

Statement of Committee Organization and Electronic Filing Agreement

Amending a committee's information

To amend a committee's *Statement of Committee Organization*, you will need to complete the following:

- Complete page 1 of 3 (*Statement of Committee Organization*), mark it "Amended," and fill in your MEC ID, the name of the committee, and the information you are amending. You do not have to complete the entire form, just the parts you are updating.
- When completed, print the form, have it signed by the treasurer (and candidate if a candidate committee), and mail to the MEC at the address at the top of the form.

Updating a committee's official email address ONLY

To update a committee's official email address and no other information, you may use the *Electronic Filing Agreement*, which is on page 3 of 3.

- Fill in your MEC ID number, committee name, and the updated email address.
- Print the completed form, have it signed (by either the treasurer, deputy treasurer, OR candidate), and submit it to the MEC by email, by fax, by regular mail, or by hand delivery

Registering a local campaign committee – local ballot measures

To register a local campaign committee for or against a local ballot measure, complete the *Statement of Committee Organization* (page 1 of 3). Print, sign, and deliver the form to your local election authority. You will then file campaign finance reports, on paper forms, with your local election authority.

If your local campaign committee wishes to file **electronic** campaign finance reports with the Missouri Ethics Commission, **also** complete the *Electronic Filing Agreement* (page 3 of 3) and submit a signed copy of the *Statement of Committee Organization* with it to the Missouri Ethics Commission.

Missouri Ethics Commission
PO Box 1370
Jefferson City MO 65102
(800) 392-8660
Fax: (573) 526-4506

www.mec.mo.gov

helpdesk@mec.mo.gov



Office Use:

Statement of Committee Organization

1. Statement Information

Date: _____

Type: New Amended (if amending, enter MEC ID _____ & section changed _____)

2. Committee Information

 Name of Committee

 Committee Mailing Address, City, State, & Zip

(_____) _____
 Telephone Number

 Official Committee Email Address

 County Clerk, Board of Election Commissioners, or Federal PAC/Out of State Committee

Committee Type: Campaign Candidate Continuing (PAC) Debt Service Exploratory Political Party

3. Treasurer/Deputy Treasurer Information

 Treasurer's Name (First & Last)

 Treasurer's Email Address (optional)

 Treasurer's Mailing Address, City, State, & Zip

(_____) _____ (_____) _____
 Treasurer's Home Telephone Number Treasurer's Work Telephone Number

 Deputy Treasurer's Name (if one appointed)

 Deputy Treasurer's Email Address (optional)

 Deputy Treasurer's Mailing Address, City, State, & Zip

(_____) _____ (_____) _____
 Dep. Treasurer's Home Telephone Number Dep. Treasurer's Work Telephone Number

4. Additional Committee Information

 Additional Committee Officer's Name & Title (if any)

 Additional Committee Officer's Mailing Address, City, State, & Zip

 Connected Organization's Name (if any)

 Connected Organization's Mailing Address, City, State, & Zip

CANDIDATES: Do you have more than one candidate committee? Yes (refer to instructions on back) No

5. Official Bank Account Information (required by all committees)

 Name & Mailing Address, City, State, & Zip of Financial Institution

 Account Name

 Account Number

6. Candidate Supported or Opposed (candidate committees must include self, if candidate)

 Name & Mailing Address, City, State & Zip of Candidate

(_____) _____ (_____) _____
 Telephone Number (Candidate Committees Only)

 Election Date

 Office Sought & Political Subdivision

 Political Party

 Support or Oppose

7. Ballot Measure Supported or Opposed (campaign committees must complete this section)

 Name of Ballot Measure

 Election Date & Political Subdivision

 Support or Oppose

8. Signature(s) Check certification(s) & sign (required by all committees)

I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

 Committee Treasurer

 Candidate (Candidate Committees Only)

Statement of Committee Organization Instructions:

Used to report information for registering a new committee or to amend information for an existing committee.

1. Statement Information:

- a. Enter date.
- b. Enter type of statement being filed. (If amending, complete section 1 (MEC ID # and section changed) and section 2 and then the section(s) being amended.)

