

CANDIDATE FILING

PERSONAL FINANCIAL DISCLOSURE
FORMS

GUIDE FOR
LOCAL FILING OFFICERS

MISSOURI ETHICS COMMISSION
WWW.MEC.MO.GOV

11/2014

MISSOURI ETHICS COMMISSION

INSIDE THIS ISSUE:

Introduction	3
Election Packets	4
Cover Letter & Instructions (AOB \$1 million or under)	5
Cover Letter & Instructions (AOB over \$1 million)	7
Prior to Opening Date	9
Ordinance	9
Personal Financial Disclosure Calendar	10
During Candidate Filing	11
Notice to Candidate	12
Financial Disclosure Statement for Political Subdivisions (PFD Short Form)	13
Personal Financial Disclosure Statement (PFD Long Form)	15
Other resources	19
E-filing Instructions	20
After Closing Date	21
Candidate List	21
Track Your Filers & Miscellaneous	22
Bonus - Campaign Finance	23
Training & Resources	28
Notes/Stay Informed	30

Information about the Missouri Ethics Commission, including forms, publications & other resources, can be found on the Commission's website at www.mec.mo.gov.

This booklet is intended only as a guide to aid understanding of the Missouri Ethics Laws. For the Law's complete requirements, consult the law itself codified in Chapters 105 & 130 of the Revised Statutes of Missouri.

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INTRODUCTION

INTRODUCTION

This booklet provides quick access to the forms used and required by political subdivisions in connection with candidate filing. All of these documents and forms are available on our website (www.mec.mo.gov), and most of this information can be electronically filed in lieu of paper filing, which we strongly recommend. For the most updated versions of any of our forms or resources, always consult our website.

MEET OUR DEPARTMENT

Many of you may already be acquainted with our department staff either over the phone, by email, or in person. Anytime you have questions, always feel free to contact us.

Betsy Byers	Director of Business Services
Juanita Mummert	Trainer
Betty Lohmann	Personal Financial Disclosure
Glenda Elliott	Campaign Finance (Candidate & Campaign Committees)
Sherry Watts	Campaign Finance (PACS & Political Party Committees) & Lobbyists
Contact Us:	800-392-8660 573-751-2020 helpdesk@mec.mo.gov

ELECTION PACKETS

ELECTION PACKETS

In the fall of each year, Missouri Ethics Commission (MEC) sends election packets containing information related to Personal Financial Disclosure (PFD) requirements to subdivisions in preparation for the next year's upcoming elections. The packets are different for subdivisions that indicated they have an annual operating budget (AOB) of \$1 million or under versus those that indicated their AOB as over \$1 million. The mailings include a cover letter to the election authority with instructions and materials:

Required Forms to be given to candidate	AOB \$1 million or under	AOB over \$1 million
Guide to Ethics Laws (annually)	✓	✓
Notice to Candidate	✓	✓
Personal Financial Disclosure form w/ instructions for e-filing		✓
Additional Resources included for in- formational purposes for candidate		
"Paid for By" Brochure	✓	✓
When to Form & Register a Committee Brochure		✓
Training Flyer		✓
MoDOT Flyer	✓	✓

Upon receipt and certainly prior to the opening date for candidate filing, the election authority should read and review the letter and contents to check for understanding and quantity according to the number of candidates anticipated.

ELECTION PACKETS

COVER LETTER & INSTRUCTIONS AOB \$1 MILLION OR UNDER



Missouri Ethics Commission (MEC)

P.O. Box 1370, Jefferson City MO 65102

www.mec.mo.gov

Ph (573) 751-2020 / (800) 392-8660

Fax (573) 526-4506

James Klahr
Executive Director

October, 2014

Dear Election Official:

Enclosed please find **Candidate Election Packet** handouts along with an **Election Official Checklist** (on back) for the 2015 upcoming Missouri elections. Please review both upon receipt and discard any remaining documents you may have from previous year's election packets. Contact our office if you have any questions, concerns or need additional copies.

Our records indicate that your Annual Operating Budget (AOB) was reported as being \$1 million or under; therefore, none of your candidates will be required to file a Personal Financial Disclosure (PFD) statement. However, you are still required to complete a *Notice to Candidate* form for each candidate and we strongly recommend that you give the candidate a copy of their completed form. You must retain the original completed form in your election files.

Read below for further instructions and required actions. If you are not the election official, please forward this information, including enclosures, to the appropriate person. Thank you.

Missouri Ethics Commission

INSTRUCTIONS

Notice to Candidate form

Part One: Candidate Information

Part Two: Filing Status

- Under Option A, select Box #1
- Proceed to Part Three on the form

Part Three: Acknowledgement

- Give each candidate a *Guide to Ethics Law 2015-A Plain English Summary*
- Have candidate print their name, initial, sign, and date the form in the presence of election official who must also sign as witness. (Email address is optional but preferred to send communications.)
- Give candidate a copy of the completed *Notice to Candidate* form and retain original in your election files. Do not return a copy to the MEC.

