APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION
FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL. Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE ___________________________ GENERAL ELECTION BALLOT

TO: City Secretary/Secretary of Board ____________________________
(name of election)
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.

OFFICE SOUGHT (Include any place number or other distinguishing number, if any.) __________

COMPLETE TERM □ FULL □ UNEXPIRED

FULL NAME (First, Middle, Last) ____________________________
PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*

PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.) __________________________________________________________

PUBLIC Mailing Address (Optional) (Address for which you receive campaign related correspondence, if available.) __________________________________________________________

CITY __________ STATE __________ ZIP __________

PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related email, if available.) __________________________________________________________

OCCUPATION (Do not leave blank) ____________________________

DATE OF BIRTH __________ / __________ / __________

VOTER REGISTRATION VIIID NUMBER* (Optional)

TELEPHONE CONTACT INFORMATION (Optional)

Home: ____________________________ Office: ____________________________ Cell: ____________________________

FELONY CONVICTION STATUS (You MUST check one) □ I have not been finally convicted of a felony.

□ I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application.3

LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN

IN THE STATE OF TEXAS

_____ year(s)

_____ month(s)

IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED

_____ year(s)

_____ month(s)

*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Before me, the undersigned authority, on this day personally appeared (name of candidate) ___________________________________________, who being by me here and now duly sworn, upon oath says:

*I, (name of candidate) ____________________________, of __________ County, Texas, being a candidate for the office of ____________________________, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."

X ____________________________

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me this the _______ day of __________, ______, by ____________________________,
(name of candidate)

Signature of Officer Authorized to Administer Oath4 ____________________________ Printed Name of Officer Authorized to Administer Oath ____________________________

Title of Officer Authorized to Administer Oath ____________________________ Notarial or Official Seal ____________________________

TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (if Applicable) PAID BY:

□ CASH □ CHECK □ MONEY ORDER □ CASHIERS CHECK OR □ PETITION IN LIEU OF A FILING FEE.

This document and $__________ filing fee or a nominating petition of _______ pages received. □ Voter Registration Status Verified

_______ / ______ / ______ ______ / ______ / ______ (See Section 1.007) ____________________________
Date Received Date Accepted Signature of Filing Officer or Designee
INSTRUCTIONS

An application for a place on the general election for a city, school district or other political subdivision, may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields of the application must be completed unless specifically marked optional.

For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

If you have questions about the application, please contact the Secretary of State’s Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to the officer, or to any other member of the governing body or court on which the officer serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at an election other than the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate’s actions with respect to a bona fide class or category of employees or prospective employees.

FOOTNOTES

1 An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

2 Inclusion of a candidate’s VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State’s website for additional information. [http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml](http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml)

3 Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)

One of the following documents must be submitted with this application.
J udicial Clemency under Texas Code of Criminal Procedure 42A.701
U nexecutive Pardon under Texas Code of Criminal Procedure 48.01
R estoration of Rights under Texas Code of Criminal Procedure 48.05

4 All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.
SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL PARA UNA CIUDAD, DISTRITO ESCOLAR U OTRA SUBDIVISIÓN POLÍTICA

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL. El hecho de no proporcionar la información requerida puede resultar en el rechazo de la solicitud.

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<th>CARGO SOLICITADO (incluye cualquier número de cargo u otro número distintivo, si lo hay.)</th>
<th>INDICE TÉRMINO</th>
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<tr>
<td>NOMBRE COMPLETO (Primer Nombre, Segundo Nombre, Apellido)</td>
<td>ESCRIBA SU NOMBRE COMO DESEA QUE APEARZA EN LA BOLETA*</td>
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<tr>
<td>DIRECCIÓN DE RESIDENCIA PERMANENTE (No incluya un apartado postal o una ruta rural. Si usted no tiene una dirección de residencia, describa la ubicación de la residencia.)</td>
<td>DIRECCIÓN DE CORREO PÚBLICO (Opcional) (Dirección en la que recibe la correspondencia relacionada con la campaña, si está disponible.)</td>
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<td>ESTADO</td>
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<td>DIRECCIÓN DE CORREO ELECTRÓNICO PÚBLICO (Opcional) (Dirección donde recibe correo electrónico relacionado con la campaña, si está disponible.)</td>
<td>OCUPACIÓN (No deje este espacio en blanco)</td>
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INFORMACIÓN DE CONTACTO TELEFÓNICO (Opcional):

| Hogar: | Trabajo: | Celular: |

ESTADO DE CONDENA POR DELITO GRAVE (DEBE marcar una):  
- [ ] No he sido finalmente condenado por un delito grave.  
- [ ] He sido finalmente condenado por un delito grave, pero he sido indultado o liberado de otro modo de las discapacidades resultantes de esa condena por delito grave y he proporcionado prueba de este hecho con la presentación de esta solicitud.  

DURACIÓN DE RESIDENCIA CONTINUA A PARTIR DE LA FECHA EN QUE ESTA SOLICITUD FUE JURADA:

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<th>EN EL ESTADO DE TEXAS</th>
<th>EN EL TERRITORIO/DISTrito/PRECINTO DEL CUAL SE ELIGE EL CARGO BUSCADO</th>
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*Si usa un apodo como parte de su nombre para aparecer en la boleta, también está firmando y jurando las siguientes declaraciones: Juro además que mi apodo no constituye un lema ni contiene un título, ni indica un punto de vista o afiliación política, económica, social o religiosa. He sido comúnmente conocido por este apodo durante al menos tres años antes de esta elección. Por favor, revise las secciones 52.031, 52.032 y 52.033 del Código Electoral de Texas con respecto a las reglas sobre cómo se pueden incluir los nombres en la boleta oficial.

Ante mí, la autoridad abajo firmante, en este día aparezco personalmente (nombre del candidato), quien estando a mi lado aquí y ahora debidamente juramentado, bajo juramento dice:

"Yo, (nombre del candidato), del condado de _____, Texas, siendo candidato para el cargo de _____, juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy un ciudadano de los Estados Unidos elegible para ocupar dicho cargo según la Constitución y las leyes de este estado. No se me ha determinado por un fallo final de una corte que ejerce la jurisdicción testamentaria que esté totalmente incapacitado mentalmente o parcialmente incapacitado sin derecho a voto. Soy consciente de la ley de nepotismo según el Capítulo 573 del Código de Gobierno. Soy consciente de que debo divulgar cualquier condena previa de un delito grave y, si he sido condenado, debo proporcionar prueba de que he sido indultado o liberado de otro modo de las discapacidades resultantes de dicha condena final por delito grave. Soy consciente de que debo proporcionar a sablendas información falsa en la solicitud con respecto a mi posible estado de condena por delito grave constituye un delito menor de Clase B. Juro además que las declaraciones anteriores incluidas eran mi solicitud son, en todos los aspectos, verdaderas y correctas."

X

FIRMA DEL CANDIDATO

Jurado y suscrito ante mí este día _____ de _____ del _____ por _____ del nombre de candidato.

Firma del oficial autorizado para administrar el juramento

Nombre del oficial autorizado para administrar juramentos en letra de molde

Título del oficial autorizado para administrar el juramento

TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (IF Applicable) PAID BY:

[ ] CASH [ ] CHECK [ ] MONEY ORDER [ ] CASHIERS CHECK OR [ ] PETITION IN LIEU OF A FILING FEE.

This document and § ________ _ filing fee or a nominating petition of ______ pages received.

[ ] Voter Registration Status Verified

________/________/________ (See Section 1.007)

Date Received, Date Accepted, Signature of Filing Officer or Designee
INSTRUCCIONES

Una solicitud para un lugar en una elección general para una ciudad, distrito escolar u otra subdivisión política, no puede ser presentada antes de los 30 días antes de la fecha límite prescrita por este código para presentar la solicitud. Una solicitud presentada antes de ese día es nula. Todos los campos de la solicitud **deben** completarse a menos que estén específicamente marcados como opcional.

Para una elección que se lleve a cabo en una fecha de elección uniforme, el día de la fecha límite de presentación es el 78° día antes del día de la elección.

Si tiene preguntas sobre la solicitud, por favor póngase en contacto con la División de Elecciones del Secretario de Estado llamando al 800-252-8683.

LEY DE NEPOTISMO

El candidato debe firmar esta declaración indicando su conocimiento de la ley del nepotismo. Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo. Las prohibiciones de nepotismo del capítulo 573, Código de Gobierno, se resumen a continuación:

Ningún funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con sí mismo, o con cualquier otro miembro del órgano de gobierno o corte en el que se desempeña cuando la compensación de esa persona debe pagarse con fondos públicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votación o la confirmación de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el período siguiente antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro es elegido en una elección que no sea la elección general para funcionarios estatales y del condado.

Ningún candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relación con el nombramiento o el empleo de una persona emparentada con un candidato en un grado prohibido, tal como se ha indicado anteriormente. Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoría de buena fe de empleados o empleados prospectos.

NOTAS

1. Una solicitud para un lugar en la boleta electoral, incluida cualquier petición que la acompañe, es información pública inmediatamente después de su presentación. (Sección 141.035, Código Electoral de Texas)

2. La inclusión del número único de identificación de votante (VUID, por sus siglas en Ingles) es opcional. Sin embargo, a muchos candidatos se les exige que estén registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha límite de presentación. Por favor, visite el sitio web de la División de Elecciones de la Secretaría de Estado para obtener información adicional. [http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml](http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml)

3. La prueba de liberación de las discapacidades resultantes de una condena por un delito grave incluiría prueba de clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701, prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01, o prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05. (Opinión de Fiscal General de Texas KP-0251)

**Se debe enviar uno de los siguientes documentos con esta solicitud:**
- Clemencia Judicial según el Código de Procedimiento Penal de Texas 42A.701
- Prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01
- Prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05

4. Todos los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier corte de registro, un notario público, un juez de paz, secretario municipal (para una oficina de la ciudad) y el Secretario de Estado de Texas. Consulte el Capítulo 602 del Código del Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos.
# APPOINTMENT OF A CAMPAIGN TREASURER

## BY A CANDIDATE

See CTA Instruction Guide for detailed instructions.

## Form CTA

### Total pages filed:

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### CANDIDATE MAILING ADDRESS

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### CANDIDATE PHONE

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### CAMPAIGN TREASURER STREET ADDRESS (residence or business)

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### CAMPAIGN TREASURER PHONE

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### CANDIDATE SIGNATURE

I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.

I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.

I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.

[Signature of Candidate] [Date Signed]

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**GO TO PAGE 2**

Forms provided by Texas Ethics Commission  www.ethics.state.tx.us  Revised 1/1/2022
COMPLETE THIS SECTION ONLY IF YOU ARE CHOOSING MODIFIED REPORTING

** This declaration must be filed no later than the 30th day before the first election to which the declaration applies. **

** The modified reporting option is valid for one election cycle only. **
(An election cycle includes a primary election, a general election, and any related runoffs.)

** Candidates for the office of state chair of a political party may NOT choose modified reporting. **

I do not intend to accept more than $940 in political contributions or make more than $940 in political expenditures (excluding filing fees) in connection with any future election within the election cycle. I understand that if either one of those limits is exceeded, I will be required to file pre-election reports and, if necessary, a runoff report.

Year of election(s) or election cycle to which declaration applies

Signature of Candidate

This appointment is effective on the date it is filed with the appropriate filing authority.

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us or mail to
Texas Ethics Commission
P.O. Box 12070
Austin, TX 78711-2070

Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC

For more information about where to file go to:
https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php
TEXAS ETHICS COMMISSION

APPOINTMENT OF A CAMPAIGN TREASURER
BY A CANDIDATE

FORM CTA--INSTRUCTION GUIDE

Revised January 1, 2022

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711
www.ethics.state.tx.us
(512) 463-5800 • TDD (800) 735-2989
Promoting Public Confidence in Government
FORM CTA—INSTRUCTION GUIDE

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APPOINTMENT OF A CAMPAIGN TREASURER
BY A CANDIDATE

GENERAL INSTRUCTIONS

These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA). Use Form CTA only for appointing your campaign treasurer. Use the AMENDMENT (Form ACTA) for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. Note: Candidates for most judicial offices use Form JCTA to file a campaign treasurer appointment.

DUTIES OF A CANDIDATE OR OFFICEHOLDER

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form and all candidate/officeholder reports of contributions, expenditures, and loans. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

QUALIFICATIONS OF CAMPAIGN TREASURER

A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than $5,000 in political contributions or made more than $5,000 in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision. Note: A candidate may appoint himself or herself as his or her own campaign treasurer.

DUTIES OF A CAMPAIGN TREASURER

State law does not impose any obligations on a candidate’s campaign treasurer.

REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN

If you plan to run for a public office in Texas (except for a federal office), you must file this form when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures. A “candidate” is a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include:

(A) the filing of a campaign treasurer appointment, except that the filing does not constitute candidacy or an announcement of candidacy for purposes of the automatic resignation provisions of Article XVI, Section 65, or Article XI, Section 11, of the Texas Constitution;

(B) the filing of an application for a place on the ballot;
(C) the filing of an application for nomination by convention;

(D) the filing of a declaration of intent to become an independent candidate or a declaration of write-in candidacy;

(E) the making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement;

(F) before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of communication;

(G) the soliciting or accepting of a campaign contribution or the making of a campaign expenditure; and

(H) the seeking of the nomination of an executive committee of a political party to fill a vacancy.

Additionally, the law provides that you must file this form before you may accept a campaign contribution or make or authorize a campaign expenditure, including an expenditure from your personal funds. A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority.

If you are an officeholder, you may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. If you do not have a campaign treasurer appointment on file and you wish to accept campaign contributions or make campaign expenditures in connection with your office or for a different office, you must file this form before doing so. In such a case, a sworn report of contributions, expenditures, and loans will be due no later than the 15th day after filing this form.

**WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT**

The appropriate filing authority depends on the office sought or held.

**a. Texas Ethics Commission.** The Texas Ethics Commission (Commission) is the appropriate filing authority for the Secretary of State and for candidates for or holders of the following offices:

- Governor, Lieutenant Governor, Attorney General, Comptroller, Treasurer, Land Commissioner, Agriculture Commissioner, Railroad Commissioner.

- State Senator or State Representative.

- Supreme Court Justice, Court of Criminal Appeals Judge, and Court of Appeals Judge.*

- State Board of Education.
• A multi-county district judge* or multi-county district attorney.

• A single-county district judge.*

• An office of a political subdivision other than a county if the political subdivision includes areas in more than one county and if the governing body of the political subdivision has not been formed.

• A chair of the state executive committee of a political party with a nominee on the ballot in the most recent gubernatorial election.

• A county chair of a political party with a nominee on the ballot in the most recent gubernatorial election if the county has a population of 350,000 or more.

* Judicial candidates use FORM JCTA to appoint a campaign treasurer.

b. County Clerk. The county clerk (or the county elections administrator or tax assessor, as applicable) is the appropriate local filing authority for a candidate for:

• A county office.

• A precinct office.

• A district office (except for multi-county district offices).

• An office of a political subdivision other than a county if the political subdivision is within the boundaries of a single county and if the governing body of the political subdivision has not been formed.

c. Local Filing Authority. If a candidate is seeking an office of a political subdivision other than a county, the appropriate filing authority is the clerk or secretary of the governing body of the political subdivision. If the political subdivision has no clerk or secretary, the appropriate filing authority is the governing body’s presiding officer. Basically, any political subdivision that is authorized by the laws of this state to hold an election is considered a local filing authority. Examples are cities, school districts, and municipal utility districts.

