

# TEXAS ETHICS COMMISSION

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## NOTICE TO LOCAL FILING AUTHORITIES

Below is a list of the forms, instructions, filing schedules, and other materials you should have in order to comply with your responsibilities as a filing authority for campaign finance reports under Title 15 of the Texas Election Code. All of these materials are available at [www.ethics.state.tx.us](http://www.ethics.state.tx.us) on the Texas Ethics Commission's website under the "Resources" and "Forms/Instructions" main menu items.

If you prepare filing packets for candidates and officeholders, we recommend that packet include the items that are marked with an asterisk (\*). To determine if you have the most current items, refer to the forms and instructions pages for local filers located on our website:

[Local Candidates and Officeholders \(COH\)](#)

[Local Specific-Purpose Committee \(SPAC\)](#)

Please do not hesitate to call if you have any difficulty accessing our forms, instructions, filing schedules, or other filing materials, or if you have any questions about the campaign finance laws. We encourage you to refer your campaign finance filers to the applicable guides and instructions or to our office if they have any questions about their filing obligations.

**URGENT REMINDER:** It is imperative that you affix a date stamp on the first page of every campaign finance report/document that is filed with your office. A date affixed by the filer when signing the report or a notary public when witnessing the filer's signature is not considered a date stamp of the filing authority. Also, encourage individuals with reporting questions to review the form instructions guide and appropriate campaign finance guide and to call the Ethics Commission if they still have questions.

**All Political Subdivisions Must Post Campaign Finance Reports Online:** Effective September 1, 2023, per HB 2626 passed by the 88th legislature, all political subdivisions are required to post on their website all campaign finance reports filed on or after September 1, 2023. The new Internet posting requirement applies to all entities that receive campaign finance reports, including counties, cities, school districts, hospital districts, library districts, utility districts, water districts, etc. The campaign reports must be posted within 10 business days of receipt and remain on the political subdivision's website for five years after the report is first made available. The political subdivision may redact the address (other than city, state and zip code) of any contributor before posting the report on its website. The report that includes the full address must remain available at the political subdivision's office.

## List of Forms, Instructions, and Guides

[Guide to a Local Filing Authority's Duties under the Campaign Finance Law](#)

\* [2024 Schedule for Elections Held on Uniform Election Dates](#)

\* Campaign Finance Guides for Those Who File With Local Filing Authorities:

Candidates and Officeholders : [Covers 1/1/2024-12/31/2024](#) | [Covers 1/1/2023-12/31/2023](#)

Political Committees: [Covers 1/1/2024-12/31/2024](#) | [Covers 1/1/2023-12/31/2023](#)

- \* [Political Advertising: What You Need to Know](#)
- \* [Fair Campaign Practices Act](#)
- \* [Form CFCP – Code of Fair Campaign Practices](#)
- \* [Form CTA – Appointment of a Campaign Treasurer by a Candidate](#)
- \* [Form CTA – Instruction Guide](#)
- \* [Form ACTA – Amended Appointment of a Campaign Treasurer by a Candidate](#)
- \* [Form ACTA – Instruction Guide](#)
- \* [Form C/OH – Candidate/Officeholder Campaign Finance Report](#)
- \* Form C/OH – Instruction Guide: [Covering 1/1/2024-12/31/2024](#) | [Covering 1/1/2023-12/31/2023](#)
- [Form STA – Appointment of a Campaign Treasurer by a Specific-Purpose Committee](#)
- [Form STA – Instruction Guide](#)
- [Form ASTA – Amended Appointment of a Campaign Treasurer by a Specific-Purpose Committee](#)
- [Form ASTA – Instruction Guide](#)
- [Form SPAC – Specific-Purpose Committee Campaign Finance Report](#)
- Form SPAC – Instruction Guide: [Covering 1/1/2024-12/31/2024](#) | [Covering 1/1/2023-12/31/2023](#)
- [Form C/OH-UC – Candidate/Officeholder Report of Unexpended Contributions](#)
- [Form C/OH-UC – Instruction Guide](#)
- [Form COR-C/OH – Correction Affidavit for Candidate/Officeholder](#)
- [Form COR-PAC – Correction Affidavit for Political Committee](#)
- \*\* [Form CIS – Local Government Officer Conflicts Disclosure Statement](#)
- \*\* [Form CIQ – Conflict of Interest Questionnaire](#)
- [Title 15 of the Election Code](#)
- [Texas Ethics Commission Rules](#)

\*\* As required by the Legislature, the Texas Ethics Commission adopted Forms CIS and CIQ. Please note that the Texas Ethics Commission does NOT have jurisdiction to interpret or enforce Chapter 176 of the Government Code; that responsibility rests with the local filing authority. Also, please note that these forms are filed with the local filing authority and NOT with the Texas Ethics Commission.