Checklist on back ➡

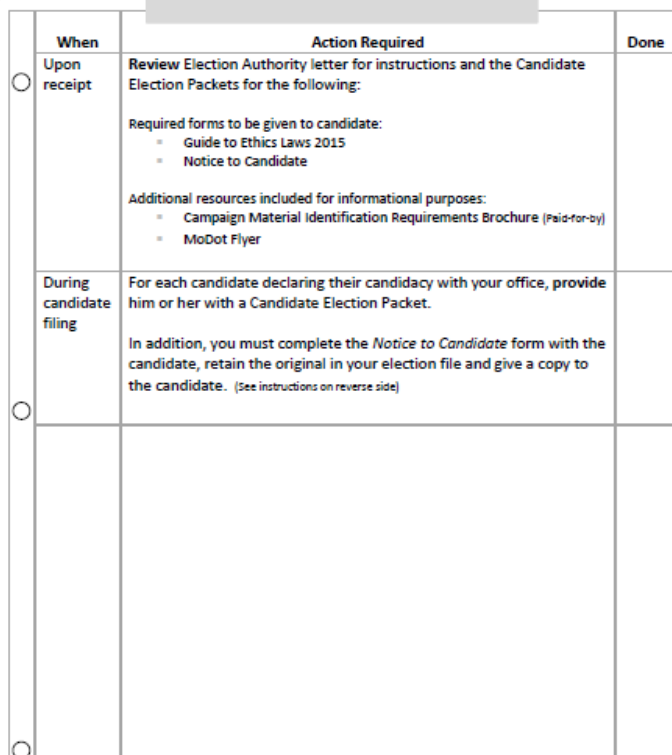
ELECTION PACKETS

COVER LETTER & INSTRUCTIONS (BACK PAGE) AOB \$1 MILLION OR UNDER

Missouri Ethics Commission

Election Authority Checklist

Subdivisions with AOB \$1 million or under



When	Action Required	Done
<input type="checkbox"/> Upon receipt	Review Election Authority letter for instructions and the Candidate Election Packets for the following: Required forms to be given to candidate: <ul style="list-style-type: none">▪ Guide to Ethics Laws 2015▪ Notice to Candidate Additional resources included for informational purposes: <ul style="list-style-type: none">▪ Campaign Material Identification Requirements Brochure (Paid-for-by)▪ MoDot Flyer	
<input type="checkbox"/> During candidate filing	For each candidate declaring their candidacy with your office, provide him or her with a Candidate Election Packet. In addition, you must complete the <i>Notice to Candidate</i> form with the candidate, retain the original in your election file and give a copy to the candidate. (See instructions on reverse side)	
<input type="checkbox"/>		

Need help?

Contact Missouri Ethics Commission at 1-800-392-8660 or via email at ptdonline@mec.mo.gov

ELECTION PACKETS

COVER LETTER & INSTRUCTIONS AOB OVER \$1 MILLION



Missouri Ethics Commission (MEC)

P.O. Box 1370, Jefferson City MO 65102

www.mec.mo.gov

Ph (573) 751-2020 / (800) 392-8660

Fax (573) 526-4506

James Klahr
Executive Director

October, 2014

Dear Election Official:

Enclosed please find **Candidate Election Packet** handouts along with an **Election Official Checklist** (on back) for the 2015 upcoming Missouri elections. Please review both upon receipt and discard any remaining documents you may have from previous year's election packets. Contact our office if you have any questions, concerns or need additional copies.

You are required to complete a *Notice to Candidate* form for each candidate and we strongly recommend that you give the candidate a copy of their completed form. You must retain the original completed form in your election files. Once the filing period has ended you must notify us, **within 48 hours**, whether or not you have any candidates that are required to file a Personal Financial Disclosure (PFD) statement and if so, you must provide additional information for each. You may file this information electronically by logging in to the Political Subdivision E-Filing system or by sending a completed *Candidate List* form (found on our website) to our office.

Read below for further instructions and required actions. If you are not the election official, please forward this information, including enclosures, to the appropriate person. Thank you.

Missouri Ethics Commission

INSTRUCTIONS

Notice to Candidate form

Part One: Candidate Information

Part Two: Filing Status

- Complete Option A or Option B
 - If select option B, complete both Sections 1 & 2
 - For section 2, insert the 14-day and 21-day after close of filing deadlines specific to the election
- If candidate is required to file PFD, give candidate the appropriate blank PFD form (including instructions to e-file)

Part Three: Acknowledgement

- Give each candidate a *Guide to Ethics Law 2015-A Plain English Summary*
- Have candidate print their name, initial, sign, and date the form in the presence of election official who must also sign as witness. (Email address is optional but preferred to send communications.)
- Give candidate a copy of the completed *Notice to Candidate* form and retain original in your election files. Do not return a copy to the MEC. (In the event it becomes necessary to disqualify a candidate for failure to file a PFD as required by law, the court may require the election authority to produce the original signed Notice to Candidate form.)

Candidate List form

Within 48 hours of the closing date of filing, indicate electronically whether you have or don't have any candidates required to file a PFD. For candidates required to file, submit their name, position, mailing address (email address optional).

E-file instructions: 1. Go to our website at www.mec.mo.gov;

2. Log into the Political Subdivision E-Filing system (use your subdivision's log-in information).

3. Update subdivision contact information (if necessary).

4. Select "Candidate List" button and follow instructions on the screen.

NOTE: If unable to submit electronically, may file on paper by completing the form on our website and either mailing, faxing or hand-delivering the completed form to MEC.

Checklist on back ➡

ELECTION PACKETS

COVER LETTER & INSTRUCTIONS (BACK PAGE) AOB OVER \$1 MILLION

Missouri Ethics Commission

Election Authority Checklist Subdivisions with AOB over \$1 million

When	Action Required	Done
<input type="radio"/> Upon receipt	<p>Review Election Authority letter for instructions and the Candidate Election Packets for the following:</p> <p>Required forms to be given to candidate:</p> <ul style="list-style-type: none">▪ Guide to Ethics Laws 2015▪ Notice to Candidate▪ Personal Financial Disclosure form w/instructions for e-filing <p>Additional resources included for informational purposes:</p> <ul style="list-style-type: none">▪ Campaign Material Identification Requirements Brochure (Paid-for-by)▪ When to Form and Register a Committee Brochure▪ Training Flyer▪ MoDOT Flyer	
<input type="radio"/> Prior to opening date for candidate filing	<p>If your subdivision has an ordinance on file with MEC, you must review the ordinance and be familiar with its provisions, including:</p> <ul style="list-style-type: none">▪ Are candidates required to file PFD?▪ Are candidates only required to file a PFD if they have had a business transaction?▪ Are penalties outlined in the ordinance for non-filers?	
<input type="radio"/> During candidate filing	<p>For each candidate declaring their candidacy with your office, provide him or her with a Candidate Election Packet.</p> <p>In addition, you must complete the Notice to Candidate form with the candidate, retain the original in your election file and give a copy to the candidate. (See instructions on reverse side.)</p> <p><small>NOTE: The election authority is responsible for inserting the PFD due dates on the Notice to Candidate forms. Check the PFD calendar on our website for the correct due dates.</small></p>	
<input type="radio"/> After closing date for candidate filing	<p>Within 48 hours, notify MEC whether you have or don't have any candidates required to file a PFD; if yes, then additional information for each candidate must be provided. (See instructions on reverse side.)</p> <p>Track your filers to make sure they have properly and timely filed their PFDs. Log into the Political Subdivision E-filing System, select Filer Status GO button, Candidate Tab.</p>	