**FILING WITH A DIFFERENT AUTHORITY**

If you have a campaign treasurer appointment on file with one authority, and you wish to accept campaign contributions or make or authorize campaign expenditures in connection with another office that would require filing with a different authority, you must file a new campaign treasurer appointment and a copy of your old campaign treasurer appointment (certified by the old authority) with the new filing authority before beginning your campaign. You should also provide written notice to the original filing authority that your future reports will be filed with another authority; use Form CTA-T for this purpose.
FORMING A POLITICAL COMMITTEE

As a candidate, you must file an APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM CTA). You may also form a specific-purpose committee to support your candidacy. Remember that filing a campaign treasurer appointment for a political committee does not eliminate the requirement that a candidate file his or her own campaign treasurer appointment (FORM CTA) and the related reports.

NOTE: See the Campaign Finance Guide for Political Committees for further information about specific-purpose committees.

CHANGING A CAMPAIGN TREASURER

If you wish to change your campaign treasurer, simply file an amended campaign treasurer appointment (FORM ACTA). This will automatically terminate the outgoing campaign treasurer appointment.

AMENDING A CAMPAIGN TREASURER APPOINTMENT

If any of the information reported on the campaign treasurer appointment (FORM CTA) changes, file an AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM ACTA) to report the change.

REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS

If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers.

TERMINATING A CAMPAIGN TREASURER APPOINTMENT

You may terminate your campaign treasurer appointment at any time by:

1) filing a campaign treasurer appointment for a successor campaign treasurer, or

2) filing a final report.

Remember that you may not accept any campaign contributions or make or authorize any campaign expenditures without a campaign treasurer appointment on file. You may, however, accept officeholder contributions and make or authorize officeholder expenditures.

If your campaign treasurer quits, he or she must give written notice to both you and your filing authority. The termination will be effective on the date you receive the notice or on the date your filing authority receives the notice, whichever is later.

FILING A FINAL REPORT

For filing purposes, you are a “candidate” as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make
any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. If you have surplus funds, or if you retain assets purchased with political funds, you will be required to file annual reports. (See instructions for FORM C/OH - UC.) If you are an officeholder at the time of filing a final report, you may be required to file semiannual reports of contributions, expenditures, and loans as an officeholder.

If you do not have an appointment of campaign treasurer on file, you may not accept campaign contributions or make campaign expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept officeholder contributions and make officeholder expenditures.

To file a final report, you must complete the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (FORM C/OH), check the “final” box on Page 1, Section 9, and complete and attach the DESIGNATION OF FINAL REPORT (FORM C/OH-FR).

ELECTRONIC FILING

All persons filing campaign finance reports with the Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Commission’s website at http://www.ethics.state.tx.us for information about exemptions from the electronic filing requirements.

GUIDES

All candidates should review the applicable Commission’s campaign finance guide. Guides are available on the Commission’s website at http://www.ethics.state.tx.us.

SPECIFIC INSTRUCTIONS

Each numbered item in these instructions corresponds to the same numbered item on the form.

PAGE 1

1. TOTAL PAGES FILED: After you have completed the form, enter the total number of pages of this form and any additional pages. A “page” is one side of a two-sided form. If you are not using a two-sided form, a “page” is a single sheet.

2. CANDIDATE NAME: Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable. Enter your name in the same way on Page 2, Section 11, of this form.

3. CANDIDATE MAILING ADDRESS: Enter your complete mailing address, including zip code. This information will allow your filing authority to correspond with you. If this information changes, please notify your filing authority immediately.

4. CANDIDATE PHONE: Enter your phone number, including the area code and extension, if applicable.
5. **OFFICE HELD:** If you are an officeholder, please enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.

6. **OFFICE SOUGHT:** If you are a candidate, please enter the office you seek, if known. Include the district, precinct, or other designation for the office, if applicable.

7. **CAMPAIGN TREASURER NAME:** Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

8. **CAMPAIGN TREASURER STREET ADDRESS:** Enter the complete street address of your campaign treasurer, including the zip code. You may enter either the treasurer's business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.

9. **CAMPAIGN TREASURER PHONE:** Enter the phone number of your campaign treasurer, including the area code and extension, if applicable.

10. **CANDIDATE SIGNATURE:** Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.

   - The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.

   - A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.

   - A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.

   - Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The degree of consanguinity is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. Examples: (1) first degree - parent to child; (2) second degree - grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent to great-grandchild; or aunt to niece who is child of individual’s brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband’s relatives as her husband has by consanguinity. For example, a wife is related to her husband’s grandmother in the second degree by affinity.
11. CANDIDATE NAME: Enter your name as you did on Page 1.

12. MODIFIED REPORTING DECLARATION: Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party and candidates for county chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than $940 in political contributions or make more than $940 in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the $940 expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An unopposed candidate is not required to file pre-election reports in the first place.) The obligations to file semiannual reports, special pre-election reports, or special session reports, if applicable, are not affected by selecting the modified schedule.

The $940 maximums apply to each election within the cycle. In other words, you are limited to $940 in contributions and expenditures in connection with the primary, an additional $940 in contributions and expenditures in connection with the general election, and an additional $940 in contributions and expenditures in connection with a runoff.

EXCEEDING $940 IN CONTRIBUTIONS OR EXPENDITURES. If you exceed $940 in contributions or expenditures in connection with an election, you must file according to the regular filing schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the $940 limits after the 30th day before the election, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use the AMENDMENT (FORM ACTA) to renew your option to file under the modified schedule for a different election year or election cycle.

For more information, see the Commission’s campaign finance guide that applies to you.
### CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT

The CIOH Instruction Guide explains how to complete this form.

<table>
<thead>
<tr>
<th>3 CANDIDATE / OFFICEHOLDER NAME</th>
<th>MS / MRE / MR</th>
<th>FIRST</th>
<th>MI</th>
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<tbody>
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<td>NICKNAME</td>
<td>LAST</td>
<td>SUFFIX</td>
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<td>LAST</td>
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<th>30th day before election</th>
<th>Runoff</th>
<th>15th day after campaign treasurer appointment (Officerholder Only)</th>
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<td>July 15</td>
<td>6th day before election</td>
<td>Exceeded Modified Reporting Limit</td>
<td>Final Report (Attach CIOH-FR)</td>
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<th>10 PERIOD COVERED</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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| | Primary | Runoff | Other Description |
| | General | Special |

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<th>12 OFFICE</th>
<th>OFFICE HELD (if any)</th>
<th>OFFICE Sought (if known)</th>
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<th>COMMITTEE TYPE</th>
<th>COMMITTEE NAME</th>
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<tbody>
<tr>
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<tr>
<td></td>
<td>COMMITTEE CAMPAIGN TREASURER ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

**GO TO PAGE 2**

Forms provided by Texas Ethics Commission  [www.ethics.state.tx.us](http://www.ethics.state.tx.us) Revised 3/17/2020
### CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT

#### FORM C/OH COVER SHEET PG 2

<table>
<thead>
<tr>
<th>15 C/OH NAME</th>
<th>16 Filler ID (Ethics Commission Filers)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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#### 17 CONTRIBUTION TOTALS

1. TOTAL UNITEMIZED POLITICAL CONTRIBUTIONS (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS, OR CONTRIBUTIONS MADE ELECTRONICALLY) $ 

2. TOTAL POLITICAL CONTRIBUTIONS (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS) $ 

3. TOTAL UNITEMIZED POLITICAL EXPENDITURE. $ 

4. TOTAL POLITICAL EXPENDITURES $ 

#### EXPENDITURE TOTALS

5. TOTAL POLITICAL CONTRIBUTIONS MAINTAINED AS OF THE LAST DAY OF REPORTING PERIOD $ 

6. TOTAL PRINCIPAL AMOUNT OF ALL OUTSTANDING LOANS AS OF THE LAST DAY OF THE REPORTING PERIOD $ 

#### CONTRIBUTION BALANCE

<table>
<thead>
<tr>
<th>OUTSTANDING LOAN TOTALS</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### 18 SIGNATURE

I swear, or affirm, under penalty of perjury, that the accompanying report is true and correct and includes all information required to be reported by me under Title 15, Election Code.

________________________________________

Signature of Candidate or Officeholder

Please complete either option below:

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by __________________________ this the ______ day of ____________, 20 ______, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

(2) Unsworn Declaration

My name is ____________________________________________, and my date of birth is ____________________________.

My address is ____________________________________________, ____________________________, ____________________________, ____________________________, ____________________________.

(street) (city) (state) (zip code) (country)

Executed in ____________________________ County, State of ____________________________, on the ______ day of ____________________________, 20 ______.

(month) (year)

________________________________________

Signature of Candidate/Officeholder (Declarant)
<table>
<thead>
<tr>
<th></th>
<th>Schedule Subtotals</th>
<th>Subtotal Amount</th>
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<tbody>
<tr>
<td>1.</td>
<td>Schedule A1: Monetary Political Contributions</td>
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</tr>
<tr>
<td>2.</td>
<td>Schedule A2: Non-Monetary (In-Kind) Political Contributions</td>
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</tr>
<tr>
<td>3.</td>
<td>Schedule B: Pledged Contributions</td>
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<tr>
<td>4.</td>
<td>Schedule E: Loans</td>
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<tr>
<td>5.</td>
<td>Schedule F1: Political Expenditures Made From Political Contributions</td>
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<tr>
<td>6.</td>
<td>Schedule F2: Unpaid Incurred Obligations</td>
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<tr>
<td>7.</td>
<td>Schedule F3: Purchase of Investments Made From Political Contributions</td>
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</tr>
<tr>
<td>8.</td>
<td>Schedule F4: Expenditures Made By Credit Card</td>
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<tr>
<td>9.</td>
<td>Schedule G: Political Expenditures Made From Personal Funds</td>
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<tr>
<td>10.</td>
<td>Schedule H: Payment Made From Political Contributions To A Business Of C/OH</td>
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<tr>
<td>11.</td>
<td>Schedule I: Non-Political Expenditures Made From Political Contributions</td>
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<tr>
<td>12.</td>
<td>Schedule K: Interest, Credits, Gains, Refunds, And Contributions Returned To C/OH Filer</td>
<td>$</td>
</tr>
</tbody>
</table>
# Monetary Political Contributions

If the requested information is not applicable, **DO NOT** include this page in the report.

The Instruction Guide explains how to complete this form.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Total pages Schedule A1:</td>
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<tr>
<td>2</td>
<td>FILER NAME</td>
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<tr>
<td>3</td>
<td>Filer ID (Ethics Commission Filer)</td>
</tr>
<tr>
<td>4</td>
<td>Date</td>
</tr>
<tr>
<td>5</td>
<td>Full name of contributor</td>
</tr>
<tr>
<td>6</td>
<td>Contributor address; City; State; Zip Code</td>
</tr>
<tr>
<td>7</td>
<td>Amount of contribution ($)</td>
</tr>
<tr>
<td>8</td>
<td>Principal occupation / Job title (See Instructions)</td>
</tr>
<tr>
<td>9</td>
<td>Employer (See Instructions)</td>
</tr>
<tr>
<td>Date</td>
<td>Full name of contributor</td>
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<tr>
<td>Contributor address; City; State; Zip Code</td>
<td>Amount of contribution ($)</td>
</tr>
<tr>
<td>Principal occupation / Job title (See Instructions)</td>
<td>Employer (See Instructions)</td>
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<tr>
<td>Date</td>
<td>Full name of contributor</td>
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<tr>
<td>Contributor address; City; State; Zip Code</td>
<td>Amount of contribution ($)</td>
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<tr>
<td>Principal occupation / Job title (See Instructions)</td>
<td>Employer (See Instructions)</td>
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**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

If contributor is out-of-state PAC, please see Instruction guide for additional reporting requirements.

Forms provided by Texas Ethics Commission  www.ethics.state.tx.us  Revised 8/17/2020
# NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS

SCHEDULE A2

If the requested information is not applicable, **DO NOT include this page in the report.**

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<th>The Instruction Guide explains how to complete this form.</th>
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<tr>
<td><strong>TOTAL OF UNITEMIZED IN-KIND POLITICAL CONTRIBUTIONS</strong></td>
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<tr>
<td><strong>Date</strong></td>
<td><strong>Full name of contributor</strong> □ out-of-state PAC (ID#: )</td>
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<tr>
<td>□ Check if travel outside of Texas. Complete Schedule T.</td>
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<tr>
<td></td>
<td><strong>Contributor address; City; State; Zip Code</strong></td>
</tr>
<tr>
<td><strong>Principal occupation / Job title (FOR NON-JUDICIAL) (See Instructions)</strong></td>
<td><strong>Employer (FOR NON-JUDICIAL) (See Instructions)</strong></td>
</tr>
<tr>
<td><strong>Contributor’s principal occupation (FOR JUDICIAL)</strong></td>
<td><strong>Contributor’s job title (FOR JUDICIAL) (See Instructions)</strong></td>
</tr>
<tr>
<td><strong>Contributor’s employer/law firm (FOR JUDICIAL)</strong></td>
<td><strong>Law firm of contributor’s spouse (if any) (FOR JUDICIAL)</strong></td>
</tr>
<tr>
<td><strong>If contributor is a child, law firm of parent(s) (if any) (FOR JUDICIAL)</strong></td>
<td><strong>Check if travel outside of Texas. Complete Schedule T.</strong></td>
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<tr>
<th>Date</th>
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<td><strong>Contributor’s employer/law firm (FOR JUDICIAL)</strong></td>
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**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

If contributor is out-of-state PAC, please see instruction guide for additional reporting requirements.
PLEDGED CONTRIBUTIONS

SCHEDULE B

If the requested information is not applicable, DO NOT include this page in the report.

