

TEXAS ETHICS COMMISSION

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Former Candidates/Officeholders with Unexpended Contributions Annual Report due January 16, 2024

JANUARY 16, 2024 (deadline is extended because of holiday): This notice is to remind you that as a former candidate or officeholder, you must file the report due January 16, 2024, if you have filed a final report as a candidate, are not currently an officeholder, have not spent and reported the expenditure of all political contributions received as a candidate or officeholder and any interest or other income earned from those contributions, and if you retain any assets purchased with political contributions or retain income from political contributions. You may start filing on January 1, 2024. If you think you received this notice in error, [contact our office immediately](#).

If you filed an annual report of unexpended contributions last year for a period ending December 31, 2022, your report this year must cover the period beginning January 1, 2023, and covering through December 31, 2023. If you are filing your first annual report, the beginning date will be the day after the date your last campaign finance report ended.

Also, if you cease to be an officeholder at a time when you do not have a campaign treasurer appointment on file, and you retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions after filing the last required report as an officeholder, you must file an annual report of unexpended contributions not earlier than January 1 and not later than January 15 for each year following the year in which you filed the last required report as an officeholder. **You may not retain these unexpended funds longer than six years after the date you ceased to be an officeholder.**

If your annual report this year reflects the disposition of all political contributions and any income or assets derived from them, you may designate it as a "final disposition" report in the "REPORT TYPE" box provided on Cover Sheet PG 1.

ELECTRONIC FILING: The report must be filed electronically unless you qualify for the statutory exemption. To be in compliance with current requirements, you must use the campaign finance filing application found at www.ethics.state.tx.us/filinginfo/TECindex.php. If this is your first time filing with the application, we suggest you view the instructional videos also available at that link. When you file electronically, if you have successfully filed your report, you will see your report listed in your "Filed Reports" grid under "Manage My Reports" in the filing application. A confirmation number will also be sent to your email. **If your report is listed in your "In-Progress Reports" grid, your report is NOT FILED.** Remember, you can file a report as soon as the reporting period ends, and we encourage you to file as early as possible so that if you experience any problems, we can assist you.

TIMELY FILING: A report transmitted by Internet is considered timely filed if it is successfully transmitted in the correct format by midnight, Central Time Zone, January 16, 2024. A report eligible to be filed on paper is considered timely filed if it is deposited with the U.S. Post Office or placed in the hands of a common or contract carrier properly addressed to the Texas Ethics Commission with postage and handling charges prepaid or hand-delivered to the Texas Ethics Commission in the correct format by the deadline. All paper reports must include the electronic filing exemption form, which is available on our website at www.ethics.state.tx.us/forms/affd/affs.php.

LATE FILING PENALTY: The minimum civil penalty for filing this report late is \$500.

FILING SCHEDULES AND MORE: Future deadlines are listed on the filing schedules located at www.ethics.state.tx.us/filinginfo/schedules/filing_schedules.php. Also on our website are forms, instructions, filing guides, and other information that you may find useful.