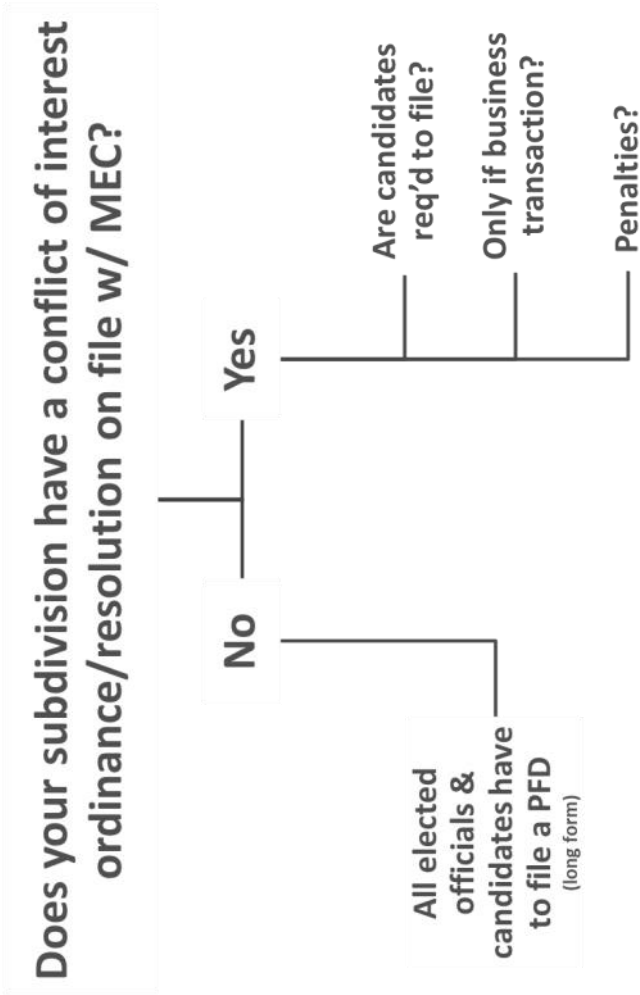
Need help?

Contact Missouri Ethics Commission at 1-800-392-8660 or via email at ptdonline@mec.mo.gov

PRIOR TO OPENING DATE

CONFLICT OF INTEREST ORDINANCE

AOB OVER \$1 MILLION



PRIOR TO OPENING DATE

REVIEW PERSONAL FINANCIAL DISCLOSURE REPORTING DATES CALENDAR



2014-2015 PERSONAL FINANCIAL DISCLOSURE REPORTING DATES

Individuals required to file a Personal Financial Disclosure Statement who are not candidates, newly appointed or newly employed are required to file after January 1, 2015 and no later than May 1, 2015

Personal Financial Disclosure Filing Deadlines for Candidates

STATUTORY ELECTION DATES	CLOSING DATE OF FILING FOR CANDIDACY	PERSONAL FINANCIAL DISCLOSURE STATEMENT FILING DEADLINE* (14 DAYS FROM THE CLOSING DATE OF FILING FOR CANDIDACY)	PERSONAL FINANCIAL DISCLOSURE STATEMENT FILING DEADLINE** (21 DAYS FROM THE CLOSING DATE OF FILING FOR CANDIDACY)
February 3, 2015	November 18, 2014	December 2, 2014	December 9, 2014
March 3, 2015 (see charter)	December 16, 2014	December 30, 2014	January 6, 2015
April 7, 2015	January 20, 2015	February 3, 2015	February 10, 2015
August 4, 2015	May 19, 2015	June 2, 2015	June 9, 2015
November 3, 2015	August 18, 2015***	September 1, 2015	September 8, 2015

***FAILURE TO FILE BY FOURTEEN DAY DEADLINE SHALL RESULT IN A LATE FILING FEE OF \$10 PER DAY**

****FAILURE TO FILE BY TWENTY-ONE DAY DEADLINE SHALL RESULT IN REMOVAL FROM THE BALLOT**

Personal Financial Disclosure statements may be obtained from your local election authority or by visiting the Missouri Ethics Commission website at www.mec.mo.gov. Personal Financial Disclosure Statements filed by mail **MUST** be postmarked no later than midnight of the day prior to the report deadline to be considered timely filed. Reports hand delivered on the deadline must be received by 5:00 p.m. to be considered timely. Section 105.487 (4) RSMo.

***** Close of filing for jurisdictions authorized to elect directors in November, such as 911 & Emergency Services directors.**

DURING CANDIDATE FILING

FOR EACH CANDIDATE DECLARING THEIR CANDIDACY WITH YOUR OFFICE, YOU MUST DO THE FOLLOWING:

1. **Accept** *Candidate Declaration* form

Remember...A person cannot file for office until he or she or the treasurer of the existing candidate committee has filed all required campaign disclosure reports for all prior elections (§130.071.2 RSMo.)

2. **Complete** *Notice to Candidate* form

- A. Follow instructions found on cover letter &/or on the form. (The election authority is responsible for inserting the PFD due dates on the form. Check the PFD calendar for the correct due dates specific to the election.)
- B. Retain original notice in your election files

Do not return a copy to MEC (in the event it becomes necessary to disqualify a candidate for failure to file a PFD as required by law, the court may require the election authority to produce the original signed form)

3. **Give** candidate a Candidate Election Packet including:

- A. *Guide to Ethics Law—A Plain English Summary* for the current election year
- B. Copy of completed *Notice to Candidate* form
- C. PFD form & e-filing instructions (if the candidate is required to file a PFD)
- C. Remaining informational brochures and flyers

DURING CANDIDATE FILING

NOTICE TO CANDIDATE



Missouri Ethics Commission (MEC)

Notice to Candidate

Personal Financial Disclosure (PFD) (aka: Financial Interest Statement)

Part One: Candidate Information

Candidate's Name: _____ Political Subdivision: _____
Office Sought: _____ Date of Election: _____

Part Two: Filing Status (Election Official: Select Option A or B. If select Option B, complete Sections 1 & 2)

Option A. Candidate does not have to file a PFD/Financial Interest Statement because:

- The political subdivision's annual operating budget (AOB) is \$1 million or under.
- The political subdivision's AOB is over \$1 million and the subdivision has a conflict of interest ordinance on file with MEC that does not require a candidate running for this position (office sought) to file. (NOTE: if candidate has had a business transaction with the subdivision, refer to Option B, Section 1, Item 1)
- The office sought is committeeman or committeewoman.