<table>
<thead>
<tr>
<th>The Instruction Guide explains how to complete this form.</th>
<th>1 Total pages Schedule B:</th>
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<tr>
<td>2 FILER NAME</td>
<td>3 Filer ID (Ethics Commission Filers)</td>
</tr>
<tr>
<td>4 TOTAL OF UNITEMIZED PLEDGES</td>
<td>$</td>
</tr>
<tr>
<td>5 Date</td>
<td>6 Full name of pledgor</td>
</tr>
<tr>
<td></td>
<td>□ out-of-state PAC (ID#:</td>
</tr>
<tr>
<td></td>
<td>_________________________</td>
</tr>
<tr>
<td></td>
<td>7 Pledgor address;</td>
</tr>
<tr>
<td></td>
<td>City; State; Zip Code</td>
</tr>
<tr>
<td></td>
<td>8 Amount of Pledge $</td>
</tr>
<tr>
<td></td>
<td>9 In-kind contribution</td>
</tr>
<tr>
<td></td>
<td>description</td>
</tr>
<tr>
<td></td>
<td>□ Check if travel</td>
</tr>
<tr>
<td></td>
<td>outside of Texas.   Complete Schedule T.</td>
</tr>
<tr>
<td>10 Principal occupation / Job title (See Instructions)</td>
<td>11 Employer (See Instructions)</td>
</tr>
</tbody>
</table>

| Date | Full name of pledgor | □ out-of-state PAC (ID#:  |
|      |                      | _________________________ |
|      |                      | Pledgor address; City;    |
|      |                      | State; Zip Code           |
|      |                      | Amount of Pledge $        |
|      |                      | In-kind contribution      |
|      |                      | description               |
|      |                      | □ Check if travel         |
|      |                      | outside of Texas.   Complete Schedule T. |

Principal occupation / Job title (See Instructions) | Employer (See Instructions)

| Date | Full name of pledgor | □ out-of-state PAC (ID#:  |
|      |                      | _________________________ |
|      |                      | Pledgor address; City;    |
|      |                      | State; Zip Code           |
|      |                      | Amount of Pledge $        |
|      |                      | In-kind contribution      |
|      |                      | description               |
|      |                      | □ Check if travel         |
|      |                      | outside of Texas.   Complete Schedule T. |

Principal occupation / Job title (See Instructions) | Employer (See Instructions)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If contributor is out-of-state PAC, please see Instruction guide for additional reporting requirements.
# LOANS

If the requested information is not applicable, DO NOT include this page in the report.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Instruction Guide explains how to complete this form.</td>
<td>1 Total pages Schedule E:</td>
</tr>
<tr>
<td>2 FILER NAME</td>
<td>3 Filer ID (Ethics Commission Filers)</td>
</tr>
<tr>
<td>4 TOTAL OF UNITIALIZED LOANS</td>
<td>$</td>
</tr>
<tr>
<td>5 Date of loan</td>
<td>9 Loan Amount ($)</td>
</tr>
<tr>
<td>6 Is lender a financial institution?</td>
<td>10 Interest rate</td>
</tr>
<tr>
<td>Y N</td>
<td>11 Maturity date</td>
</tr>
<tr>
<td>7 Name of lender</td>
<td>12 Principal occupation / Job title (See Instructions)</td>
</tr>
<tr>
<td>8 Lender address; City; State; Zip Code</td>
<td>13 Employer (See Instructions)</td>
</tr>
<tr>
<td>14 Description of Collateral</td>
<td>15 Check if personal funds were deposited into political account (See Instructions)</td>
</tr>
<tr>
<td>□ none</td>
<td></td>
</tr>
<tr>
<td>□ not applicable</td>
<td>16 GUARANTOR INFORMATION</td>
</tr>
<tr>
<td>□ not applicable</td>
<td>17 Name of guarantor</td>
</tr>
<tr>
<td>18 Guarantor address; City; State; Zip Code</td>
<td>19 Amount Guaranteed ($)</td>
</tr>
<tr>
<td>20 Principal Occupation (See Instructions)</td>
<td>21 Employer (See Instructions)</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of loan</td>
<td>Name of lender</td>
</tr>
<tr>
<td>Lender address; City; State; Zip Code</td>
<td>Loan Amount ($)</td>
</tr>
<tr>
<td>15 Interest rate</td>
<td>16 Maturity date</td>
</tr>
<tr>
<td>17 Name of guarantor</td>
<td>Employer (See Instructions)</td>
</tr>
<tr>
<td>18 Guarantor address; City; State; Zip Code</td>
<td></td>
</tr>
<tr>
<td>□ none</td>
<td>Check if personal funds were deposited into political account (See Instructions)</td>
</tr>
<tr>
<td>□ not applicable</td>
<td>19 Amount Guaranteed ($)</td>
</tr>
<tr>
<td>□ not applicable</td>
<td></td>
</tr>
<tr>
<td>Principal Occupation (See Instructions)</td>
<td>Employer (See Instructions)</td>
</tr>
</tbody>
</table>

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If lender is out-of-state PAC, please see instruction guide for additional reporting requirements.
### POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS

If the requested information is not applicable, **DO NOT** include this page in the report.

#### EXPENDITURE CATEGORIES FOR BOX 8(a)

<table>
<thead>
<tr>
<th>Advertising Expense</th>
<th>Event Expense</th>
<th>Loan Repayment/Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Banking</td>
<td>Fees</td>
<td>Office Overhead/Rental Expense</td>
</tr>
<tr>
<td>Consulting Expense</td>
<td>Food/Beverage Expense</td>
<td>Polling Expense</td>
</tr>
<tr>
<td>Contributions/Donations Made By Candidate/Officerholder/Political Committee</td>
<td>Gift/Awards/Memorials Expense</td>
<td>Printing Expense</td>
</tr>
<tr>
<td>Credit Card Payment</td>
<td>Legal Services</td>
<td>Salaries/Wages/Contract Labor</td>
</tr>
<tr>
<td>Solicitation/Fundraising Expense</td>
<td>Transportation Equipment &amp; Related Expense</td>
<td>Travel Out Of District</td>
</tr>
<tr>
<td>Travel In District</td>
<td>Other (enter a category not listed above)</td>
<td></td>
</tr>
</tbody>
</table>

The Instruction Guide explains how to complete this form.

<table>
<thead>
<tr>
<th>1 Total pages Schedule F1</th>
<th>2 FILER NAME</th>
<th>3 Filer ID (Ethics Commission Filers)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4 Date</th>
<th>5 Payee name</th>
<th>6 Amount ($)</th>
<th>7 Payee address; City; State; Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PURPOSE OF EXPENDITURE

- (a) Category (See Categories listed at the top of this schedule)
- (b) Description
- (c) Check if travel outside of Texas, Complete Schedule T.
- ☐ Check if Austin, TX, officerholder living expense

<table>
<thead>
<tr>
<th>9 Complete ONLY if direct expenditure to benefit C/OH</th>
<th>Candidate / Officerholder name</th>
<th>Office sought</th>
<th>Office held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee name</th>
<th>Amount ($)</th>
<th>Payee address; City; State; Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PURPOSE OF EXPENDITURE

- Category (See Categories listed at the top of this schedule)
- Description
- ☐ Check if travel outside of Texas, Complete Schedule T.
- ☐ Check if Austin, TX, officerholder living expense

<table>
<thead>
<tr>
<th>Complete ONLY if direct expenditure to benefit C/OH</th>
<th>Candidate / Officerholder name</th>
<th>Office sought</th>
<th>Office held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee name</th>
<th>Amount ($)</th>
<th>Payee address; City; State; Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PURPOSE OF EXPENDITURE

- Category (See Categories listed at the top of this schedule)
- Description
- ☐ Check if travel outside of Texas, Complete Schedule T.
- ☐ Check if Austin, TX, officerholder living expense

<table>
<thead>
<tr>
<th>Complete ONLY if direct expenditure to benefit C/OH</th>
<th>Candidate / Officerholder name</th>
<th>Office sought</th>
<th>Office held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

Forms provided by Texas Ethics Commission [www.ethics.state.tx.us](http://www.ethics.state.tx.us) Revised 8/17/2020
# UNPAID INCURRED OBLIGATIONS

If the requested information is not applicable, DO NOT include this page in the report.

## EXPENDITURE CATEGORIES FOR BOX 10(a)

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising Expense</td>
<td>Event Expense</td>
</tr>
<tr>
<td>Accounting/Banking</td>
<td>Fees</td>
</tr>
<tr>
<td>Consulting Expense</td>
<td>Food/Beverage Expense</td>
</tr>
<tr>
<td>Contributions/Donations Made By</td>
<td>Gift/Awards/Memorials Expense</td>
</tr>
<tr>
<td>Candidate/Officeholder/Political Committee</td>
<td>Legal Services</td>
</tr>
<tr>
<td>Loan Repayment/Reimbursement</td>
<td>Office Overhead/Rental Expense</td>
</tr>
<tr>
<td>Solicitation/Fundraising Expense</td>
<td>Polling Expense</td>
</tr>
<tr>
<td>Transportation Equipment &amp; Related Expense</td>
<td>Printing Expense</td>
</tr>
<tr>
<td>Travel In District</td>
<td>Salaries/Wages/Contract Labor</td>
</tr>
<tr>
<td>Travel Out Of District</td>
<td>Other (enter a category not listed above)</td>
</tr>
</tbody>
</table>

The Instruction Guide explains how to complete this form.

## REQUIRED INFORMATION

### TOTAL OF UNITEMIZED UNPAID INCURRED OBLIGATIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount ($)</th>
<th>Payee address;</th>
<th>City;</th>
<th>State;</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TYPE OF EXPENDITURE

- [ ] Political
- [ ] Non-Political

### PURPOSE OF EXPENDITURE

<table>
<thead>
<tr>
<th>Category (See Categories listed at the top of this schedule)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Check if travel outside of Texas. Complete Schedule T.
- [ ] Check if Austin, TX, officeholder living expense

Complete ONLY if direct expenditure to benefit C/OH

<table>
<thead>
<tr>
<th>Candidate / Officeholder name</th>
<th>Office sought</th>
<th>Office held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount ($)</th>
<th>Payee address;</th>
<th>City;</th>
<th>State;</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TYPE OF EXPENDITURE

- [ ] Political
- [ ] Non-Political

### PURPOSE OF EXPENDITURE

<table>
<thead>
<tr>
<th>Category (See Categories listed at the top of this schedule)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Check if travel outside of Texas. Complete Schedule T.
- [ ] Check if Austin, TX, officeholder living expense

Complete ONLY if direct expenditure to benefit C/OH

<table>
<thead>
<tr>
<th>Candidate / Officeholder name</th>
<th>Office sought</th>
<th>Office held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED
PURCHASE OF INVESTMENTS MADE FROM POLITICAL CONTRIBUTIONS

If the requested information is not applicable, DO NOT include this page in the report.

<table>
<thead>
<tr>
<th>The Instruction Guide explains how to complete this form.</th>
<th>1 Total pages Schedule F3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 FILER NAME</td>
<td>3 Filer ID (Ethics Commission Filers)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4 Date</th>
<th>5 Name of person from whom investment is purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6 Address of person from whom investment is purchased; City; State; Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Investment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8 Amount of Investment ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of person from whom investment is purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address of person from whom investment is purchased; City; State; Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Investment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount of investment ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED
# EXPENDITURES MADE BY CREDIT CARD

If the requested information is not applicable, **DO NOT** include this page in the report.

---

## EXPENDITURE CATEGORIES FOR BOX 10(a)

<table>
<thead>
<tr>
<th>Advertising Expense</th>
<th>Event Expense</th>
<th>Loan Repayment/Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Bareling</td>
<td>Fees</td>
<td>Office Overhead/Travel Expense</td>
</tr>
<tr>
<td>Consulting Expense</td>
<td>Food/Beverage Expense</td>
<td>Polling Expense</td>
</tr>
<tr>
<td>Contributions/Donations Made By</td>
<td>Gift/Awards/Memorials Expense</td>
<td>Printing Expense</td>
</tr>
<tr>
<td>Candidate/Officeholder/Political Committee</td>
<td>Legal Services</td>
<td>Salaries/Wages/Contract Labor</td>
</tr>
<tr>
<td>Solicitation/Fundraising Expense</td>
<td>Transportation Equipment &amp; Related Expense</td>
<td>Travel In District</td>
</tr>
<tr>
<td>Travel Out Of District</td>
<td>Other (enter a category not listed above)</td>
<td></td>
</tr>
</tbody>
</table>

The Instruction Guide explains how to complete this form.

---

### 1. Total pages Schedule F4:

### 2. FILER NAME

### 3. Filer ID (Ethics Commission Filer)

### 4. TOTAL OF UNITIMIZED EXPENDITURES CHARGED TO A CREDIT CARD

### 5. Date

### 6. Payee name

### 7. Amount ($)

### 8. Payee address; City; State; Zip Code

### 9. TYPE OF EXPENDITURE

- [ ] Political
- [ ] Non-Political

### 10. PURPOSE OF EXPENDITURE

<table>
<thead>
<tr>
<th>(a) Category (See Categories listed at the top of this schedule)</th>
<th>(b) Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(c) [ ] Check if travel outside of Texas. Complete Schedule T.</td>
<td>[ ] Check if Austin, TX, officeholder living expense</td>
</tr>
</tbody>
</table>

### 11. Complete ONLY if direct expenditure to benefit C/OH

<table>
<thead>
<tr>
<th>Candidate / Officeholder name</th>
<th>Office sought</th>
<th>Office held</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Payee name</td>
<td></td>
</tr>
<tr>
<td>Amount ($ )</td>
<td>Payee address;</td>
<td>City; State; Zip Code</td>
</tr>
</tbody>
</table>

### TYPE OF EXPENDITURE

- [ ] Political
- [ ] Non-Political

### PURPOSE OF EXPENDITURE

<table>
<thead>
<tr>
<th>Category (See Categories listed at the top of this schedule)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Check if travel outside of Texas. Complete Schedule T.</td>
<td></td>
</tr>
<tr>
<td>[ ] Check if Austin, TX, officeholder living expense</td>
<td></td>
</tr>
</tbody>
</table>

### Completed ONLY if direct expenditure to benefit C/OH

<table>
<thead>
<tr>
<th>Candidate / Officeholder name</th>
<th>Office sought</th>
<th>Office held</th>
</tr>
</thead>
</table>

---

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---

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POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS

If the requested information is not applicable, DO NOT include this page in the report.

EXPENDITURE CATEGORIES FOR BOX 8(a)
- Advertising Expense
- Accounting/Banking
- Consulting Expense
- Contributions/Donations Made By
  Candidate/Officer/Holder/Political Committee
  Cash/Check/Credit Card Payment
- Event Expenses
- Fee
- Food/Beverage Expense
- Gift/Awards/Memorials Expense
- Legal Services
- Loan Repayment/Reimbursement
- Office Overhead/Rental Expense
- Polling Expense
- Printing Expense
- Salaries/Wages/Contract Labor
- Solicitation/Fundraising Expense
- Transportation Equipment & Related Expense
- Travel In District
- Travel Out Of District
- Other (enter a category not listed above)

The instructions guide explains how to complete this form.

<table>
<thead>
<tr>
<th>Total pages Schedule G</th>
<th>FILER NAME</th>
<th>3 Filer ID (Ethics Commission Filer)</th>
</tr>
</thead>
</table>

4 Date

5 Payee name

6 Amount ($)

7 Payee address; City; State; Zip Code

8 PURPOSE OF EXPENDITURE
- (a) Category (See Categories listed at the top of this schedule)
- (b) Description
- (c) 
  - Check if travel outside of Texas, Complete Schedule T.
  - Check if Austin, TX, officerholder living expense

9 Complete ONLY if direct expenditure to benefit C/OH

Candidate / Officerholder name
Office sought
Office held

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount ($)</th>
<th>Payee address; City; State; Zip Code</th>
</tr>
</thead>
</table>

9 PURPOSE OF EXPENDITURE
- Category (See Categories listed at the top of this schedule)
- Description
- 
  - Check if travel outside of Texas, Complete Schedule T.
  - Check if Austin, TX, officerholder living expense

Complete ONLY if direct expenditure to benefit C/OH

Candidate / Officerholder name
Office sought
Office held

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount ($)</th>
<th>Payee address; City; State; Zip Code</th>
</tr>
</thead>
</table>

9 PURPOSE OF EXPENDITURE
- Category (See Categories listed at the top of this schedule)
- Description
- 
  - Check if travel outside of Texas, Complete Schedule T.
  - Check if Austin, TX, officerholder living expense

Complete ONLY if direct expenditure to benefit C/OH

Candidate / Officerholder name
Office sought
Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

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Revised 8/17/2020
PAYMENT MADE FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/Oh

If the requested information is not applicable, DO NOT include this page in the report.

EXPENDITURE CATEGORIES FOR BOX 8(a)

<table>
<thead>
<tr>
<th>Advertising Expense</th>
<th>Event Expense</th>
<th>Loan Repayment/Reimbursement</th>
<th>Solicitation/Fundraising Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Banking</td>
<td>Fees</td>
<td>Office Overhead/Rental Expense</td>
<td>Transportation Equipment &amp; Related Expense</td>
</tr>
<tr>
<td>Consulting Expense</td>
<td>Food/Beverage Expense</td>
<td>Polling Expense</td>
<td>Travel In District</td>
</tr>
<tr>
<td>Contributions/Donations Made By</td>
<td>Gift/Awards/Memorials Expense</td>
<td>Printing Expense</td>
<td>Travel Out Of District</td>
</tr>
<tr>
<td>Candidate/Officerholder/Political Committee</td>
<td>Legal Services</td>
<td>Salaries/Wages/Contract Labor</td>
<td>Other (enter a category not listed above)</td>
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</table>

The instruction guide explains how to complete this form.