2. Committee Information:

- a. Enter full name of the committee (candidate committee must include candidate's last name).
- b. Enter committee's mailing address and telephone number.
- c. Enter committee's official email address and enter the county (or board of election commissioners) in which the committee is domiciled.
- d. Select type of committee. Continuing committees (political action committees/PACs) are committees of continuing existence. Campaign committees are formed to support or oppose issues for only one election. Candidate committees are formed for candidates for elective office.

3. Treasurer/Deputy Treasurer Information: *(Every committee must have a treasurer who is resides in the district or county in which the committee sits. Candidates forming candidate committees may appoint themselves as treasurer and act as a committee of one.)*

- a. Enter full name of treasurer and provide email address. (Email address is optional, but is used for communication from MEC.)
- b. Enter treasurer's mailing address and telephone numbers (home and work, may also enter cell).
- c. Enter full name of deputy treasurer (if one appointed) and their email address (optional).
- d. Enter deputy treasurer's mailing address & telephone numbers (home and work, may also enter cell).

4. Additional Committee Information:

- a. Enter full name of any additional committee officer (if any) along with their title and mailing address.
- b. Enter any organization's name considered to be connected to the committee (if any) and their mailing address.
- c. CANDIDATES: If the candidate for which this committee is formed has more than one candidate committee (may only have one per office sought), disclose **on an attached sheet**, the full committee name and address together with name, address and telephone number of the treasurer and designate the aggregating committee.

5. Bank Account Information: *(Every committee is required to open an official bank account, in the name of the committee, in a state or federal chartered institution within the State of Missouri)*

- a. Enter name and mailing address of financial institution where bank account is held.
- b. Enter account name and account number for the official bank account.

6. Candidate Supported or Opposed:

- a. Enter name and address of candidate this committee is being organized for along with candidate's telephone number.
- b. Enter election date, office sought and political subdivision, political party and indicate if committee is supporting or opposing candidate.

7. Ballot Measure Supported or Opposed:

- a. Enter name of ballot measure, the election date and political subdivision and indicate if committee is supporting or opposing the ballot measure.

8. Signature(s):

- a. Check the certification box.
- b. Treasurer's signature is required for all committees.
- c. Candidate's signature also required for candidate, debt service & exploratory committees.

If additional space is needed, attach separate sheet.

Email: helpdesk@mec.mo.gov



Missouri Ethics Commission (MEC)

PO Box 1370, Jefferson City MO 65102, (800) 392-8660, FAX 573-526-4506, www.mec.mo.gov

Office Use:

Electronic Filing Agreement

This Agreement is to be completed by local campaign committees to support or oppose local ballot measures.

1. Agreement Information

Date: _____

MEC ID: _____ (if known)

Type: New Amended

2. Committee Information

Name of Committee

Official Committee Email Address (this address is used for communication from MEC and is part of your log-in to the campaign finance electronic filing system)

3. Electronic Filing Agreement

This Committee agrees to file all future campaign finance reports using the Missouri Ethics Commission's (MEC) electronic filing system and understands that after the Commission receives this agreement the committee will no longer be required to file a paper format copy of its' campaign finance reports with

Name of Local Election Authority (County Clerk or Board of Election Commissioners)

Signature & Title (Candidate, Treasurer or Deputy Treasurer)

MEC will give notice of this agreement to the local election authority named above.

- **Steps to begin electronic filing:**
 1. File Statement of Committee Organization with all filing entities; **and** an
 2. Electronic Filing Agreement with MEC
 3. Log-in to Campaign Finance Electronic Filing System upon receipt by email of MEC Online ID & password.

- **Steps to amend committee information (e.g. appointing new treasurer, changing email address):**
 1. File an Amended Statement of Committee Organization with all filing entities; **and** an
 2. Amended Electronic Filing Agreement with MEC
 3. Log-in to Campaign Finance Electronic Filing System upon receipt by email of MEC Online ID & password.