Option B. Candidate must file a PFD/Financial Interest Statement with MEC because:

Section 1:

- The political subdivision has an AOB over \$1 million and the subdivision has a conflict of interest ordinance on file with the MEC that specifically 1) requires a candidate running for this position (office sought) to file, OR 2) requires a candidate (including spouse, children, parents, or a business in which they owned a substantial interest) that has had a business transaction with the political subdivision in excess of \$500 in the preceding twelve months to file pursuant to §105.485.4(1) RSMo.
- The political subdivision has an AOB over \$1 million and the subdivision does NOT have a conflict of interest ordinance on file with the MEC and the candidate is required to file pursuant to §105.483-§105.492 RSMo.
- Candidate is a new Associate Circuit Judge Candidate (all other judicial candidate file with the Supreme Court).

Section 2: Candidates required to file must be informed of the following deadlines/penalties:

- If PFD/Financial Interest Statement is not filed by _____ (14 days after filing closing date);
PENALTY: Candidate will be assessed a minimum of \$10 per day late fee for each day the report is late.
- If PFD/Financial Interest Statement is not filed by _____ (21 days after filing closing date);
PENALTY: Candidate will be disqualified as a candidate and his/her name will be removed from the ballot.

NOTE: If the political subdivision has a conflict of interest ordinance on file with the MEC:

- And the above filing deadlines are not met; penalties (if any) are assessed by the political subdivision according to its ordinance.
- Candidate must also file a copy of his or her PFD with the governing body/subdivision.

Part Three: Acknowledgement (completed by candidate & witnessed by election official):

I, _____ (Print name) hereby acknowledge that I have received:

(Initial) **Notice to Candidate**, (written notice of candidate's obligation to file a PFD/Financial Interest Statement, including the consequences for failure to file on time); and

(Initial) **Guide to Ethics Law – A Plain English Summary**, (regarding laws governing candidates for election to office in Missouri) and I hereby acknowledge the authority of the Missouri Ethics Commission, or the political subdivision for which I am filing, in enforcing said laws.

Signature of Candidate

Candidate's Email Address (Optional)


Signature of Election Official (Witness)

Date

09/2014

DURING CANDIDATE FILING

PFD SHORT FORM (FRONT) – Used by those with adopted ordinance & required to disclose business transactions only.

	Missouri Ethics Commission (MEC) PO Box 1370, Jefferson City MO 65102, (800) 392-8660, www.mec.mo.gov	Office Use:
	Financial Disclosure Statement for Political Subdivisions	
1. Statement Information (select one)		
Type: <input type="checkbox"/> New <input type="checkbox"/> Amended		
2. Filing Status & Time Period Covered (select one & insert time period)		
A. Filing Status		
<input type="checkbox"/> Annual Filer: file from Jan 1 to Dec 31 of prior year (if no longer serving, enter the time period served), due by May 1		
<input type="checkbox"/> Newly Appointed/Employed: file for calendar year before start date, due within 30 days		
<input type="checkbox"/> Incumbent Candidate: file from Jan 1 of prior year to closing date for candidacy (may be longer than 12-month period), due within 14 days of closing date for candidacy		
<input type="checkbox"/> New Candidate: file for the 12-month period before the closing date for candidacy, due within 14 days of closing date for candidacy		
B. Time Period Covered: From ___/___/___ to ___/___/___ (mm/dd/yyyy)		
3. Filer Information		
Filer's name (First, Middle, Last)		Spouse's name (First, Middle, Last)
Mailing address		City, State, Zip
Dependent child's name* (First, Middle, Last)		Dependent child's name* (First, Middle, Last)
Political Subdivision or State Agency		Title (Position/Office Seeking)
<input type="checkbox"/> Check if spouse is filing separate from yourself (if your spouse is not required to file a PFD, this statement MUST disclose his/her information).		
<small>*Includes all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of 50% of their support from the person.</small>		
4. Transaction Information		
A. List the transactions, valued at more than \$500, you, your spouse, or any relative within the first degree of blood or marriage had with the political subdivision listed above. Do not include compensation received as an employee, payment of taxes, fees or penalties or transfers for no consideration.		
Date (mm/dd/yyyy)	Parties involved in transaction	
_____	_____	
Date (mm/dd/yyyy)	Parties involved in transaction	
_____	_____	
B. List the transactions for any business entity, in which you, your spouse or any relative within the first degree of blood or marriage held a substantial interest, that conducted business with the political subdivision listed above valued at more than \$500. Do not include payments of taxes, fees or penalties due to the political subdivision or transactions involving payment for providing utility service to the political subdivision or transfers for no consideration. (NOTE: Substantial interest includes ownership of 10% of the business entity or interest valued at \$10,000 or more, or from which a salary, gratuity or other compensation of \$5,000 or more is paid per calendar year).		
Date (mm/dd/yyyy)	Name of Business	Parties involved in transaction
_____	_____	_____
Date (mm/dd/yyyy)	Name of Business	Parties involved in transaction
_____	_____	_____
5. Signature (select one, sign & date)		
<input type="checkbox"/> 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.		
<input type="checkbox"/> I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate and that my spouse has refused or failed to provide information concerning his or her financial interest and that I have no working knowledge of such interests. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.		
Filer's Signature (Required)		Date (mm/dd/yyyy)
_____		_____
MO 300-0201 (08/2013) Form must contain original signature, fax filings are not accepted. Page 1 of 2		

DURING CANDIDATE FILING

PF D SHORT FORM (FRONT & BACK) – Used by those with adopted ordinance for positions of Chief Administrative Officer & Chief Purchasing Officer.