<table>
<thead>
<tr>
<th>1 Total pages Schedule H:</th>
<th>2 FILER NAME</th>
<th>3 Filer ID (Ethics Commission Filers)</th>
</tr>
</thead>
</table>

4 Date
5 Business name

6 Amount ($)
7 Business address; City; State; Zip Code

8 PURPOSE OF EXPENDITURE
(a) Category (See Categories listed at the top of this schedule) (b) Description

(c) ☐ Check if travel outside of Texas. Complete Schedule T. ☐ Check if Austin, TX, officerholder living expense

9 Complete ONLY if direct expenditure to benefit C/Oh
   Candidate / Officerholder name Office sought Office held

<table>
<thead>
<tr>
<th>Date</th>
<th>Business name</th>
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<tr>
<th>Amount ($)</th>
<th>Business address; City; State; Zip Code</th>
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</table>

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Category (See Categories listed at the top of this schedule) Description

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<th>Amount ($)</th>
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</table>

PURPOSE OF EXPENDITURE
Category (See Categories listed at the top of this schedule) Description

☐ Check if travel outside of Texas. Complete Schedule T. ☐ Check if Austin, TX, officerholder living expense

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED
### NON-POLITICAL EXPENDITURES

**MADE FROM POLITICAL CONTRIBUTIONS**

If the requested information is not applicable, **DO NOT include this page in the report.**

- **The Instruction Guide explains how to complete this form.**

#### SCHEDULE 1

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
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<td><strong>3</strong></td>
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<td>FILER NAME</td>
<td>Filer ID (Ethics Commission Filers)</td>
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</tbody>
</table>

| **4**  | **5**  | **6**  |
| Date   | Payee name | Amount ($) |

| **7**  | **8**  |
| Payee address; | PURPOSE OF EXPENDITURE |

- **(a) Category** (See instructions for examples of acceptable categories.)
- **(b) Description** (See instructions regarding type of information required.)

| **9**  | **10** |
| City   | State Zip Code |

| **11** | **12** |
| Date   | Payee name |

| **13** | **14** |
| Amount ($) | Payee address; |

| **15**  | **16**  |
| PURPOSE OF EXPENDITURE | Category (See instructions for examples of acceptable categories.) |

| **17**  | **18**  |
| Description | Description (See instructions regarding type of information required.) |

| **19**  | **20**  |
| City   | State Zip Code |

| **21** | **22** |
| Date   | Payee name |

| **23** | **24** |
| Amount ($) | Payee address; |

| **25**  | **26**  |
| PURPOSE OF EXPENDITURE | Category (See instructions for examples of acceptable categories.) |

| **27**  | **28**  |
| Description | Description (See instructions regarding type of information required.) |

| **29**  | **30**  |
| City   | State Zip Code |

### ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

*Forms provided by Texas Ethics Commission [www.ethics.state.tx.us](http://www.ethics.state.tx.us)*  
Revised 8/17/2020
## SCHEDULE K

**INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER**

*The instruction guide explains how to complete this form.*

<table>
<thead>
<tr>
<th>1 Total pages Schedule K:</th>
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</thead>
<tbody>
<tr>
<td>3 Filer ID (Ethics Commission Filers)</td>
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<tr>
<th>2 FILER NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4 Date</th>
<th>5 Name of person from whom amount is received</th>
<th>8 Amount ($)</th>
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<tr>
<td></td>
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<tr>
<th>6 Address of person from whom amount is received; City; State; Zip Code</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>7 Purpose for which amount is received</th>
<th>Check if political contribution returned to filer</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Name of person from whom amount is received</th>
<th>Amount ($)</th>
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<tr>
<th>Address of person from whom amount is received; City; State; Zip Code</th>
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<table>
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<tr>
<th>Purpose for which amount is received</th>
<th>Check if political contribution returned to filer</th>
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<tr>
<th>Date</th>
<th>Name of person from whom amount is received</th>
<th>Amount ($)</th>
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<th>Address of person from whom amount is received; City; State; Zip Code</th>
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<th>Purpose for which amount is received</th>
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<thead>
<tr>
<th>Purpose for which amount is received</th>
<th>Check if political contribution returned to filer</th>
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</thead>
</table>

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**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

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*Forms provided by Texas Ethics Commission www.ethics.state.tx.us Revised 8/17/2020*
# IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES

## FOR TRAVEL OUTSIDE OF TEXAS

**SCHEDULE T**

If the requested information is not applicable, **DO NOT** include this page in the report.

<table>
<thead>
<tr>
<th>The Instruction Guide explains how to complete this form.</th>
<th>Total pages Schedule T:</th>
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<table>
<thead>
<tr>
<th>Name of Contributor / Corporation or Labor Organization / Pledgor / Payee</th>
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<table>
<thead>
<tr>
<th>Contribution / Expenditure reported on:</th>
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</thead>
<tbody>
<tr>
<td>Schedule A2</td>
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<tr>
<td>Schedule F2</td>
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</table>

<table>
<thead>
<tr>
<th>Dates of travel</th>
<th>Name of person(s) traveling</th>
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<table>
<thead>
<tr>
<th>Departure city or name of departure location</th>
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<table>
<thead>
<tr>
<th>Destination city or name of destination location</th>
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</table>

<table>
<thead>
<tr>
<th>Means of transportation</th>
<th>Purpose of travel (including name of conference, seminar, or other event)</th>
</tr>
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</table>

Name of Contributor / Corporation or Labor Organization / Pledgor / Payee

<table>
<thead>
<tr>
<th>Contribution / Expenditure reported on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule A2</td>
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<tr>
<td>Schedule F2</td>
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</table>

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</thead>
</table>

**ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED**

---

Forms provided by Texas Ethics Commission  www.ethics.state.tx.us  Revised 8/17/2020
The Instruction Guide explains how to complete this form.

** Complete only if "Report Type" on page 1 is marked "Final Report" **

<table>
<thead>
<tr>
<th>1</th>
<th>C/OH NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Filer ID (Ethics Commission Filer)</td>
</tr>
</tbody>
</table>

3 SIGNATURE

I do not expect any further political contributions or political expenditures in connection with my candidacy. I understand that designating a report as a final report terminates my campaign treasurer appointment. I also understand that I may not accept any campaign contributions or make any campaign expenditures without a campaign treasurer appointment on file.

Signature of Candidate / Officeholder

4 FILER WHO IS NOT AN OFFICEHOLDER

** Complete A & B below only if you are not an officeholder. **

A. CAMPAIGN FUNDS

Check only one:

- [ ] I do not have unexpended contributions or unexpended interest or income earned from political contributions.

- [ ] I have unexpended contributions or unexpended interest or income earned from political contributions. I understand that I may not convert unexpended political contributions or unexpended interest or income earned on political contributions to personal use. I also understand that I must file an annual report of unexpended contributions and that I may not retain unexpended contributions or unexpended interest or income earned on political contributions longer than six years after filing this final report. Further, I understand that I must dispose of unexpended political contributions and unexpended interest or income earned on political contributions in accordance with the requirements of Election Code, § 254.204.

B. ASSETS

Check only one:

- [ ] I do not retain assets purchased with political contributions or interest or other income from political contributions.

- [ ] I do retain assets purchased with political contributions or interest or other income from political contributions. I understand that I may not convert assets purchased with political contributions or interest or other income from political contributions to personal use. I also understand that I must dispose of assets purchased with political contributions in accordance with the requirements of Election Code, § 254.204.

Signature of Candidate

5 OFFICEHOLDER

** Complete this section only if you are an officeholder **

- [ ] I am aware that I remain subject to filing requirements applicable to an officeholder who does not have a campaign treasurer on file. I am also aware that I will be required to file reports of unexpended contributions if, after filing the last required report as an officeholder, I retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions.

Signature of Officeholder
To Report Activity Occurring on or After January 1, 2022

(PAPER FILES ONLY)

FORM COH - INSTRUCTIONS GUIDE

CAMPAIGN FINANCE REPORT
CANDIDATE/OFFICEHOLDER

TEXAS ETHICS COMMISSION
FORM CO/CR: DESIGNATION OF FINAL REPORT

I. GENERAL INFORMATION

A. Form CO/CR - Instruction Guide

TABLE OF CONTENTS

FORM CO/CR - INSTRUCTION GUIDE
report by hand, please print everything other than your signature. All reports filed on paper must be either handwritten in ink or typewritten. If you complete the report by hand, please print everything other than your signature.

**FILING OUT THE FORMS**

Explanations from the disclosure requirement. Please check the Commission’s website at https://www.elections.state.tx.us for information about required to disclose reports electronically unless the person is eligible to claim an exemption. All persons filing campaign finance reports with the Texas Ethics Commission (Commission) are required to disclose reports electronically unless the person is eligible to claim an exemption.

**ELECTRONIC FILING**

Electronic filing. This change is made by House Bill 2586, adopted by the 86th Texas legislature. Beginning on September 1, 2019, all political contributions that are made electronically and contributions made electronically must be itemized when filing a report. This change is effective January 1, 2020.


January 1, 2022.

IMPORTANT UPDATES

Please check the Commission’s website at https://www.elections.state.tx.us for information about required to disclose reports electronically unless the person is eligible to claim an exemption. The Hegar campaign finance report must be itemized in the Hegar campaign finance report. The Hegar campaign finance report must be itemized in the Hegar campaign finance report.

In June 2019, the Texas Ethics Commission began publishing certain reporting thresholds.

**INCREASED DISCLOSURE THRESHOLDS**

Thresholds. These thresholds are located in I.T.A.C. § 18.31, which can be found here: https://www.elections.state.tx.us. These changes will be made effective January 1, 2022. These changes will be made effective January 1, 2022. The Hegar campaign finance report must be itemized in the Hegar campaign finance report.

On January 1, 2022, the Texas Ethics Commission began publishing certain reporting thresholds.
next regular business day.

If the date due for a report falls on a Saturday, Sunday, or legal holiday, the report is due on the
text:

TEXAS 78701.

Commissioner's street address is 201 East 14th Street, Sam Houston Building, 10th Floor, Austin,
Commissioner's P.O. Box 12070, Austin, Texas 78711-2070. For hand-delivered, the
If you are filing with the Commission, please address your reports and correspondence to the
an election must be received by the appropriate filing authority no later than the report due date.
Pre-Election Reports: A report due 30 days before an election and a report due 8 days before an election.
contact and other identifying a name or before the deadline.
with position or mailing address properly signed and bears a postmark or receipt mark of a commission.
For most reporting deadlines, a document is considered timely filed if it is properly addressed

FILING DATE

pages as needed.

Schedule A.1 is optional but, you may make copies of a blank Schedule A.1 and attach more
You may use photocopies of Commission forms. For example, if the space provided on

PHOTOCOPIES OR FORMS

or photocopies, to the extent you file in acceptable electronic format, to the extent you file in
photocopies or electronic files. You must keep an exact copy of each report filed and all records necessary to complete the
The Commission publishes a Campaign Finance Guide for each type of form. These guides are

TEXAS ETHICS COMMISSION GUIDES

If you have questions, please call our office at (512) 463-8800.

Report for at least two (2) years after the deadline for filing the report.
You must keep an exact copy of each report filed and all records necessary to complete the

schedule on which you have information to report.
Always file the cover sheet of the campaign finance report form. You need to the only those
prescribed form must be submitted. For pre-approved by the Commission's executive director.

If you are filing with the Commission, and you are eligible to claim an exception to electronic

Form C/OH – Instruction Guide
DUTIES OF CAMPAIGN TREASURER

A campaign treasurer may make campaign expenditures on the campaign account that are the responsibility of the treasurer. A candidate or officeholder, you alone, are responsible for filing

DUTIES OF CANDIDATE OR OFFICEHOLDER

An officeholder may accept officeholder contributions and accept officeholder contributions without having a campaign treasurer appointed on file. However, an officeholder must have a campaign treasurer appointed on file before taking officeholder contributions. An officeholder may make campaign contributions and accept campaign contributions without a campaign treasurer appointed on file before taking campaign contributions.

OFFICEHOLDER ACTIVITY

You are required to file:

1. Your name on a position (section 9 and 10 of the cover sheet) for help in deciding which reports are required.
2. Final Report (within 90 days of the end of the reporting period).
3. Exceeding the limits report.
4. Pre-election report (90 days before an election).
5. Semiannual report (January 15 and July 15).

Use Form C/OH for filing the following reports:

GENERAL INFORMATION

Note: Judicial candidates and officeholders must file a different form, Form J/OH.

The form included in this manual includes the form C/OH cover sheet and any of the following:

- A report of all individuals who are contributors to the campaign.
- A report of all financial transactions related to the campaign.
- A report of all financial obligations related to the campaign.
- A report of all financial assets related to the campaign.
- A report of all financial liabilities related to the campaign.
- A report of all financial expenses related to the campaign.
- A report of all financial revenues related to the campaign.

These requirements are for the CANDIDATE/OFICEHOLDER CAMPAIGN FINANCE REPORT.
To file a Final Report, you must complete the "C/OH CAMPAIGN FINANCE REPORT" (Form C/OH). Check the "Final Report" box in section 9 on the Cover Sheet and complete and attach the C/OH (Form).

Instructions (See instructions for Form C/OH-UC):

If you are not an officeholder at the time of filing a Final Report and do not exceed $940 in contributions or expenditures during the reporting period, the April 20th deadline may be extended to the Senate's new deadline.

If you are an officeholder at the time of filing a Final Report, you may extend to the Senate's new deadline.

If you are an officeholder at the time of filing a Final Report and do not exceed $940 in contributions or expenditures during the reporting period, you may extend to the Senate's new deadline.

For filing purposes, you are a "candidate" if you have an appointment of campaign treasurer or have filed a campaign treasurer appointment on the C/TAR and you are not an officeholder who does not have a campaign treasurer appointment on the C/TAR. If you are an officeholder who does not have a campaign treasurer appointment on the C/TAR, you are not a "candidate." If your report is filed with the same authority with which you were required to file your earlier report, you are not required to file a separate report.

FILING A FINAL REPORT

Comply with all applicable requirements for filing a Final Report.

WHERE TO FILE

Form C/OH – Instructions Card
Each numbered item in these instructions corresponds to the same numbered item on the form.

Completing the Cover Sheet

Page 7

Texas Ethics Commission

1. FILER ID: If you are filing with the Commission, you were assigned a Filer ID. If you do not file with the Commission, receive a letter acknowledging receipt of the form and informing you of your Filer ID. If you are not required to file, you need not provide a Filer ID.

2. TOTAL PAGES FILLED: After you have completed the form, count the total number of pages of this form and any attached schedules. Enter that number where indicated on the top of this page.

3. CANDIDATE/OFFICEHOLDER NAME: Enter your full name, including nicknames and suffixes (e.g., Jr., III), if applicable.

4. CANDIDATE/OFFICEHOLDER MAILING ADDRESS: Enter your complete mailing address, including nicknames and suffixes (e.g., Jr., III), if applicable.

5. CANDIDATE/OFFICEHOLDER PHONE: Check the “Change of Address” box. Enter your phone number, including the area code, if applicable.

6. CAMPAIGN TRANSMITTER NAME: Enter the full name of your campaign treasurer, if not a campaign treasurer appointed on the form.

7. CAMPAIGN TRANSMITTER ADDRESS: Enter the complete address of your campaign treasurer.

8. CAMPAIGN TRANSMITTER PHONE: Enter the phone number of your campaign treasurer.

9. REPORT TYPE: Check the box that describes the type of report you are filing, according to the description below. See the instructions for Section 10 for the periods covered by each type of report. Include the area code and the extension, if applicable.

