videos and Step-by-Step Documents.** Visit The Guardian System for YouTube videos and Word documents that explain how to use the system and file reports. Access these resources in The Guardian System ([guardian.ok.gov](http://guardian.ok.gov)) by clicking on the “Resources” tab and then clicking on “Publication” from the drop-down menu.
- **The Guardian System Training.** Visit the Ethics Commission website ([www.ethics.ok.gov](http://www.ethics.ok.gov)) for information on The Guardian System training dates and times, available under the “Agency Information and Continuing Education” tab. One-on-one training is available by contacting the OEC staff. One-on-one training is unavailable during the last 5 days of a filing period.
- **Ethics Commission Staff.** Call the Ethics Commission staff at (405) 521-3451 or email to [ethics@ethics.ok.gov](mailto:ethics@ethics.ok.gov) if you have questions or would like to schedule a private appointment.