NOTE: The following information is required from the **Chief Administrative Officer** and **Chief Purchasing Officer** *only*. Include information for filer, spouse and dependent child(ren).

6. Employment

List the name and address of each employer from whom you, your spouse, or dependent child(ren) received income of \$1,000 or more during the time period covered by this statement.

Employer Name	Employer Address/City/State/Zip	Person's name whom received income
Employer Name	Employer Address/City/State/Zip	Person's name whom received income

7. Sole Proprietorships

List each sole proprietorship owned by you, your spouse or dependent child(ren) during the time period covered by this statement.

Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip
Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip

8. General Partnerships, Joint Ventures

List each general partnership and joint venture in which you, your spouse or dependent child(ren) were a partner or participant, and the names of partners or co-participants, unless such names and addresses are filed with the Secretary of State, during the time period covered by this statement.

General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of business	Partner/Coparticipant's Name & Address	Party Involved
General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of business	Partner/Coparticipant's Name & Address	Party Involved

9. Stocks, Bond & Other holdings

EXCEPTION: Interest in any qualified plan or annuity pursuant to the Employees Retirement Income Security Act (ERISA) is not required to be listed.

A. **Limited Partnerships, Closely-held Corporations:** List the name of any closely-held corporation/limited partnership in which you, your spouse, or dependent child(ren) own ten percent (10%) or more of any class of the outstanding stock or units during the time period covered by this statement.

Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of Business	Party Involved
Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of Business	Party Involved

B. **Publicly Traded Corporation or Limited Partnership:** List the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which you, your spouse or dependent child(ren) own two percent (2%) or more of any class of outstanding stock, units or other equity interests during the time period covered by this statement.

Corporation/Limited Partnership Name	Party Involved
Corporation/Limited Partnership Name	Party Involved

10. Corporations


List the name and address of each corporation for which you, your spouse, or dependent child(ren) served in the capacity of a director, officer or receiver during the time period covered by this statement.

Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity
Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity

This form is required to be filed with the Missouri Ethics Commission and with the governing body of your political subdivision. All elected and appointed officials as well as employees of a political subdivision must comply with §105.454 RSMo., on conflicts of interest and their own local code of ethics.

DURING CANDIDATE FILING

PFD LONG FORM (PG 1) - Used by those with NO adopted ordinance or with adopted ordinance requiring the long form.

	<p>Missouri Ethics Commission (MEC) PO Box 1370, Jefferson City MO 65102, (800) 392-8660, www.mec.mo.gov</p> <p>Personal Financial Disclosure Statement</p>	Office Use: 		
1. Statement Information (select one)				
Type: <input type="checkbox"/> New <input type="checkbox"/> Amended				
2. Filing Status & Time Period Covered (select one & insert time period)				
A. Filing Status				
<input type="checkbox"/> Annual Filer: file from Jan 1 to Dec 31 of prior year (if no longer serving, enter the time period served), due by May 1				
<input type="checkbox"/> Newly Appointed/Employed: file for calendar year before start date, due within 30 days				
<input type="checkbox"/> Incumbent Candidate: file from Jan 1 of prior year to closing date for candidacy (may be longer than 12-month period), due within 14 days of closing date for candidacy				
<input type="checkbox"/> New Candidate: file for the 12-month period before the closing date for candidacy, due within 14 days of closing date for candidacy				
B. Time Period Covered: From ___/___/___ to ___/___/___ (mm/dd/yyyy)				
3. Filer's Information				
Filer's name (First, Middle, Last)		Spouse's name (First, Middle, Last)		
Mailing address		City/State/Zip		
Dependent child(ren)'s name* (First, Middle, Last)		Dependent child(ren)'s name* (First, Middle, Last)		
Political Subdivision or State Agency		Title (Position/Office Seeking)		
<input type="checkbox"/> Check if spouse is filing separate from yourself (if your spouse is not required to file a PFD, this statement MUST disclose his/her information). <small>*Includes all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of 50% of their support from the person.</small>				
4. Employment				
List the name and address of every employer from whom you, your spouse or dependent child(ren) received income of \$1,000 or more during the time period covered by this statement.				
Employer Name	Employer Address/City/State/Zip	Person's name who received income		
Employer Name	Employer Address/City/State/Zip	Person's name who received income		
Employer Name	Employer Address/City/State/Zip	Person's name who received income		
Employer Name	Employer Address/City/State/Zip	Person's name who received income		
5. Sole Proprietorships				
List each sole proprietorship owned by you, your spouse or dependent child(ren) during the time period covered by this statement.				
Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip			
Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip			
6. General Partnerships, Joint Ventures				
List each general partnership and joint venture in which you, your spouse or dependent child(ren) were a partner or participant during the time period covered by this statement, and the names of partners or co-participants unless such names and addresses are filed with the Secretary of State.				
General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of Business	Partner/Co-participant's Name & Address	Party Involved
General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of Business	Partner/Co-participant's Name & Address	Party Involved

DURING CANDIDATE FILING

PF D LONG FORM (PG 2)

7. Stocks, Bonds & Other holdings

EXCEPTIONS: » Interest in any qualified plan or annuity pursuant to the Employees Retirement Income Security Act (ERISA) is not required to be listed. » Members of state boards or commissions uncompensated except for actual expenses or a per diem allowance do not have to report interest in publicly traded corporations or limited partnerships listed on a regulated stock exchange or automated quotation system.

A. **Limited Partnerships, Closely-held Corporations:** List the name of any closely-held corporation/limited partnership in which you, your spouse, or dependent child(ren) own ten percent (10%) or more of any class of the outstanding stock or units during the time period covered by this statement.

Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of Business	Party Involved
Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of Business	Party Involved

B. **Publicly Traded Corporation or Limited Partnership:** List the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which you, your spouse or dependent child(ren) own two percent (2%) or more of any class of outstanding stock, units or other equity interests during the time period covered by this statement.