10. JANUARY 15 REPORT: All candidates and most officeholders must file a semianual report by January 15. The only officeholders who are not required to file this report are those who have not exceeded $4,940 in contributions or expenditures during the reporting period, and who do not exceed $4,940 in contributions or expenditures for officeholders who do not have a campaign treasurer appointment on file. officeholders who do not have a campaign treasurer appointment on file. All candidates and candidates and officeholders who file the 15-report must file the report by January 15. The only officeholders who are not required to file this report are those who have not exceeded $4,940 in contributions or expenditures during the reporting period, and who do not exceed $4,940 in contributions or expenditures for officeholders who do not have a campaign treasurer appointment on file.
Form COH - Disclosure Guide

See "Form Report" below for more information.

Final Report: All candidates and most officeholders must file a semiannual report by July 15.

Full report: See "Form Report" below for more information.

For candidates and most officeholders, disclosure must end the last day of the quarter in which their names appear on the ballot. Disclosure must also end the last day before the close of the limitation period in which they reported campaign activity and the last day of the quarter in which they were a candidate or officeholder.

If you have any questions about your disclosure requirements, contact the Commission at 1-800-252-3970.

Note: See "Form Report" below for more information.
Information, please see the instructions for Form C/OH-1. This information can be disclosed on Form C/OH-1. For more information, see the instructions for Form C/OH-1. To the extent the election is extended, the day before the election and running at 2 p.m. on the day after the election.

Daily Pre-Election Report of Contributions: A candidate of another candidate, who does not receive a candidate's CTA, and receives funds from non-Candidate Contributions or Candidate Contributions, in order to operate the fund.

If a Daily Pre-Election Report does not receive a candidate's CTA, and receives funds from non-Candidate Contributions or Candidate Contributions, in order to operate the fund.

Definition of Daily Pre-Election Report: a candidate who receives contributions from another candidate, who does not receive a candidate's CTA, and receives funds from non-Candidate Contributions or Candidate Contributions, in order to operate the fund.

Revised 11/1/2022
Page 9
Texas Ethics Commission

FORM C/OH-P R (Form C/OH-P R Required)

A declaration of who has a candidate's CTA, and receives funds from non-Candidate Contributions or Candidate Contributions, in order to operate the fund.

Form C/OH-P R Required: a candidate who receives contributions from another candidate, who does not receive a candidate's CTA, and receives funds from non-Candidate Contributions or Candidate Contributions, in order to operate the fund.

A candidate must have a CTA on the day the election is extended, or Candidates who are not candidates do not receive a candidate's CTA.

A candidate must have a CTA on the day the election is extended, or Candidates who are not candidates do not receive a candidate's CTA.

15th Day After Candidate's CTA: a candidate who receives contributions from another candidate, who does not receive a candidate's CTA, and receives funds from non-Candidate Contributions or Candidate Contributions, in order to operate the fund.

The candidate must meet this deadline even if it falls on a weekend or a holiday.

Exceeding Reporting Limit Report: a candidate who receives contributions from another candidate, who does not receive a candidate's CTA, and receives funds from non-Candidate Contributions or Candidate Contributions, in order to operate the fund.

Exceeding Reporting Limit Report: a candidate who receives contributions from another candidate, who does not receive a candidate's CTA, and receives funds from non-Candidate Contributions or Candidate Contributions, in order to operate the fund.

See, "30th Day Before Election Report" above for the definition of an opposed candidate.
Day Before Election Report: The start date is the 30th day before the election if you filed an intended report or the date you filed a first report; otherwise, the start date is the day after the last day covered by your last intended report.

First Report: The start date is the 30th day before the election if you filed a first report or the date you filed an intended report; otherwise, the start date is the day after the last day covered by your last intended report.

July 15th Semiannual Report: The start date is January 1 of the previous year.

December 31st of the previous year.

If you did not file a Form CT-1A or Form CT-1B, the election reporting period for the last day covered by your last intended report or your last report, whichever is later.

If you are an officer/holder who wishes to report on behalf of another person.

If you are a candidate/applicant (a person who has filed a Form CT-1A) and you are appointed to an office/state office.

First Report: If this is the first report of contributions and expenditures that you filed, the end date will be the date you file the report. If you are an officer/holder who wishes to report on behalf of another person.

10. Period Covered: A reporting period includes the start date and the end date.
Texas Ethics Commission

Please fill in the information below:

Caption: An election, other than a primary election, that regularly occurs at least:

- General:

- Runoff:

- Primary:

Election Type: Check the box next to the type of election that most accurately describes the election for which this report is filed.

Election Date: Enter the month, day, and year of the election for which this report is filed.

II. ELECTION

If you are a candidate in an upcoming election or were a candidate in a recently held election, provide the following information concerning the upcoming or recent election:

1. Campaign treasurer appointment: If you are not a candidate in an upcoming election or were a candidate in a recently held election, you may skip Section I.

Final Report: The start date is the earlier of the last day covered by your last required report or the 15th day after your campaign treasurer appointment was filed. This report is due no later than 15 days after the end date is the day you exceed the $940 limit for contributions or expenditures. If your last required report, whichever is later, exceeds the $940 limit for contributions or expenditures, you are required to file a report under the regular reporting schedule. This report is due no later than the last day before the next reporting deadline.

If you are an officiholder, without a campaign treasurer appointment on file, or if you have a campaign treasurer appointment on file, you may skip Section I.
Candidate treasurer as reported in the notice.

Candidate Treasurer Address: Enter the address of the candidate's campaign treasurer as reported in the notice.

Candidate Treasurer Name: Enter the name of the candidate's campaign treasurer as reported in the notice.

Candidate Address: Enter the address of the candidate as reported in the notice.

Candidate Name: Enter the full name of the candidate as reported in the notice.

Committee: Check this box if the notice is from a specific-purpose committee.

Specific box: Check this box if the notice is from a general-purpose committee.

Committee Type: the other committees and of other campaign treasurers.

Additional pages: If you received notice from more than one candidate, check this box and submit an additional page listing the names and addresses of the other committees.

Section: The political committee is required to include in the notice the full name and address of the political committee. If you have not received such notice, you may skip this section.

14. Notice from Political Committee(S): Check this box if you received notice from a political committee that is a general-purpose committee. If you did, be sure to include the full name and address of the political committee.

13. Office Sought: If you are a candidate in an upcoming election, please enter the office you are currently holding.

12. Office Held: If you are an officeholder, please enter the office you currently hold.

Other: If none of the listed election types apply, check "Other" and provide your own description of the election for which the report is filed.

Special: An election that is neither a general election nor a primary election nor a
any expenditures incurred, on the local election on line 1, regardless of amount, excepting Schedule C funds. If you received Schedule C funds, you are required to itemize Schedule C funds if you received Schedule C funds, regardless of amount.

On Schedule P, you are required to itemize any political expenditures incurred, regardless of amount, excepting Schedule P funds if you received Schedule P funds for the local election on line 1. If you received Schedule P funds, you are required to itemize Schedule P funds if you received Schedule P funds, regardless of amount.

The total reported on line 1, regardless of amount, excepting Schedule P funds if you received Schedule P funds, must be $1,000 or less for each page. Do not include any political expenditures incurred on Schedule P if you received Schedule P funds for the local election on line 1, regardless of amount, excepting Schedule P funds if you received Schedule P funds, regardless of amount.

Line 3 - Total Expenditures: Add the total contributions listed on Schedule P unless you did not receive any contributions during the period covered.

Line 2 - Total Political Contributions: Add the total contributions listed on Schedule C unless you did not receive any contributions during the period covered.

17. TOTALS: Complete this section only after you have completed all applicable schedules.

16. FILTER ID: See instructions for section 1.

15. C/O (CANDIDATE/OFFICEHOLDER) NAME: Enter your full name.
The total amount of political contributions maintained does not include personal funds. The law requires you to disclose the total amount of political contributions accepted.

Line 5: Total Political Contributions Maintained: Enter the total amount of political contributions accepted on line 3.

Form 460 - Financial Disclosure

 línea 4. Total Political Contributions: Add the following:

(1) The amount you incurred on line 3;
(2) The total political contributions itemized on Schedule C;
(3) The total political contributions itemized on Schedule C;
(4) The total political contributions itemized on Schedule C;
(5) The total political contributions itemized on Schedule C;
(6) The total political contributions itemized on Schedule C;
(7) The total political contributions itemized on Schedule C;
(8) The total political contributions itemized on Schedule C;
(9) The total political contributions itemized on Schedule C;
(10) The total political contributions itemized on Schedule C;

Line 2: Your contributions accepted during the period covered by the report are included.

If you did not make any contributions during the period covered by the report, report the following:

(1) The amount you incurred on line 3;
(2) The total political contributions itemized on Schedule C;
(3) The total political contributions itemized on Schedule C;
(4) The total political contributions itemized on Schedule C;
(5) The total political contributions itemized on Schedule C;
(6) The total political contributions itemized on Schedule C;
(7) The total political contributions itemized on Schedule C;
(8) The total political contributions itemized on Schedule C;
(9) The total political contributions itemized on Schedule C;
(10) The total political contributions itemized on Schedule C;

Form 460 - Information Return
Schedule B to the amount of non-monetary contributions accepted during the period covered.

Schedule A2: Add the total amount of non-monetary contributions accepted during the period covered. Enter the total on line 2. Enter a "0" if you did not accept any non-monetary contributions accepted during the period covered.

Schedule A1: Add the total amount of non-monetary contributions accepted during the period covered.

Schedule A2: Add the total amount of non-monetary contributions accepted during the period covered.

Schedule A1: Add the total amount of non-monetary contributions accepted during the period covered.

Schedule A: Add the total amount of non-monetary contributions accepted during the period covered.

Schedule B: Add the total amount of non-monetary contributions accepted during the period covered.

Check the appropriate boxes to indicate which schedules are attached to your Report.

Applicable Schedules:

1. SCHEDULE SUBTOTALS: Complete this section only after you have completed all schedules.

20. FILTER ID: See instructions for Section 1.

19. C/OH (CANDIDATE/OFFICER) NAME: Enter your full name.

PAGE 3

If you are using the paper form, fill this section out by hand after you finish the rest of this report.
have any such activity during the period covered.

Schedule K: Enter the total amount of interest, credits, refunds, and
political contributions received in the period covered.

Schedule I: Enter the total amount of non-political contributions
from political candidates or officeholders during the period covered.

Schedule H: Enter the total amount of payments from political
candidates or officeholders in business of the period covered.

Schedule F: Add the total amount of payments from political
candidates or officeholders in business of the period covered.

Schedule E: Add the total amount of personal expenditures from
personal funds during the period covered.

Schedule D: Add the total amount of personal expenditures from
personal funds during the period covered.

Schedule C: Add the total amount of personal expenditures from
personal funds during the period covered.

Schedule B: Add the total amount of personal expenditures from
personal funds during the period covered.

Schedule A: Add the total amount of political contributions
received during the period covered.

Schedule F:\ Add the total amount of unpaid obligations incurred during
the period covered.

Schedule E:\ Add the total amount of unpaid obligations incurred during
the period covered.

Schedule D:\ Add the total amount of unpaid obligations incurred during
the period covered.

Schedule C:\ Add the total amount of unpaid obligations incurred during
the period covered.

Schedule B:\ Add the total amount of unpaid obligations incurred during
the period covered.

Schedule A:\ Add the total amount of unpaid obligations incurred during
the period covered.

Schedule G:\ Add the total amount of payments from political
candidates or officeholders in business of the period covered.

Schedule H:\ Add the total amount of payments from political
candidates or officeholders in business of the period covered.

Schedule I:\ Add the total amount of payments from political
candidates or officeholders in business of the period covered.

Schedule K:\ Add the total amount of payments from political
candidates or officeholders in business of the period covered.

Line 4: Enter a "0" if you did not accept any loans during the period covered.

Line 3: Enter a "0" if you did not accept any loans during the period covered.

Line 2: Enter a "0" if you did not accept any loans during the period covered.

Line 1: Enter a "0" if you did not accept any loans during the period covered.

Form C/OH - Instructions Guide
You must include one of the following with your report:
1. Other than financial contributions that have been in business for more than one year,
   more than $749 in the reporting period (including pledges or payments from sources
   other than $749 in the reporting period (including pledges or payments from sources
   that are not for purposes of Texas does not mean that the committee is an out-of-state PAC. For purposes of
   contributions, check the box. Certain restrictions apply to contributions from out-of-
   state PACs. The fact that a political committee has a mailing address outside of
   Texas does not mean that the committee is an out-of-state PAC.

"Out-of-State PAC" box: If the contributor is an out-of-state political
committee, check the box. Certain restrictions apply to contributions from out-of-
state PACs. The fact that a political committee has a mailing address outside of
Texas does not mean that the committee is an out-of-state PAC.

5. FULL NAME OF CONTRIBUTOR: Enter the full name of the contributor.

4. DATE: Enter the date you accepted the contribution. Accepting a contribution is different
   from receiving a contribution. You accept a contribution when you decide to accept it, either
   then return it. This may or may not be the same day that you received the contribution.

3. FILER ID: See instructions for Cover Sheet, page 1, section 1.

2. FILER NAME: Enter your full name.

1. TOTAL PAGES SCHEDULE A2: After you have completed Schedule A2, count the total
   number of pages. Print side of a two-sided form counts as one page.

Schedule A1: Montetary Contributions

Schedule A1: Montetary Contributions

Form COM-40 - Information Guide
EMPLOYER: Candidates for and holders of elective office in the executive branch and holders of elective offices in the legislative branch.

8. PRINCIPAL OCCUPATION OR JOB TITLE: Candidates for and holders of elective offices.

7. AMOUNT OF CONTRIBUTION: Enter the amount of the contribution.

6. CONTRIBUTOR ADDRESS: Enter the complete address of the contributor.

5. EXPLANATION: Enter an explanation of the reason for the contribution.

4. CONTRIBUTOR SIGNED NAME: Print or type the contributor’s name.

3. DECLARATION: A declaration of the contributor, including the contributor’s signature.

2. RECEIPT: A receipt of the contribution.

1. LIST OF CONTRIBUTIONS: A list of all contributions made by the contributor.

9. 94034 OR MORE OF ELECTRONICALLY RECEIVED CONTRIBUTIONS (INCLUDING PLEDGES) OF $200 OR MORE DURING THE REPORTING PERIOD. In other circumstances, these are not required to report this information but may do so.

Texas Ethics Commission

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8. AMOUNT OF CONTRIBUTION: Enter the fair market value of the in-kind contribution.

7. CONTRIBUTOR ADDRESS: Enter the complete address of the contributor.

"Out-of-State PACs" Box: See instructions for Schedule A, section 5.

6. FULL NAME OF CONTRIBUTOR: See instructions for Schedule A, section 5.


made electronically must be itemized.

contriving of $990 or less on this schedule, do not include it in this total. All contributions covered here are not included on this schedule. If you choose to itemize an in-kind contribution of $990 or less that you accepted during the period covered on this schedule, please itemize each contribution. You may also itemize non-monetary contributions from the same person, the total of which exceeds $990. Enter each non-monetary contribution from the same person, the total of which exceeds $990. If you accepted a non-monetary contribution of $990 or more non-monetary contributions from the same person on Schedule A, you must itemize non-monetary contributions on Schedule A, section 7, line 4.

Each number listed in these instructions corresponds to the same numbered item on the form.

Schedule B: Report loans and guarantees of loans on Schedule B. If you report a monetary contribution on Schedule A, you must also report a corresponding in-kind contribution. If you accepted a non-monetary contribution from an individual, you must itemize it. If you accepted a non-monetary contribution from an individual, you must itemize it. If you accepted a non-monetary contribution from an individual, you must itemize it.

MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS.

These instructions are for candidates and officeholders using SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS.

SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS.

Form COH – Instruction Guide

Section 8.

10. PRINCIPAL OCCUPATION OR JOB TITLE: See instructions for Schedule A.1.

To Texas, please check the box and report this information on Schedule J.

If the contribution was for travel outside of Texas, please check the box and report this information on Schedule J.

Understand what was contributed.

The description should be sufficiently detailed to allow a person reviewing your report to enter a description of the contribution.
Form C60 - Information Guide

SCHEDULE B: PLEDGED CONTRIBUTIONS

These instructions are for candidates and officeholders using SCHEDULE B: PLEDGED CONTRIBUTIONS.

Schedule B: Pledged Contributions

If you accept a pledge from a person to give money, goods, services, or anything of value from a person during the reporting period, you must disclose the pledge on this schedule.

If you accept a pledge from a person to give money, goods, services, or anything of value from a person during the reporting period, you must disclose the pledge on this schedule.

Schedule B: Pledged Contributions

For the reporting period, if you accept a pledge from a person to give money, goods, services, or anything of value from a person during the reporting period, you must disclose the pledge on this schedule.

If you accept a pledge from a person to give money, goods, services, or anything of value from a person during the reporting period, you must disclose the pledge on this schedule.

Schedule B: Pledged Contributions

For the reporting period, if you accept a pledge from a person to give money, goods, services, or anything of value from a person during the reporting period, you must disclose the pledge on this schedule.

9. NATURE AND DESCRIPTION: IF the pledge was for goods or services of any other thing of value, enter a description of the pledged goods or services or other thing of value. The value, either a description of the pledged goods or services or other thing of value, if the value cannot be accurately determined, should be specified. Enter the complete address of the person who made the pledge.

8. AMOUNT OF PLEDGE: Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value as applicable.

7. PLLEDOR ADDRESS: Enter the complete address of the person who made the pledge.

6. FULL NAME OF PLEDGOR: Enter the full name of the person who made the pledge.

5. DATE OF ISSUE: Enter the date on which the pledge was issued.

4. FORM OF SECURITY: Enter the form, if any, of security given in connection with the pledge.

3. COLLATERAL AGREEMENT: Enter the agreement, if any, under which the pledge was made.

2. CONTRACT, AGREEMENT, OR LOAN: Enter the details of the contract, agreement, or loan, if any, under which the pledge was made.

1. EXHIBIT: Enter the exhibit or other document evidencing the pledge.

Form COH – Institution Code
Generally prohibited from accepting such contributions. Contributions from corporations and labor organizations, candidates and officeholders are generally prohibited from accepting such contributions. Regardless of who reports these contributions, candidates and officeholders are prohibited from accepting them. You do not need Schedules C-1 and D. These schedules are for political committees to report.
3. FILER ID: See instructions for Cover Sheet, page 1, section 1.

2. FILER NAME: Enter your full name.

1. TOTAL PAGES SCHEDULE E: After you have completed Schedule E, count the total number of pages. Each side of a two-sided form counts as one page. Each numbered item in these instructions corresponds to the same numbered item on the form.

The reimbursement may not exceed the amount disclosed as a loan.

The reimbursement may not exceed the amount disclosed as a loan, and you may take the reimbursement as a deduction from the amount disclosed as a loan.

For more information, see the Schedule E. See the Schedule E for more information.

If your campaign is the amount actually spent from your personal funds in the reporting period, in your campaign's Schedule E. See the Schedule E for more information.

If your campaign is the amount actually spent from your personal funds in the reporting period, in your campaign's Schedule E. See the Schedule E for more information.

These instructions are for candidates and officeholders using SCHEDULE E: LOANS.
4. **TOTAL OF UNITEMIZED LOANS:** Enter the total amount of loans accepted during the reporting period that did not exceed $90,000 in the aggregate per person and were not from financial institutions, if the loans were made electronically.

Although you are not required to do so, you may itemize loans of $90,000 or less from persons other than financial institutions on this schedule. If you itemize some loans of $90,000 or less, do not include those loans in the total you enter here. If you choose to itemize all loans of $90,000 or less, enter "0" here.

5. **DATE OF LOAN:** Enter the date the loan was accepted.

6. **IS LENDER A FINANCIAL INSTITUTION?** If you accepted the loan from a corporation that has been legally engaged in the business of making loans for more than one year, circle "Y." If you accepted the loan from any other source, circle "N." A loan from a corporation that has not been legally engaged in the business of making loans for more than one year is a corporate contribution. Candidates and officeholders may not accept corporate contributions.

7. **NAME OF LENDER:** Enter the full name of the person or financial institution that made the loan. If the lender is an individual, list the full name and suffix (Jr., Sr., etc.) if applicable. If the lender is an entity, enter the full name of the entity.

8. **LOAN AMOUNT:** Enter the aggregate amount of all loans accepted.

9. **INTEREST RATE:** Enter the interest rate.

10. **MATURITY DATE:** Enter the maturity date.

11. **PRINCIPAL OCCUPATION OR JOB TITLE:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of each individual from whom the candidate or officeholder has accepted a loan (including a pledge of a loan) of $940 or more during the reporting period. Other types of files are not required to report this information but may do so.

12. **EMPLOYER:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of each individual from whom the candidate or officeholder has accepted a loan (including a pledge of a loan) of $940 or more during the reporting period. Other types of files are not required to report this information but may do so.
21. EMPLOYER: Enter the employer of the Guarantor.

20. PRINCIPAL OCCUPATION: Enter the principal occupation of the Guarantor.

19. AMOUNT GUARANTEED: Enter the dollar amount of the loan that the Guarantor has agreed to guarantee.

18. GUARANTOR ADDRESS: Enter the complete address of the Guarantor.

Applicable: If the Guarantor is an entity, enter the full name of the entity. If the Guarantor is an individual, enter the full first and last name and suffix (Jr., Sr., etc.) if applicable.

17. NAME OF GUARANTOR: Enter the full name of the person guaranteeing the loan. If the guarantor is an entity, enter the full name of the entity. If the guarantor is an individual, enter the full name of the individual.

16. GUARANTOR INFORMATION: If there are no Guarantors for the loan, check the "Not Applicable" box and go to the next page. If you have no further loans to report, go to the next page.

15. "Check if personal funds were deposited into personal account. Check this box. Collect for the loan."

14. DESCRIPTION OF COLLATERAL: If there is no collateral for the loan, check the "none" box and go to section 15. If there is collateral for the loan, enter a description of the collateral.

Form COH—Issuance Guide
These instructions are for candidates and officeholders using SCHEDULE F1: POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about political expenditures from Schedule F1: POLITICAL CONTRIBUTIONS.

For candidates and officeholders, use this schedule to report contributions from political campaigns, political contributions made to a business that you own or control, or personal funds on Schedule F2: report contributions made to a business that you own or control. (Report only incurred expenditures for contributions made to a business that you own or control.)

For candidates and officeholders, use this schedule to report contributions made to a business that you own or control.

Expenditures Made by Credit Card: You must disclose expenditures charged on a credit card made by credit card on Schedule F4: Expenditures Made by Credit Card. You must disclose expenditures charged on a credit card made by credit card on Schedule F4: Expenditures Made by Credit Card.

Expenditures from personal funds on Schedule F2: report contributions made to a business that you own or control. (Report only incurred expenditures for contributions made to a business that you own or control.)
Note: If you make an expenditure for goods or services to benefit another candidate, officeholder, or committee, enter the name of the vendor who sold you the goods or services. Do not enter the name of the person for whose benefit you made the expenditure. Include that information under section 8, “Purpose of Expenditure.”

6. PAYEE ADDRESS: Enter the complete address of the person to whom the expenditure was made.

7. PURPOSE OF EXPENDITURE: You must disclose the purpose of the expenditure in two parts: Category and Description. Merely disclosing the category of goods, services, or other thing of value for which the expenditure was made does not adequately describe the purpose of an expenditure.

8. (a) Category: Select a category of goods, services, or other thing of value for which an expenditure is made. If none of the listed categories apply, select “Other,” and enter your own category. Examples of acceptable categories include:

- Advertising Expense
- Accounting/Banking
- Consulting Expense
- Credit Card Payment
- Event Expense
- Fees
- Food/Beverage Expense
- Gifts/Awards/Memorials Expense
- Legal Services
- Loan Repayment/Reimbursement
- Office Overhead/Rental Expense
- Polling Expense
- Printing Expense
- Salaries/Wages/Contract Labor
- Solicitation/Fundraising Expense

Contributions/Donations Made By Candidate/Officeholder/Political Committee
campaign expenditure:

Example: If you made expenditures to prepare and distribute an endorsement or recall

This is in contrast to a political contribution, which the person has no opportunity to accept

9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/EXECUTIVE

Check the box if the expenditure is in an officeholder's expense for living in Austin, Texas.

Check if Austin, TX, officeholder living expense.

Example: Purpose of Expenditure on page 46.

Expenditure: Enter a brief statement or description of the purpose of an expenditure on or related to the campaign. When expenditures for personal use of the officeholder are made, disclose the purpose of the expenditure. Refer to the Texas Election Code for more information. The expenditure must be distinguished from an ordinary expense of the officeholder, or other living expenses of the officeholder. If the expenditure is made in support of a candidate, the transaction is a direct campaign expenditure.
5. **DATE:** Enter the date the obligation was incurred or paid.

6. **UNPAID:** Enter the unpaid or non-political obligation incurred or paid during the reporting period that do not exceed $1,190.

4. **TOTAL OF UNITEMIZED UNPAID INCREASING OBLIGATIONS:** Enter the total amount of unpaid obligations incurred during the reporting period that do not exceed $1,190.

3. **FILER ID:** See instructions for Cover Sheet, page 1, section 1.

2. **FILER NAME:** Enter your full name.

1. **TOTAL PAGES SCHEDULE P2:** After you have completed Schedule P2, count the total number of pages. Each two-sided page counts as one page.

Schedule P2: Unpaid Incurred Obligations

**Form COH – Instruction Guide**
See instructions for Schedule P1, section 9.

11. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/ELECTION.

10. PURPOSE OF EXPENDITURE: See instructions for Schedule P1, section 8.

expenses, budgeting fees, and professional dues are specifically political expenditures.

contributions are non-political expenditures. For instance, expenditures for administrative

political expenditure as a practical matter, very few expenditures made from political

a non-political expenditure is an expenditure that is neither a campaign expenditure nor an

obligation was political or non-political.

9. TYPE OF EXPENDITURE: Check only one box to indicate whether the incurred

over.

8. PAYEE ADDRESS: Enter the complete address of the person to whom the obligation is

7. AMOUNT: Enter the exact amount of the incurred obligation.

information under section 10. "Purpose of Expenditure".

holder of campaign, enter the name of the vendor of the goods or services. Do not

name of the person for whose benefit you incurred the obligation. Include their

6. PAYEE NAME: See instructions for Schedule P1, section 5.

Form Com-Ins - Instruction Guide
8. AMOUNT OF INVESTMENT: Enter the amount of the investment purchased.

7. DESCRIPTION OF INVESTMENT: Enter a brief statement or description of the investment.

6. ADDRESS OF PERSON FROM WHOM INVESTMENT IS PURCHASED: Enter the name of the city.

5. NAME OF PERSON FROM WHOM INVESTMENT IS PURCHASED: Enter the full name.

4. DATE: Enter the date you purchased the investment.

3. FILER ID: See instructions for cover sheet, Page 1, section I.

2. FILER NAME: Enter your full name.

1. TOTAL PAGES SCHEDULE F3: After you have completed Schedule F3, count the total number of pages. Each side of a two-sided form counts as one page.

Each numbered item in these instructions corresponds to the same numbered item on the form.

I. TOTAL PAGES SCHEDULE F3: As you have completed Schedule F3, count the total number of pages. Each side of a two-sided form counts as one page.

II. INVESTMENTS: Each investment must be reported. For political contributions, see the campaign finance guide for candidates and officeholders for important restrictions. See the campaign finance guide for candidates and officeholders for important restrictions.

III. INVESTMENTS FROM POLITICAL CONTRIBUTIONS: These instructions are for candidates and officeholders under Schedule F3: PURCHASE OF INVESTMENTS.

FORM C/OH – Instruction Guide
2. Fill in your full name.

TOTAL PAGES SCHEDULED: 4.

Each numbered item in these instructions corresponds to the same numbered item on the form.

Political expenditures made by credit card: You must itemize any non-political, political, or non-political expenditures made by credit card.

Credit card is for political or non-political expenditures.

Instructions: For examples regarding the disbursement of expenditures made by credit card, please see paragraph 4.

Examples: Reporting expenditures made by credit card on page 4.

Each business that owns or controls a political committee as defined in subsection (a) must report contributions made to a political committee made by a political committee of a political committee or, if the political committee is controlled by another political committee, the political committee controlled by another political committee.

Made by Credit Card:

These instructions are for candidates and officeholders using SCHEDULE F-4: EXPENDITURES MADE BY CREDIT CARD.
11. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/POSCHELDIER:

See instructions for Schedule F, section 6.

Notice: Do not choose "Credit Card Payment" as the category for an expenditure made by a credit card.

10. PURPOSE OF EXPENDITURE:

See instructions for Schedule F, section 8.

EXPENDITURE was political or non-political. Check only one box to indicate whether the credit card expenditure was political or non-political.

9. TYPE OF EXPENDITURE: Check only one box of the purpose of the payment of the credit card expenditure:

- Political
- Non-political

8. PAYEE ADDRESS: Enter the complete address of the payee of the credit card expenditure.

7. AMOUNT: Enter the amount of the credit card expenditure.

Information under section 10, "Purpose of Expenditure," must be reported in the schedule. Include the name of the person or political committee which made the expenditure, the name of the vendor if the goods or services were provided by a vendor other than the credit card company, and the date of the purchase.

6. PAYEE NAME: Enter the name of the credit card company.

5. DATE: Enter the date you made the expenditure by credit card.

4. TOTAL OF INTERMEDIATE EXPENDITURES CHARGED TO A CREDIT CARD:

3. FILER ID: See instructions for cover sheet, page 1, section 1.

Form COH – Instructions Guide
TOTAL PAGES: Number of pages. Each side of a two-sided form counts as one page.

Expenditures: After you have completed Schedule C, you may use this Schedule to disclose information to the public.

Expenditures are not required to be reported on this schedule. If you do not do so, you may also report the expenditure on personal funds.

Expenditures made by credit card: You may disclose expenditures charged to a credit card.

Expenditures made by check: You must disclose expenditures charged to a check.

You may use this Schedule to disclose information to the public.

These instructions are for candidates and officeholders using Schedule G: Political.
9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OPPOSING HOLDER:

See instructions for Schedule PI, section 9.

8. PURPOSE OF EXPENDITURE:

See instructions for Schedule PI, section 8.

made:

7. PAYEE ADDRESS:

Enter the complete address of the person to whom the expenditure was

made.

Schedule I:

Check this box if you must report the expenditure as a loan to yourself on

Schedule L. You must itemize the expenditure on this schedule and

complete the box “Reimbursement From Political Contributions Received” on

Form COH-1.

6. AMOUNT:

Enter the exact amount of the expenditure.

5. PAYEE NAME:

See instructions for Schedule PI, section 7.

4. DATE:

Enter the date the expenditure was made.

3. FILE ID:

See instructions for Cover Sheet, part I, section 1.

