




# OKLAHOMA ETHICS COMMISSION

## 2024 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"/>	<p><b>Read the Candidate Materials</b></p> <p>Review the following resources from the <a href="#">State Candidate Page</a> at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a>.</p> <table border="0"> <tr> <td>1. Candidate Guide</td> <td>3. Contributions Chart</td> </tr> <tr> <td>2. Reporting Calendar</td> <td>4. Ethics Laws</td> </tr> </table>	1. Candidate Guide	3. Contributions Chart	2. Reporting Calendar	4. Ethics Laws
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<input type="checkbox"/>	<p><b>Prior Committee Information</b></p> <p>Does the candidate have an active <b>state-level</b> campaign committee for a prior election?  <b>YES:</b> The “Transition Checklist” is 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.  <b>NO:</b> Continue to the next step.</p>				
<input type="checkbox"/>	<p><b>Name the Candidate Committee</b></p> <p>Candidate committee names must include the following:</p> <ul style="list-style-type: none"> <li>• <b>Name</b> of the candidate (full name, first name, middle name, <u>or</u> last name of the candidate); and</li> <li>• <b>Year</b> of the General election</li> </ul> <p>Examples: “John Doe 2024”, “Doe for Senate 2024”, “Friends of Doe 2024”</p>				
<input type="checkbox"/>	<p><b>Identify Officers for the Committee</b> (Treasurers &amp; Deputy Treasurers must be Oklahoma residents)</p> <p>Committees are required to have at least a Chair and a Treasurer.</p> <ul style="list-style-type: none"> <li>• The same individual, including the Candidate, may be Chair, Treasurer, or both.</li> <li>• Maintain up-to-date and separate contact information for <u>each</u> officer.</li> </ul> <p><b>Candidates must not serve as officers of any committee other than their own.</b></p>				
<input type="checkbox"/>	<p><b>Open a Candidate Committee Depository</b></p> <ul style="list-style-type: none"> <li>• Bank</li> <li>• Credit Union,</li> <li>• Other Depository</li> </ul> <p>Employer ID Number (EIN) <u>may</u> 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 General election and name of the candidate.</li> <li>• Depository must ordinarily do business in Oklahoma. See <a href="http://www.banking.ok.gov">www.banking.ok.gov</a>.</li> <li>• Print or save all bank records (OEC may request documents at any time).</li> </ul> <p><b>All campaign funds are required to be deposited into the campaign depository. All monetary expenditures must be made with check or debit card. Never withdraw cash.</b></p>				
<input type="checkbox"/>	<p><b>When to Register a Candidate Committee</b></p> <ul style="list-style-type: none"> <li>• Has the candidate or committee accepted in excess of \$1,000 for the campaign?</li> <li>• Has the candidate or committee spent in excess of \$1,000 on the campaign?</li> </ul> <p><b>The value of goods, services, filing fees, and the candidate’s personal funds used for the campaign count toward the \$1,000.</b></p> <p><b>YES:</b> “Yes” to either of these questions <u>requires</u> the filing of a Statement of Organization (“SO”) with the Ethics Commission using The Guardian System, within 10 calendar days. A registration fee is required.</p> <p><b>NO:</b> “No” to both questions means the committee may, but is not required, to file an SO and pay the registration fee. When over \$1,000 has been spent or accepted for the campaign an SO is required within 10 calendar days. A registration fee is required.</p> <p><b>A candidate is not required to register or report if \$1,000 is not exceeded.</b></p>				

<input type="checkbox"/>	<b>File a Statement of Organization (SO) Using The Guardian System</b>	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>Go to <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a> and click on The Guardian System button at the <b>bottom</b> of the home page.</p>  </div> <ul style="list-style-type: none"> <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 <b>*red asterisk</b>).</li> <li>• Click “Add to List” when entering the bank depositories and committee officers.</li> <li>• Review and edit registration for accuracy—ensure the <u>street</u> address and email addresses are accurate.</li> <li>• Click the acknowledgement box at bottom of the page, electronically sign the SO, and click “submit” to complete the filing.</li> <li>• The SO will be reviewed by the OEC staff within 3 business days.</li> <li>• Guardian System login credentials will be sent when the registration is approved or conditionally approved to the email addresses provided.</li> <li>• Each user will have their own credentials. Sharing of credentials is not permitted. Individuals can easily be added to access the account by a registered user by amending the SO. Contact OEC staff for assistance in amending your SO if needed.</li> <li>• Do not share usernames and passwords.</li> </ul>
<input type="checkbox"/>	<b>Pay \$125 fee for Registration/ Administration</b>	<p>Registration/Administration fees may be paid in The Guardian System with a credit card (\$2.50 service charge applies), cash, or check to the Oklahoma Ethics Commission, 2300 N. Lincoln Blvd., G-27, Oklahoma City, OK 73105.</p>
<input type="checkbox"/>	<b>File Reports as Required by the Ethics Rules</b>	<p><b>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. Use the “Dissolution Checklist” for how to dissolve the committee.</b></p> <ul style="list-style-type: none"> <li>• Reporting schedules are available at <a href="http://www.ethics.ok.gov">www.ethics.ok.gov</a></li> <li>• Maintain ALL records for at least 4 years.</li> <li>• Filing late may result in assessment of a late filing fee up to a maximum \$1,000.</li> <li>• The Commission may pursue action in District Court for violations of Ethics Rules.</li> </ul>
<input type="checkbox"/>	<b>Attend a Candidate Training Program</b>	<ul style="list-style-type: none"> <li>• A one-hour candidate training program will be available daily at the Capitol during Candidate Filing, April 3-5, 2024.</li> <li>• One-on-one appointments are available in-person or online with a Compliance Officer, about registration and reporting in The Guardian System.</li> </ul>

### Need Assistance?

- **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](mailto:ethics@ethics.ok.gov) if you have questions or would like to schedule a private appointment.