Corporation/Limited Partnership Name	Party Involved
Corporation/Limited Partnership Name	Party Involved

C. List the name and address of each entity in which you, your spouse or dependent child(ren) owned stock, bonds, or other equity interest with a value of more than \$10,000 during the time period covered by this statement. If the entity is a corporation listed on a regulated stock exchange, list the name only.

Entity Name	Entity Address/City/State/Zip
Entity Name	Entity Address/City/State/Zip

8. Miscellaneous Income

List the name and address of any source from which you, your spouse, or dependent child(ren) received \$1,000 or more during the time period covered by this statement. If income is from publicly traded corporations or limited partnerships listed on a regulated stock exchange or automated quotation system and not reported elsewhere on this form, list the name only.

Source of Income	Source Address/City/State/Zip	Person's name who received income
Source of Income	Source Address/City/State/Zip	Person's name who received income

9. Real Property

List any real property owned by you, your spouse, or dependent child(ren), located in Missouri, other than personal residence, having a fair market value of \$10,000 or more during the time period covered by this statement. Include name and address of parties involved if property was transferred during the year covered by this statement. Missouri law defines three subclassifications: Subclass 1 – Residential, Subclass 2 – Agricultural, Subclass 3 – Commercial & any other real estate.

Location - County	Tax sub-class	Approx. size (acres, sq footage, etc)	Major Improvements (Buildings, etc.)	Use of Property	Seller/Buyer Name and Address
Location - County	Tax sub-class	Approx. size (acres, sq footage, etc)	Major Improvements (Buildings, etc.)	Use of Property	Seller/Buyer Name and Address

10. Corporations

List the name and address of each corporation for which you, your spouse, or dependent child(ren) served in the capacity of a director, officer or receiver during the time period covered by this statement.

Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity
Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity

If additional space is needed, attach separate sheet.

DURING CANDIDATE FILING

PF2 LONG FORM (PG 3)

11. Associations, Organizations, Unions & Not for Profit Corporations

List the name and address of each association, organization, and union, whether incorporated or not, and each not-for-profit corporation in which you, your spouse, or dependent child(ren) was an officer, director, employee or trustee at any time during the time period covered by this statement. Do not include church, fraternal or service organizations where no pay was received.

Name	Entity Address/City/State/Zip	General Purpose	Party Involved

12. Gifts, Honoraria

List the name and address of any source of gifts or honoraria valued at \$200 or more received by you, your spouse or dependent child(ren) during the time period covered by this statement. Do not include a gift from your spouse, child(ren), parent, grandparent, grandchild(ren), great grandparent, great grandchild(ren), brother, sister, aunt, uncle, niece or nephew.

Donor's Name	Donor's Address/City/State/Zip	Person's name who received gift/honoraria

13. Lodging and Travel

List lodging and travel expenses incurred by you, your spouse, or dependent child(ren) paid by a third person for expenses incurred outside Missouri whether by gift or in relation to the duties of the office during the time period covered by this statement. Do not include expenses paid in the ordinary course of business described in Items 4, 5, 6, 7, or 10; expenses reimbursed by law, expenses paid by persons related by third degree of consanguinity or affinity, expenses reported under Chapter 130 RSMo, or expenses for purely personal travel not related to official duties and not paid for by a lobbyist, lobbyist principal, or officer, director of any association or entity which employs a lobbyist.

Expenses paid by (name & address)	Party Involved	Date	Amount	Travel location	Travel Reason

14. Trust Assets

If you, your spouse, or dependent child(ren), is the settlor (creator) of a revocable trust, list any assets in the trust that would have been reported elsewhere on this form, during the time period covered by this statement, if they had not been in the trust.

Trust Assets	Party Involved

15. Relatives

List spouse, parent(s), child(ren) and child(ren)'s spouse who were employed, during the time period covered by this statement, by the State of Missouri, a political subdivision or special district, or who were lobbyists, or who were fee agents of the Department of Revenue.

Relative's Name	Relationship to filer	Position/Title

16.

List the name and address of each campaign committee, candidate committee, continuing committee/PAC, or political party committee from which any person or corporation listed on this statement received payment during the time period covered by this statement.

Committee Name	Committee Address/City/State/Zip	Person's name who received payment

If additional space is needed, attach separate sheet.

DURING CANDIDATE FILING

PF D LONG FORM (PG 4)

17. State Tax Credits

List any state tax credits claimed on the most recent state income tax return. (Only required to be listed by members of the general assembly or any state-wide elected public official, their spouse or dependent child(ren)).

State Tax Credit Claimed

Person who received credit

State Tax Credit Claimed

Person who received credit

18. Signature (select one, sign & date)

- 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.
- I affirm and attest under penalty of perjury that information and facts in this report, are complete, true, and accurate and that my spouse has refused or failed to provide information concerning his or her financial interest and that I have no working knowledge of such interests. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

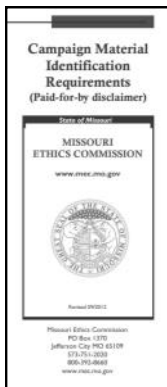
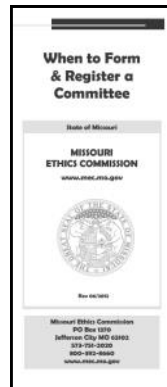
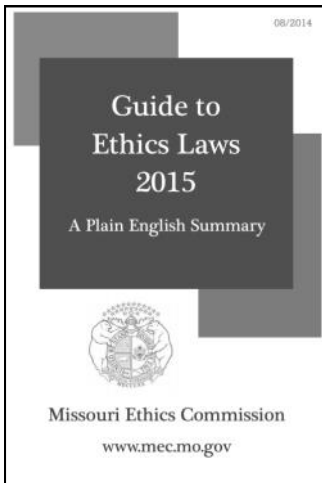
Filer's Signature (Required)

Date (mm/dd/yyyy)

If additional space is needed, attach separate sheet.