2. FILE NAME:

Enter your full name.
9. DIRECTOR, OFFICER, CANDIDATE OR CANDIDATE'S HOLDING


7. BUSINESS ADDRESS: Enter the complete address of the business to which you made the payment.

6. AMOUNT: Enter the dollar amount of the payment.

5. BUSINESS NAME: Enter the full name of the business to which you made the payment.

4. DATE: Enter the date you made the payment.

3. FILER ID: Enter your full name.

2. FILER NAME: Enter your full name.

This schedule is for payments to a business in which you have one or more of the following
interests or positions:

1) a 10% or greater interest in a business
2) a position on the Governing Body of the business
3) a position as an officer of the business

This schedule is for payments to a business in which you have an interest.

See the Campaign Finance Guide for Candidates and Officeholders for a discussion on the
important restrictions on making and reporting payments from political contributions to a
business. (As defined above) Do not enter on this schedule other payments from political
contributions made during the reporting period on this schedule. Use this schedule to disclose information about payments from political contributions that were made to a business in which you have an interest in order to disclose any business for which you made a political contribution as defined above.

POLITICAL CONTRIBUTIONS TO A BUSINESS OF CON

BUSINESS OF CON

SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF CON

Form CON – Instruction Guide
8. PURPOSE OF EXPENDITURE: See instructions for Schedule P1, section 8.

7. PAYEE ADDRESS: Enter the complete address of the person to whom the expenditure was made.

6. AMOUNT: Enter the exact amount of the expenditure paid.

5. PAYEE NAME: See instructions for Schedule P1, section 5.

4. DATE: Enter the date the expenditure payment was made.

3. FILER ID: See instructions for Cover Sheet, page 1, section 1.

2. FILER NAME: Enter your full name.

1. TOTAL PAGES SCHEDULE I: After you have completed Schedule I, count the total number of pages. Each side of a two-sided form counts as one page.

Each numbered item in these instructions corresponds to the same numbered item on the form.

Each political expenditure. You may not report political contributions to personal use.

Expenditures for administrative expenses, such as phone bills, are not political expenditures from political contributions. An expenditure of the amount must be reported as a personal expense, even if the expenditure is a candidate expenditure on an officeholder's behalf. A non-political expenditure is an expenditure that is not subject to the limits of the Political Contributions Act and is not made from political contributions.

Information: You must enter all non-political expenditures from political contributions on this schedule. For more information, see instructions for Schedule P4.

Expenditures from personal funds (personal funds from political contributions), as shown on Schedule P1, or Schedule P2, may be reported here. If you report an expenditure from political contributions made in a business that you own or control, or Schedule P2, or Schedule P4, you must disclose non-political expenditures on Schedule P4.

Expenditures from personal funds (personal funds from political contributions), as shown on Schedule P1, or Schedule P2, may be reported here. If you report an expenditure from political contributions made in a business that you own or control, or Schedule P2, or Schedule P4, you must disclose non-political expenditures on Schedule P4.

These instructions are for candidates and officeholders using SCHEDULE I: NON-POLITICAL CONTRIBUTIONS.
Interest:

8. AMOUNT: Enter the exact dollar amount of the credit/gain/refund/refund/received/Zeal contribution, or
   period, check this box:
   Check if political contribution received during the reporting period.

Check if political contribution received during the reporting period.

7. PURPOSE FOR WHICH AMOUNT IS RECEIVED: Enter a brief statement of the purpose for which the amount was received.

6. ADDRESS OF PERSON FROM WHOM AMOUNT IS RECEIVED: Enter the complete address of the person from whom the credit/gain/refund/refund/received/Zeal contribution was received.

5. NAME OF PERSON FROM WHOM AMOUNT IS RECEIVED: Enter the full name of the person from whom the credit/gain/refund/refund/received/Zeal contribution was received.

4. DATE: Enter the date the credit/gain/refund/refund/received/Zeal contribution was received, as applicable.

3. FILER ID: See instructions for cover sheet, page 1, section 1.

2. FILER NAME: Enter your full name.

1. TOTAL PAGES SCHEDULE F: After you have completed Schedule F, count the total number of pages. Each side of a two-sided form counts as one page. Each numbered item in these instructions corresponds to the same numbered item on the form.

$120 in the period on this schedule. You must report interest, credit/gain/refund/refund/received/Zeal contributions received in excess of $120, and any other gain from a political contribution received during the reporting period.

Informal: You may also report any credit/gain/refund/refund/received/Zeal contribution you receive from a political operation that is not political, or any other gain from a political contribution received during the reporting period.

Use this schedule to report information regarding any credit/gain/refund/refund/received/Zeal contributions received during the reporting period.

These instructions are for candidates and officeholders using Schedule K Internet.

Schedule K: Interest, Credit, Gain, Refund, and Political Contributions Received to Filer.
11. PURPOSE OF TRAVEL: Enter the company or officerholder's purpose of the travel.

10. MEANS OF TRANSPORTATION: Enter the method of travel (e.g., airplane, bus, boat).

9. DESTINATION CITY OR NAME OF DESTINATION LOCATION: Enter the name of the destination city or the name of each destination location.

8. DEPARTURE CITY OR NAME OF DEPARTURE LOCATION: Enter the name of the departure city or the name of each departure location.

7. NAME OF PERSON(S) TRAVELING: Enter the full name of the person or persons on whose behalf the expenditure was made.

6. DATES OF TRAVEL: Enter the dates on which the travel occurred.

5. CONTRIBUTION / EXPENDITURE REPORTED ON: Check the appropriate box for each contribution or expenditure.

4. NAME OF CONTRIBUTOR/CORPORATION OR LABOR ORGANIZATION / PARTNER: Enter the full name of the contributor, corporation, labor organization, or partner on whose behalf the contribution or expenditure was made.

3. FILE ID: If you are filing with the commission, enter your 2-digit file account number. If you do not file with the commission, you are not required to enter a file account number.

2. FILE NAME: Enter the full name of the candidate, campaign committee, or party on whose report you are including this schedule.

1. TOTAL PAGES SCHEDULE T: After you have completed Schedule T, count the total number of pages. Place the count of pages, each side of a two-sided form counts as one page.

Each numbered item in these instructions corresponds to the same numbered item on the form.
Non-Exempted Contributions: See the Campaign Finance Guide.

Exempted contributions are subject to the reporting requirements specified in Form C/OH-FR. You will no longer be required to meet the Reporting of Non-Exempted Contributions: See the Campaign Finance Guide.

Exempted contributions are subject to the reporting requirements specified in Form C/OH-FR. You will no longer be required to meet the Reporting of Non-Exempted Contributions: See the Campaign Finance Guide.
Form COH - Instructions Guide

Completing the Form

1. CO/ON: Enter your full name.

Each numbered item in these instructions corresponds to the same numbered item on the form.

2. FILE ID: If you are filing with the Commission, enter your FILE ID. If you do not file

3. SIGNATURE: You must sign this section to indicate that you understand the consequences

4. FILE WHO IS NOT AN OFFICER/HOLDER: Complete this section if you are not an officer/holder at the time of filing

Requirements:
Your final report. You must check the box to indicate awareness of further filing.

5. OFFICER/HOLDER: Complete this section if you are an officer/holder at the time of filing

Both sections A and B and sign on the "Signature" line.
Personal Funds to Pay the Credit Card Bill in the Same Reporting Period

Example #2: Candidate Using Credit Card to Make Political Expenditures and Lifting

1. For the payment to the credit card company:

   Payment to the credit card company:

   To report this activity, the candidate would report all the following on a campaign finance report (Form C/OH, column 1) covering the period in which she made the credit card charges and spend the

2. The candidate is also required to report all political contributions account to pay the $5,500 credit card

3. The candidate is required to lift all political expenditures made by credit card and expenditures made to credit card

EXAMPIES: REPORTING EXPENDITURES MADE BY CREDIT CARD

ADDITIONAL INFORMATION REGARDING EXPENDITURES
1. A $500 expenditure on the „political contributions from political contributions“ schedule will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

2. The $500 amount reported on the „Expenditures Made by Credit Card“ Schedule (Pg.2) on the „Expenditure and includes the address, date, amount, a category of the expenditure as Schedule (f) „The candidate is not the credit card company“.

3. The same expenditure is reported in the „Political Contributions from Political Contributions“ schedule.

4. A $500 payment to the credit card company is also checked.

Example #3: Political Contributions Made by Credit Card to Make a Political Expenditure and Credit Card Charge:

To report the credit card charge, the candidate’s campaign treasurer would report all of the following on a campaign finance report (Form 7CVR) covering the period in which it made the payment.

A general-purpose credit can be used to pay the credit card bill in different reporting periods.

Section of Cover Sheet Pages 2 and 3.

Example #4: Political Contributions Made by Credit Card to Make a Political Expenditure and Credit Card Charge:

To report the credit card charge, the candidate’s campaign treasurer would report all of the following on a campaign finance report (Form 7CVR) covering the period in which it made the payment.

I. For the payment to the credit card company: $500 expenditure on the „Expenditure and includes the address, date, amount, a category of the expenditure as Schedule (f) „The candidate is not the credit card company“.

II. For the credit card charge: a $3,000 expenditure on the „Expenditure and includes the address, date, amount, a category of the expenditure as Schedule (f) „The candidate is not the credit card company“.

Example #3: Political Contributions Made by Credit Card to Make a Political Expenditure and Credit Card Charge:

To report the credit card charge, the candidate’s campaign treasurer would report all of the following on a campaign finance report (Form 7CVR) covering the period in which it made the payment.
I. A $5000 expenditure on the "Political Expenditures from Political Contributions" Schedule (F-1) was made to the credit card company in payment of the first credit card bill for political advertising.

2. The $500 amount reported on the "Political Expenditures from Political Contributions" Schedule (F-1) will also be included in the applicable sections of Cover Sheet Page 2 and 3.

3. The amount reported on the "Expenditures Made by Credit Card" Schedule (F-4) and a description of credit card bill for political advertising, "Credit Card Payment," and a description as "Payment of credit card bill for political expenditures and includes the address, date, amount, a category of the expenditure as "Advertising Expenses" and a description of the expenditure as "Political Contributions." The schedule identifies the credit card company as the payer of the $5000 expenditure on the "Political Expenditures from Political Contributions."
The acceptable category is "funds" and an acceptable direct description is "candicate X." Example: Candidate X makes an expenditure for a trip that is not his name on the ballot.

Example: Political Committee XYZ makes a political contribution to Candidate X. The acceptable category is "political," the acceptable direct description is "political contributions made by political committees," and the acceptable indirect description is "funds for political committees." Example: Candidate X makes an expenditure to repair a car that is not a campaign vehicle.

Example: Officeholder X is seeking re-election and makes an expenditure to purchase a vehicle. Example: Candidate X makes an expenditure to purchase an airplane ticket to attend a national convention.

Examples: Purpose of Expenditures

1. An expenditure for travel to attend a national convention.
2. An expenditure for travel to attend a campaign event.
3. An expenditure for travel to attend a campaign event.
4. An expenditure for travel to attend a campaign event.
5. An expenditure for travel to attend a campaign event.
6. An expenditure for travel to attend a campaign event.
7. An expenditure for travel to attend a campaign event.
8. An expenditure for travel to attend a campaign event.

This list is for illustrative purposes only. It is not intended to provide specific information about the nature of acceptable expenditures.
and in acceptable brief description is "due or attributable to activity in connection with the office."

Office expenses are "expenditures for printing and postage in mail letter, all office expenses for printing and posting."
Funds reported as "loan(s)" in an acceptable bank deposit or
previously/existing "loan(s)" and/or personal expenses made for personal
expenses, the category of the expenditure is "loan.
E. The amount you report on Schedule F.

Example: In a reporting period, Candidate B spends $3,500 of his own
reimbursement on the Schedule F.

If you reported personal expenditures which could be included in your
account, if the amount actually spent from personal funds in the reporting period was
$3,500, then you report the amount on Schedule F. If you reported more than $3,500, then
report the amount on Schedule F. If you reported less than $3,500, then
report the amount on Schedule F.


e. Amounts made from personal funds, you must increase the expenditure on Schedule F.

Example: On December 1, 2007, Candidate A spends $500 of her own
personnel funds, the expenditure is on the Schedule F. Candidate A spends $500 of her own
personnel funds, the expenditure is on the Schedule F. Candidate A spends $500 of her own
personnel funds, the expenditure is on the Schedule F. Candidate A spends $500 of her own
personnel funds, the expenditure is on the Schedule F.

Example: On December 1, 2007, Candidate B spends $500 of his own
personnel funds, the expenditure is on the Schedule F. Candidate B spends $500 of his own
personnel funds, the expenditure is on the Schedule F. Candidate B spends $500 of his own
personnel funds, the expenditure is on the Schedule F. Candidate B spends $500 of his own
personnel funds, the expenditure is on the Schedule F.

Examples: Reporting Expenditures from Personal Funds

Form COM - Instruction Guide
Example: In one reporting period, Candidate C opens a campaign bank account and deposits $5,000 of their own personal funds into the account. She makes one and deposits $5,000 of her personal funds into the account in which she makes one personal expenditure that is not reimbursable to her personal bank account.

Method #3: Deposel personal funds in an account in which your political contributions are expected to be subject to the personal use restriction. Exceed the amount reported as a loan, personal funds deposited in an account in which political contributions are expected to be reimbursable to the personal bank account. When you reimburse yourself, which could be reimbursement of a loan, the reimbursement is not included in an account in which political contributions are expected to be reimbursable to the personal bank account.
When a member makes political reimbursement(s) of his or her personal funds, you must:

1. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

2. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

3. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

4. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

5. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

6. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

7. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

8. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

9. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

10. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

11. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

12. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

13. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

14. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

15. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

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17. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

18. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

19. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

20. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

21. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

22. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

23. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

24. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

25. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

26. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

27. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

28. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

29. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

30. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

31. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

32. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

33. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

34. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

35. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

36. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

37. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

38. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

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42. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

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45. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

46. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

47. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

48. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

49. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

50. Report the reimbursement on Schedule F, regardless of whether the reimbursement is your own personal funds or the personal funds of a co-worker. 

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EXAM PLES: REPORTING STAFF REIMBURSEMENTS

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Example: The payment(s) of the staff worker's personal funds do not exceed $5,000 in the reimbursement period.

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<table>
<thead>
<tr>
<th>TO: VERONICA</th>
<th>FROM: JESSICA</th>
<th>DATE: JULY 29, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT: Deposit return for pool rental on 7/22/22</td>
<td>A check is needed in the amount of $100.00 for the return of the deposit for the rental of the pool on 7/22/2022</td>
<td>Addressed to Rachel Gomez at 804 Pleasanton, TX 78064</td>
</tr>
<tr>
<td></td>
<td>Thank you,</td>
<td>Jessica Kidd</td>
</tr>
</tbody>
</table>

This institution is an equal opportunity provider and employer.
POLITICAL ADVERTISING
What You Need to Know

The Texas Election Code requires certain disclosures and notices on political advertising. The law also prohibits certain types of misrepresentation in political advertising and campaign communications. This brochure explains what you need to know to insure that your political advertising and campaign communications comply with the law.

If you are not sure what the law requires, do the cautious thing. Use the political advertising disclosure statement whenever you think it might be necessary, and do not use any possibly misleading information in political advertising or a campaign communication. If you are using political advertising or campaign communications from a prior campaign, you should check to see if the law has changed since that campaign.

Candidates for federal office should check with the Federal Election Commission at (800) 424-9530 for information on federal political advertising laws.

NOTICE: This guide is intended only as a general overview of the disclosure statements that must appear on political advertising as required under Chapter 255 of the Election Code, which is distinct from political reporting requirements under Chapter 254 of the Election Code.

Texas Ethics Commission
P.O. Box 12070
Austin, Texas 78711-2070

(512) 463-5800
TDD (800) 735-2989
Visit us at www.ethics.state.tx.us.

