OKLAHOMA ETHICS COMMISSION

2020 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
☐ Read the Guide for Candidates	• Available at www.ethics.ok.gov under the "Guide" option in the "**Resources**" tab • Summarizes the Ethics Rules that apply to candidates
☐ Prior Committee Information	Does the candidate have an active **state-level** campaign committee for a prior election? **YES:** You must also use the "Transition Checklist for a Candidate Committee" available at www.ethics.ok.gov. It has important information regarding the transition from one committee to another committee. **NO:** Continue to the next step.
☐ Name the Candidate Committee	Candidate committee name must include the following: • **Year** of the General election; **and** • **Name** of the candidate (i.e., full name, first name, middle name, or last name of the candidate). Example: "Doe for House 2020" or "John Doe for Senate 2020"
☐ Identify Officers for the Committee	• Required to have at least a Chair and a Treasurer (same person may be both). • Candidate may be Chair, Treasurer or both. • Maintain up-to-date contact information for <u>each </u>officer.
☐ Open a Candidate Committee Depository (bank, credit union, or other financial institution)	Employer ID Number (EIN) may be required by the bank. See www.irs.gov for details. • Depository account name must have full name of committee, which includes the year of the General election and name of the candidate. • Depository must ordinarily do business in Oklahoma. • Print or save all bank records (OEC may request documents at any time). **NOTE: 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.
☐ Registering a Candidate Committee	• Have you received in excess of $1,000 for your campaign? • Have you spent in excess of $1,000 on your campaign? **NOTE**: $1,000 includes candidate's personal funds spent on their own campaign and the filing fee associated with the Declaration of Candidacy **YES:** If you answered "yes" to either of these questions, then you are <u>required </u>to file a Statement of Organization ("SO") with the Ethics Commission, in The Guardian System, within 10 calendar days of spending or receiving in excess of $1,000 & pay a registration fee. **NO:** If you answered "no" to both questions, you may, but are not required to, file an SO and pay the registration fee. When in excess of $1,000 has been spent or received for your campaign a candidate must file an SO within 10 calendar days & pay the fee. **NOTE:** 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.

***See other side or next page

☐	File a Statement of Organization Using The Guardian System	Go to www.ethics.ok.gov and click on The Guardian System button at the **bottom** of the home page. View & File Reports The Guardian System • On The Guardian System site, click the "Registration" tab. • Select the "Candidate Committee" option. • Fill-in required fields (indicated by *red asterisk). • Click "Add to List" when entering the bank depositories and committee officers. • Review and edit registration for accuracy—ensure the street address and email addresses are accurate. • Click the acknowledgement box at bottom of the page and click "submit" to complete the registration. • The registration will be reviewed by the OEC staff within 3 business days. • Guardian System login credentials will be sent to the email addresses provided when the registration is approved or conditionally approved. • Additional users can easily be added to your account by amending the registration. Each user will have their own credentials. • Do not share usernames and passwords.
☐	Pay $100 Registration/ Administration Fee	• Registration/Administration fees may be paid in The Guardian System with a credit card ($2.50 service charge applies), by cash or check to the Oklahoma Ethics Commission, 2300 N. Lincoln Blvd., G-27, Oklahoma City, OK 73105
☐	File Reports as Required by the Ethics Rules	File reports of Contributions and Expenditures and, if applicable, 24-hour Continuing Report of Contributions, until (1) a final report is filed; and (2) the committee is properly dissolved in accordance with the Ethics Rules, including disposition of all assets for fair market value. • Reporting schedules available at www.ethics.ok.gov • Maintain ALL records for 4 years. • Late filings may result in the assessment of fees or fines. • The Commission may pursue action in District Court for violations of Ethics Rules.
☐	Attend a Candidate Workshop and/or Guardian Training	• Schedule available at www.ethics.ok.gov under the "Education" option in the "Resources" tab. COVID-19 note: Due to COVID-19 restrictions the education programs offered during candidate filing are not available. Programs will be rescheduled for later dates.

Need Assistance?

- **"How -to" Videos and Step-by-Step Documents.** *COMING SOON* Visit The Guardian System for YouTube videos and documents that explain how to use the system and file reports. These resources will be available in The Guardian System (https://guardian.ok.gov), by clicking on the "Resources" tab and then clicking on "Publication" from the drop-down menu.
- **The Guardian System Training**. 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 ethics@ethics.ok.gov if you have questions or would like to schedule a private appointment.