DURING CANDIDATE FILING

OTHER RESOURCES INCLUDED IN PACKET



Register for Candidate Training

As a candidate, there are many requirements you need to know for your campaign. The Missouri Ethics Commission is offering training to help you understand these requirements. Topics include Campaign Finance disclosure, Political Branches disclosure (PBD), and campaign material identification (paid for by requirements). Both candidates and precursors are encouraged to attend.

Find answers to common questions, such as:
• Campaign Finance: How much can you raise from a party? What can you donate?
• Political Branches disclosure: What must the disclosure include?
• Campaign Materials: What must I put on my signs and printed material? What about my car?
• More!

Register online for these webinars!
A webinar is a convenient & costless way to attend training online!

Session A: Campaign Finance Record-Keeping Webinar
Session B: Campaign Finance Reporting Webinar
Session C: PBD for Candidates Webinar

Training information at:
www.mec.mo.gov/training

Training schedule	Webinar date
<ul style="list-style-type: none">• Includes education, registration and reporting material• Follow instructions provided for registration	<ul style="list-style-type: none">• Includes "Campaign Material Identification Requirements" & more topics• If no registration needed, click the link and the tutorial will begin running in your browser window

*Additional topics, dates and locations are available on our website. This is the only, confidential, costless way to attend training online. You will receive an email invitation to register for training. You will receive an email invitation to register for training. You will receive an email invitation to register for training.

Missouri Ethics Commission
3411 A Waage Dr.
Jefferson City, MO 65109
Phone: (800) 252-8666 or (573) 751-2020
www.mec.mo.gov

& MoDOT Flyer

DURING CANDIDATE FILING

E-FILING INSTRUCTIONS – Attached to the front of each PFD form are instructions for e-filing.

UPDATE: We have a shortcut directly on our home page for filers to submit their PFD E-Filer Account Request.

- 1. Go to our website at www.mec.mo.gov**
- 2. Select *PFD E-Filer Account Request* link on left navigation pane under Electronic Filing.**
- 3. Complete the required information.**
- 4. Submit by selecting *Submit Account Information*.**
- 5. A MEC Online ID and Password will be sent to the email address provided and filer can proceed with filing their PFD online.**

**We strongly encourage everyone
to e-file their PFD!**


FAQS

WHERE TO FILE? – Candidates are required to file their PFD with MEC & provide a copy to the political subdivision if the subdivision has an ordinance.

DO I HAVE TO FILE TWICE IF I'M A CANDIDATE AND AN ANNUAL FILER? - No, the law only requires a person to file one PFD per year, however, you must file by the earliest deadline applicable and must file the longest form required.

AFTER CLOSING DATE

CANDIDATE LIST— Within 48 hours of the closing date for candidate filing, notify MEC whether or not you have any candidates required to file a PFD; if you do, then additional information for each candidate must be provided.



Missouri Ethics Commission (MEC)

Candidate List

TIP: E-file by logging into the [Political Subdivision System](#)

Part One: Subdivision Information

Subdivision: _____
 Address: _____
 City/State/Zip: _____
 Contact Name: _____ Phone: _____

Part Two: Election Information

Election Date: _____ Closing date for filing: _____

Part Three: Filing Status

Select the filing status of candidates filing for office in Missouri:

No candidates are required to file a PFD/Financial Interest Statement; **OR**

Candidates are required to file a PFD/Financial Interest Statement and have been listed below:

Candidate Name	Title/Position <small>Indicate if currently serving in a position required to file a PFD</small>	Y/N	Mailing Address	Candidate's Email Address (optional)

Part Four: Signature

 Signature of Authorized Person _____
Date

Part Five: Return Form to MEC

INSTRUCTIONS: After completing this form, return it to the **Missouri Ethics Commission** within **48 hours** of the closing date of filing. Return by mail: PO Box 1370, Jefferson City MO 65102, or by FAX: 573-526-4506.

07/2013

AFTER CLOSING DATE

TRACK YOUR FILERS – Track your filers online to make sure they have properly and timely filed their PFD by logging into the Political Subdivision E-filing System and selecting the Filer Status GO button. View by Candidate Filers tab (also Annual Filers tab available).

The screenshot shows the Missouri Ethics Commission Political Subdivision Filing System interface. At the top, there is a logo for the Missouri Ethics Commission and the title "Political Subdivision Filing System". Below this, there are two main sections: "Political Subdivision Information" and "Calendar Year: 2014".

Political Subdivision Information:

Subdivision ID: 5113936	Contact Information
Juanita Training Group	Juanita Mummert
3411 Snugg Drive	juanita.mummert@mec.mo.gov
Jefferson City, MO 65109	(573)751-2020

[Update Subdivision Info](#)

Information Currently On File For Political Subdivision @

Annual Operating Budget (AOB):	Over \$1 Million
Ordinance, Order, or Resolution:	Not on File
PFD Annual Filers List:	Not Filed
PFD Candidate Filers List:	Not Filed

Information To Be Filed By Political Subdivision

- [Go](#) Annual Operating Budget (AOB)
Edit and update your AOB
- [Go](#) Personal Financial Disclosure (PFD) Annual Filers (Filing for 2014 will be available November 15, 2014)
Edit and update the list of filers required to file a PFD annually.
- [Go](#) Candidate List
Enter all candidates required to file a PFD or indicate no candidates required to file a PFD.
- [Go](#) Filer Status
Verify if PFD has been received by MEC (Available once Annual Filers list is submitted)

At the bottom, there is a navigation bar with links: Home, About Us, Links, Employment, Contact Us, Privacy Policy.

MISCELLANEOUS

SPECIAL ELECTIONS – Notify MEC if your subdivision is holding a special election as soon as possible.

WRITE-IN CANDIDATES –

- ⇒ Name not printed on the ballot
- ⇒ File a *Declaration of Intent* with election authority by 5 pm on the 2nd Friday before an election
- ⇒ Notify MEC of candidates required to file a PFD
- ⇒ PFD due within 14 days of filing deadline (Friday after the election)

BONUS—CAMPAIGN FINANCE

CAMPAIGN FINANCE COMMITTEE REGISTRATION PACKET

Missouri Ethics Commission

Campaign Finance Committee Registration Packet

Where to file...