Revised July 16, 2019
REQUIRED DISCLOSURE ON POLITICAL ADVERTISING

I. What Is Political Advertising?

The disclosure statement and notice requirements discussed in this section apply to "political advertising." In the law, "political advertising" is a specifically defined term. Do not confuse this special term with your own common-sense understanding of advertising.

To figure out if a communication is political advertising, you must look at what it says and where it appears. If a communication fits in one of the categories listed in Part A (below) and if it fits in one of the categories listed in Part B (below), it is political advertising.

Part A. What Does It Say?

1. Political advertising includes communications supporting or opposing a candidate for nomination or election to either a public office or an office of a political party (including county and precinct chairs).

2. Political advertising includes communications supporting or opposing an officeholder, a political party, or a measure (a ballot proposition).

Part B. Where Does It Appear?

1. Political advertising includes communications that appear in pamphlets, circulars, fliers, billboards or other signs, bumper stickers, or similar forms of written communication.

2. Political advertising includes communications that are published in newspapers, magazines, or other periodicals in return for consideration.

3. Political advertising includes communications that are broadcast by radio or television in return for consideration.

4. Political advertising includes communications that appear on an Internet website.

II. When Is a Disclosure Statement Required?

The law provides that political advertising that contains express advocacy is required to include a disclosure statement. The person who causes the political advertising to be published, distributed, or broadcast is responsible for including the disclosure statement.

The law does not define the term "express advocacy." However, the law does provide that political advertising is deemed to contain express advocacy if it is authorized by a candidate, an agent of a candidate, or a political committee filing campaign finance reports. Therefore, a disclosure statement is required any time a candidate, a candidate's agent, or a political committee authorizes political advertising.
The precise language of political advertising authorized by someone other than a candidate, the candidate's agent, or a political committee will determine if the advertising contains express advocacy and is therefore required to include a disclosure statement. Generally, the question is whether the communication expressly advocates the election or defeat of an identified candidate, or expressly advocates the passage or defeat of a measure, such as a bond election. The inclusion of words such as "vote for," "elect," "support," "defeat," "reject," or "Smith for Senate" would clearly constitute express advocacy, but express advocacy is not limited to communications that use those words. Similar phrases, such as "Cast your ballot for X," would also constitute express advocacy. Additionally, in 2007, the United States Supreme Court held that an advertisement included express advocacy or its functional equivalent "if the ad is susceptible to no reasonable interpretation other than as an appeal to vote for or against a specific candidate." FEC v. Wis. Right to Life, Inc., 551 U.S. 449 (2007). It is a question of fact whether a particular communication constitutes express advocacy. If you are not sure whether political advertising contains express advocacy, do the cautious thing and include the disclosure statement. That way, there is no need to worry about whether you have violated the law.

Remember: The concept of "express advocacy" is relevant in determining whether political advertising is required to include a disclosure statement. However, the political advertising laws governing the right-of-way notice, misrepresentation, and use of public funds by political subdivisions will apply to political advertising regardless of whether the advertising contains express advocacy.

III. What Should the Disclosure Statement Say?

A disclosure statement must include the following:

1. the words "political advertising" or a recognizable abbreviation such as "pol. adv."; and

2. the full name of one of the following: (a) the person who paid for the political advertising; (b) the political committee authorizing the political advertising; or (c) the candidate or specific-purpose committee supporting the candidate, if the political advertising is authorized by the candidate.

The disclosure statement must appear on the face of the political advertising or be clearly spoken if the political advertising is audio only and does not include written text.

The advertising should not be attributed to entities such as "Committee to Elect John Doe" unless a specific-purpose committee named "Committee to Elect John Doe" has filed a campaign treasurer appointment with the Ethics Commission or a local filing authority.

IV. Are There Any Exceptions to the Disclosure Statement Requirement?

The following types of political advertising do not need the disclosure statement:

1. t-shirts, balloons, buttons, emery boards, hats, lapel stickers, small magnets, pencils, pens, pins, wooden nickels, candy wrappers, and similar materials;

2. invitations or tickets to political fundraising events or to events held to establish support for a candidate or officeholder;
3. an envelope that is used to transmit political advertising, provided that the political advertising in the envelope includes the disclosure statement;

4. circulars or fliers that cost in the aggregate less than $500 to publish and distribute;

5. political advertising printed on letterhead stationery, if the letterhead includes the name of one of the following: (a) the person who paid for the advertising, (b) the political committee authorizing the advertising, or, (c) the candidate or specific-purpose committee supporting the candidate, if the political advertising is authorized by the candidate. (Note: There is also an exception for holiday greeting cards sent by an officeholder, provided that the officeholder’s name and address appear on the card or the envelope.)

6. postings or re-postings on an Internet website if the person posting or re-posting is not an officeholder, candidate, or political committee and did not make an expenditure exceeding $100 in a reporting period for political advertising beyond the basic cost of hardware messaging software and bandwidth;

7. an Internet social media profile webpage of a candidate or officeholder, if the webpage clearly and conspicuously displays the full name of the candidate or officeholder; and

8. postings or re-postings on an Internet website if the advertising is posted with a link to a publicly viewable Internet webpage that either contains the disclosure statement or is an Internet social media profile webpage of a candidate or officeholder that clearly and conspicuously displays the candidate’s or officeholder’s full name.

V. What Should I Do If I Discover That My Political Advertising Does Not Contain a Disclosure Statement?

The law prohibits a person from using, causing or permitting to be used, or continuing to use political advertising containing express advocacy if the person knows it does not include the disclosure statement. A person is presumed to know that the use is prohibited if the Texas Ethics Commission notifies the person in writing that the use is prohibited. If you receive notice from the Texas Ethics Commission that your political advertising does not comply with the law, you should stop using it immediately.

If you learn that a political advertising sign designed to be seen from the road does not contain a disclosure statement or contains an inaccurate disclosure statement, you should make a good faith attempt to remove or correct those signs that have been distributed. You are not required to attempt to recover other types of political advertising that have been distributed with a missing or inaccurate disclosure statement.


The Fair Campaign Practices Act sets out basic rules of decency, honesty, and fair play to be followed by candidates and political committees during a campaign. A candidate or political committee may choose to subscribe to the voluntary code by signing a copy of the code and filing it with the authority with whom the candidate or committee is required to file its campaign.
treasurer appointment. A person subscribing to the code may indicate that fact on political advertising by including the following or a substantially similar statement:

(\text{Name of the candidate or political committee, as appropriate}) subscribes to the Code of Fair Campaign Practices.

\textbf{VII. Special Notice to Political Subdivisions and School Districts.}

You may not use public funds or resources for political advertising. Please see our "Publications and Guides" section of our website for more information.

\textbf{ROAD SIGNS}

\textbf{I. When Is the "Right-Of-Way" Notice Required?}

All written political advertising that is meant to be seen from a road must carry a "right-of-way" notice. It is a criminal offense to omit the "right-of-way" notice in the following circumstances:

1. if you enter into a contract or agreement to print or make written political advertising meant to be seen from a road; or

2. if you instruct another person to place the written political advertising meant to be seen from a road.

\textbf{II. What Should the "Right-Of-Way" Notice Say?}

Section 259.001 of the Texas Election Code prescribes the exact language of the notice:

\textbf{NOTICE: IT IS A VIOLATION OF STATE LAW (CHAPTERS 392 AND 393, TRANSPORTATION CODE) TO PLACE THIS SIGN IN THE RIGHT-OF-WAY OF A HIGHWAY.}

\textbf{III. Do Yard Signs Have to Have the "Right-Of-Way" Notice?}

Yes. The "right-of-way" notice requirement applies to signs meant to be seen from any road. The notice requirement assures that a person responsible for placing signs is aware of the restriction on placing the sign in the right-of-way of a highway.

\textbf{IV. What About Bumper Stickers?}

Bumper stickers do not need the "right-of-way" notice. They do, however, need a political advertising disclosure statement.

\textbf{V. Where May I Place My Signs and How Long May Signs Be Posted?}

For information about exactly where you may or may not place signs, or for information regarding the length of time your signs may be posted, check with your city or county government or your homeowner’s association. The Texas Ethics Commission does not have
jurisdiction over matters involving the location of signs, and the length of time that they may be posted.

MISREPRESENTATION

I. Are There Restrictions on the Contents of Political Advertising?

Political advertising and campaign communications may not misrepresent a person’s identity or official title, nor may they misrepresent the true source of the advertising or communication. The election law does not address other types of misrepresentation in political advertising or campaign communications.

Note that the misrepresentation rules apply to both political advertising and campaign communications. “Campaign communication” is a broader term than “political advertising.”

A “campaign communication” means “a written or oral communication relating to a campaign for nomination or election to public office or office of a political party or to a campaign on a measure.”

II. Misrepresentation of Office Title.

A candidate may not represent that he or she holds an office that he or she does not hold at the time of the representation. If you are not the incumbent in the office you are seeking, you must make it clear that you are seeking election rather than reelection by using the word “for” to clarify that you don’t hold that office. The word “for” must be at least one-half the type size as the name of the office and should appear immediately before the name of the office. For example, a non-incumbent may use the following formats:

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Vote John Doe
for Attorney General

John Doe
For
Attorney General
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A non-incumbent may not be allowed to use the following verbiage:

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Elect John Doe
Attorney General

John Doe
Attorney General
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III. Misrepresentation of Identity or Source.

A person violates the law if, with intent to injure a candidate or influence the result of an election, the person misrepresents the source of political advertising or a campaign communication or if the person misrepresents his or her own identity or the identity of his or her agent in political advertising or in a campaign communication. (If someone else is doing something for you, that person is your agent.) For example, you may not take out an ad in favor of your opponent that purports to be sponsored by a notoriously unpopular group.

IV. Use of State Seal.

Only current officeholders may use the state seal in political advertising.

V. Criminal Offenses.

Be aware that many violations of the Election Code are criminal offenses. For example, unlawfully using public funds for political advertising can be a Class A misdemeanor. So can misrepresenting one's identity or office title in political advertising. For more details on these offenses and political advertising in general, see Chapter 255 of the Election Code.
TRANSPORTATION CODE

TITLE 6. ROADWAYS

SUBTITLE H. HIGHWAY BEAUTIFICATION

CHAPTER 393. OUTDOOR SIGNS ON PUBLIC RIGHTS-OF-WAY

Sec. 393.001. DEFINITION. In this chapter, "sign" means an outdoor sign, display, light, device, figure, painting, drawing, message, plaque, poster, or other thing designed, intended, or used to advertise or inform.


Sec. 393.002. SIGN PLACEMENT PROHIBITED. Except as provided by Sections 393.0025 and 393.0026, a person may not place a sign on the right-of-way of a public road unless the placement of the sign is authorized by state law.


Amended by:

Acts 2007, 80th Leg., R.S., Ch. 612 (H.B. 413), Sec. 4, eff. September 1, 2007.

Sec. 393.0025. MUNICIPAL AUTHORITY TO REGULATE SIGN PLACEMENT. (a) A person may not place a sign on the right-of-way of a road or highway maintained by a municipality unless the placement is authorized by the municipality.

(b) This section does not apply to the right-of-way of a road or highway in the state highway system.

Added by Acts 1997, 75th Leg., ch. 1393, Sec. 2, eff. Sept. 1, 1997.

Sec. 393.0026. EXCEPTION. (a) This chapter does not apply to a temporary directional sign or kiosk erected by a political subdivision as part of a program approved by the department and administered by the political subdivision on a highway within the boundaries of the political subdivision.

(b) This chapter does not apply to a sign placed in the right-of-way by a public utility or its contractor for purposes of the utility.
Sec. 393.003. CONFISCATION, NOTICE, AND PUBLIC AUCTION. (a) A sheriff, constable, or other trained volunteer authorized by the commissioners court of a county may confiscate a sign placed in violation of Section 393.002.

(b) If the owner of a confiscated sign is known, the sheriff or constable shall notify the owner of the confiscation by certified mail, return receipt requested, not later than the 10th day after the date of confiscation. If the owner of the sign is not known, the sheriff or constable shall publish notice of the confiscation in a newspaper of general circulation in the county not later than the 10th day after the date of the confiscation.

(c) A notice under Subsection (b) must:

(1) include a description of the sign and the location from which the sign was confiscated;

(2) include a statement that the owner may reclaim the sign before the 21st day after the date the notice was mailed or published if all fines that are imposed under this chapter are paid; and

(3) state the date, time, and location of the public auction where the sign will be sold if the sign is not reclaimed.

(d) A notice by publication under Subsection (b) may contain multiple listings of confiscated signs.

(e) The sheriff or constable may sell a sign at public auction if, before the 21st day after the date notice under Subsection (b) was mailed or published, the sign has not been reclaimed. The sheriff or constable shall sell the sign to the highest bidder at the auction.

(f) The sheriff or constable shall remit the proceeds of an auction under Subsection (e) to the county treasurer for deposit to the credit of a fund in the county treasury designated by the commissioners court.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 612 (H.B. 413), Sec. 6, eff. September 1, 2007.

Sec. 393.004. EXEMPTION FROM NOTICE REQUIREMENTS. (a) The commissioners court of a county by order may:
(1) determine types of signs that are unlikely to be reclaimed if confiscated; and
(2) exempt those types of signs from the notice requirements of Section 393.003.

(b) In determining the types of signs that are unlikely to be reclaimed, the commissioners court may consider:
(1) the value of the materials in the signs; and
(2) the nature of the things advertised by the signs.

(c) If the commissioners court exempts certain types of signs under this section, the sheriff or constable shall store a confiscated sign that is exempted for 21 days after the date the sign is confiscated and shall make the sign available for reclamation by the owner. After that period, the sheriff or constable may discard the sign.

(d) The sheriff, constable, or other trained volunteer authorized by the commissioners court may discard a sign of less than $25 in value without giving the notice required by Section 393.003.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 612 (H.B. 413), Sec. 7, eff. September 1, 2007.

Sec. 393.005. PLACEMENT OF UNAUTHORIZED SIGN; PENALTY. (a) A person commits an offense if the person places a sign in violation of this chapter.

(b) An offense under this section is a Class C misdemeanor.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 612 (H.B. 413), Sec. 8, eff. September 1, 2007.

Sec. 393.006. DEFENSE. It is a defense to prosecution or suit under this chapter that the defendant was a candidate for an elective public office and the sign is placed:
(1) by a person other than the defendant; and
(2) in connection with a campaign for an elective public office by the defendant.

Amended by:
Acts 2007, 80th Leg., R.S., Ch. 612 (H.B. 413), Sec. 9, eff. September 1, 2007.

Sec. 393.007. CIVIL PENALTY. (a) A person who places or commissions the placement of a sign on the right-of-way of a public road that is not otherwise authorized by law may be liable for a civil penalty. A district or county attorney or a municipal attorney in the jurisdiction in which the placement of a sign on the right-of-way of a public road is alleged to have occurred may sue to collect the penalty.

(b) The amount of the civil penalty is not less than $500 or more than $1,000 for each violation, depending on the seriousness of the violation and whether the person has previously violated this chapter. A separate penalty may be collected for each day a continuing violation occurs.

(c) A penalty collected under this section shall be deposited to the credit of the general fund of the municipality in which the violation occurred if collected by a municipal attorney, or to the credit of the county road and bridge fund of the county in which the violation occurred if collected by a district or county attorney.

(d) A district or county attorney or a municipal attorney may recover reasonable attorney's fees incurred in an action brought under Subsection (a).

Added by Acts 2007, 80th Leg., R.S., Ch. 612 (H.B. 413), Sec. 10, eff. September 1, 2007.
Amended by:
Acts 2009, 81st Leg., R.S., Ch. 68 (H.B. 875), Sec. 2, eff. May 20, 2009.