




OKLAHOMA ETHICS COMMISSION

2022 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>Read the Candidate Materials</p> <p>Review the following resources from the State Candidate Page at www.ethics.ok.gov.</p> <ol style="list-style-type: none"> 1. Candidate Guide 2. Reporting Calendar 3. Contributions Chart 4. Ethics Laws
<input type="checkbox"/>	<p>Prior Committee Information</p> <p>Does the candidate have an active state-level campaign committee for a prior election? YES: The “Transition Checklist” available at www.ethics.ok.gov should be used. It has important information regarding the transition from one committee to another committee. NO: Continue to the next step.</p>
<input type="checkbox"/>	<p>Name the Candidate Committee</p> <p>Candidate committee names must include the following:</p> <ul style="list-style-type: none"> • Year of the General election; and • Name of the candidate (full name, first name, middle name, or last name of the candidate). <p>Examples: “John Doe 2022”, “Doe for Senate 2022”, “Friends of Doe 2022”</p>
<input type="checkbox"/>	<p>Identify Officers for the Committee</p> <p>Committees are required to have at least a Chair and a Treasurer.</p> <ul style="list-style-type: none"> • The same individual, including the Candidate, may be Chair, Treasurer, or both. • Maintain up-to-date and separate contact information for <u>each</u> officer. <p>Candidates must not serve as officers of any committee other than their own.</p>
<input type="checkbox"/>	<p>Open a Candidate Committee Depository</p> <ul style="list-style-type: none"> • Bank • Credit Union, • Other Depository <p>Employer ID Number (EIN) may be required by the bank. See www.irs.gov for details.</p> <ul style="list-style-type: none"> • 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. See www.banking.ok.gov. • Print or save all bank records (OEC may request documents at any time). <p>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.</p>
<input type="checkbox"/>	<p>When to Register a Candidate Committee</p> <ul style="list-style-type: none"> • Has the candidate or committee accepted in excess of \$1,000 for the campaign? • Has the candidate or committee spent in excess of \$1,000 on the campaign? <p>The value of goods, services, filing fees, and the candidate’s personal funds used for the campaign count toward the \$1,000.</p> <p>YES: A “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>NO: A “no” to both questions means the committee may but is not required to file an SO and pay the registration fee. When \$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>A candidate is not required to register or report if \$1,000 is not exceeded.</p>

<input type="checkbox"/> <p>File a Statement of Organization “SO” Using The Guardian System</p>	<p>Go to www.ethics.ok.gov and click on The Guardian System button at the bottom of the home page.</p>  <ul style="list-style-type: none"> • 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 <u>street</u> address and email addresses are accurate. • Click the acknowledgement box at bottom of the page, electronically sign the SO, and click “submit” to complete the filing of the SO. • The SO will be reviewed by the OEC staff within 3 business days. • Guardian System login credentials will be sent when the registration is approved or conditionally approved to the email addresses provided. • 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 or contacting OEC staff. • Do not share usernames and passwords.
<input type="checkbox"/> <p>Pay \$100 fee for Registration/ Administration</p>	<p>Registration/Administration fees may be paid in The Guardian System with a credit card (\$2.50 service charge applies), or check to the Oklahoma Ethics Commission, 2300 N. Lincoln Blvd., G-27, Oklahoma City, OK 73105.</p>
<input type="checkbox"/> <p>File Reports as Required by the Ethics Rules</p>	<p>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.</p> <ul style="list-style-type: none"> • Reporting schedules are available at www.ethics.ok.gov • Maintain ALL records for at least 4 years. • Filing late may result in assessment of a late filing fee up to a maximum \$1,000. • The Commission may pursue action in District Court for violations of Ethics Rules.
<input type="checkbox"/> <p>Attend a Candidate Workshop and/or Guardian Training</p>	<ul style="list-style-type: none"> • A schedule is available at www.ethics.ok.gov. Classes will be available daily at the Capitol during Candidate Filing in April. • One on one appointments are available to visit in person or online with a Compliance Officer about reporting with the Commission.

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 if you have questions or would like to schedule a private appointment.