Type	Filing Entity
MEC filers: <ul style="list-style-type: none">✓ Candidate for statewide office✓ Statewide ballot measure (ie: campaign committee)✓ Statewide political party committee	MEC (Missouri Ethics Commission)
Dual filers: <ul style="list-style-type: none">✓ Candidate for:<ul style="list-style-type: none">▪ State Representative▪ State Senator▪ County Clerk▪ Other county office in county with population over 100,000▪ City municipal office in city with population over 100,000▪ Partisan Circuit Court Judge▪ Partisan Associate Circuit Court Judge✓ Continuing committee (political action committee/PAC)✓ Local political party committee	MEC & Local Election Authority (County Clerk or Board of Election Commissioners)
Local filers: <ul style="list-style-type: none">✓ Candidate for:<ul style="list-style-type: none">▪ School, fire, ambulance or other special purpose district▪ City municipal office in city with population of 100,000 or less▪ County office in a county with a population of 100,000 or less (except the County Clerk)✓ Local ballot measure (ie campaign committee)	Local Election Authority (County Clerk or Board of Election Commissioners)

e-filers: Committees that register with MEC file reports electronically and will receive MEC Online ID and password via email.

Missouri Ethics Commission


PO Box 1370, Jefferson City MO 65102

(800) 392-8660

www.mec.mo.gov

BONUS—CAMPAIGN FINANCE

CAMPAIGN FINANCE COMMITTEE REGISTRATION PACKET

	Missouri Ethics Commission (MEC) PO Box 1370, Jefferson City MO 65102, (800) 392-8660, www.mec.mo.gov	Office Use:
	Statement of Committee Organization	
1. Statement Information		
Date: _____		
Type: <input type="checkbox"/> New <input type="checkbox"/> 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 or Board of Election Commissioners _____
Committee Type: <input type="checkbox"/> Campaign <input type="checkbox"/> Candidate <input type="checkbox"/> Continuing (PAC) <input type="checkbox"/> Debt Service <input type="checkbox"/> Exploratory <input type="checkbox"/> 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? <input type="checkbox"/> Yes (refer to instructions on back) <input type="checkbox"/> 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)		
<input type="checkbox"/> 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) _____

MO 300-1308 Packet (Rev. 11/2014) Form must be completed in full & contain original signature(s), fax filings are not accepted. Page 1 of 3

BONUS—CAMPAIGN FINANCE

CAMPAIGN FINANCE COMMITTEE REGISTRATION PACKET

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:

- Enter date.
- 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:

- Enter full name of the committee (candidate committee must include candidate's last name).
- Enter committee's mailing address and telephone number.
- Enter committee's official email address and enter the county (or board of election commissioners) in which the committee is domiciled.
- 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 a resident of Missouri. Candidates forming candidate committees may appoint themselves as treasurer and act as a committee of one.)*

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

4. Additional Committee Information:

- Enter full name of any additional committee officer (if any) along with their title and mailing address.
- Enter any organization's name considered to be connected to the committee (if any) and their mailing address.
- 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)*

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

6. Candidate Supported or Opposed:

- Enter name and address of candidate this committee is being organized for along with candidate's telephone number.
- 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:

- 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):

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

BONUS—CAMPAIGN FINANCE

CAMPAIGN FINANCE COMMITTEE REGISTRATION PACKET



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

NOTE: Complete this form and return to MEC (along with Statement of Committee Organization) if you are a:
1) Dual filer who must file with MEC & local election authority; or a
2) Local filer who wishes to file electronically with MEC instead of on paper with the local election authority

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

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.

BONUS—CAMPAIGN FINANCE

CAMPAIGN FINANCE REMINDERS -

Form & register a **candidate committee** if total activity is over \$1,000*

Review **paid-for-by** requirements for campaign materials

Use **Deadlines & Reminders** specific to election date

*Over \$500 for exempt candidates

TRAINING & RESOURCES

Visit the **training page on our website** to view our training and webinar schedule, web tutorials and more. Topics include campaign finance, conflict of interest, personal financial disclosure, lobbying and more.

See our **Guide to Training & Resources** for more information about the types of training/presentations offered or call use at 800-392-8660 or 573-751-2020, we would be glad to talk to you about speaking at your event.

www.mec.mo.gov/Training

TUTORIALS, FAQs,
DEADLINES & REMINDERS
& MORE ON OUR WEBSITE!
WWW.MEC.MO.GOV

TRAINING & RESOURCES

MEC PUBLICATIONS

Guide to Ethics Laws (annually)

Campaign Finance

- A Guide to Record-Keeping
- After Election Requirements & Debt Service Committee
- Campaign Committees
- Campaign Materials Identification Requirements (Paid for by)
- Contribution Uses & Legal Fees
- Exempt Candidates
- Fund-Raising Event Held
- Guide to Continuing committees (PACS)
- Hot Topics in Campaign Finance
- Statement of Limited Activity Requirements
- Terminating a Committee
- Treasurer's Guide for Campaign finance
- When to Form & Register a Committee

Personal Financial Disclosure

- Guide to Personal Financial Disclosure
- Year at a Glance

Conflict of Interest

- Conflict of Interest Guide
- Relationship Chart

NOTES

STAY INFORMED...



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MISSOURI ETHICS COMMISSION

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Term expires March 15, 2016

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Republican
3rd Congressional District
Term expires March 15, 2018

NANCY HAGAN
Democrat
7th Congressional District
Term expires March 15, 2018

Democrat
— Congressional District
Term expires March 15, 2018

CONTACT INFORMATION

STAFF CONTACTS

James Klahr	Executive Director
Stacey Heislen	Assistant Director
Betsy Byers	Director of Business Services Campaign Finance
Elizabeth (Liz) Ziegler	General Counsel

MISSOURI ETHICS COMMISSION

Physical Address:	3411 A Knipp Drive Jefferson City MO 65109
Mailing Address:	PO Box 1370 Jefferson City MO 65102
Phone:	800-392-8660 573-751-2020
Fax:	573-526-4506
Website:	www.mec.mo.gov
Help Desk:	helpdesk@mec.mo.gov
Twitter:	Follow us @MOEthics