

Guide for
Local Filing Officers

CANDIDATE FILING

Personal Financial Disclosure
Forms



Missouri Ethics Commission

10/2019

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 (particularly Chapter 105 and Chapter 130 of the Revised Statutes of Missouri).

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

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-Welcome-

Introduction

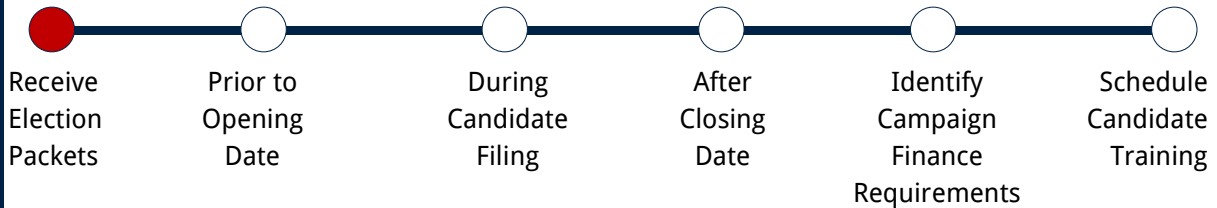
This booklet provides quick access to the forms used and required by political subdivisions in connection with candidate filing. All of these documents and forms are available on our website at www.mec.mo.gov. We strongly recommend electronically filing in lieu of paper filing for reports and information for which e-filing is allowed. For the most updated versions of any of our forms or for additional 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
Kaylee Sharp	Trainer
Shawna Hillen	Personal Financial Disclosure
Kay Dinolfo	Campaign Finance (Candidate and Campaign Committees)
Sherry Hoback	Campaign Finance and Lobbyists (PACs and Political Party Committees)
Contact Us:	800-392-8660 273-751-2020 helpdesk@mec.mo.gov

Election Packets



In this Section:

- Election packet contents
- AOB \$1 million or under
- AOB over \$1 million



See the **Ethics Guide** and **FAQs** for more information on campaign finance requirements.

-Election Packets-

Election Packets

In the fall of each year, the 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 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 (updated annually)	X	X
Notice to Candidate	X	X
Personal Financial Disclosure form with instructions for e-filing		X
Additional Resources included for informational purposes for candidate		
"Paid for By" brochure	X	X
When to Form & Register a Committee brochure	X	X
Training flyer	X	X
MoDOT flyer	X	X

Upon receipt and prior to the opening date for candidate filing, the election authority should read and review the letter and contents to ensure understanding and appropriate quantity of all forms and materials.



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

Elizabeth L. Ziegler
Executive Director

Annual Operating Budget \$1 million or under

October, 2019

Dear Election Official:

Enclosed please find **Candidate Election Packet** handouts along with an **Election Official Checklist** (on back) for the upcoming 2020 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. 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.

INSTRUCTIONS FOR 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

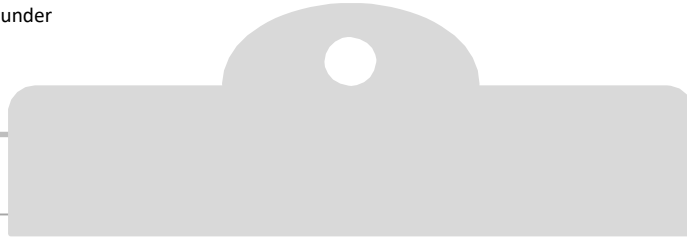
Part Three: Acknowledgement

- Give each candidate a *Guide to Ethics Law 2020 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. Retain original in your election files. Do not return a copy to the MEC.

 **Checklist on back**

Election Official Checklist

Subdivisions with AOB \$1 million or under



When	Action Required	Done
<input type="checkbox"/>	<p>Review Election Official 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 2020▪ Notice to Candidate <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="checkbox"/>	<p>For each candidate declaring their candidacy with your office, provide them with a Candidate Election Packet.</p> <p>In addition, you must complete the <i>Notice to Candidate</i> form with the candidate. Under Option A, select Box #1.</p> <p>(See instructions on reverse side)</p>	
<input type="checkbox"/>	<p style="text-align: center;">Need help? Contact Missouri Ethics Commission at 1-800-392-8660 or via email at pfdonline@mec.mo.gov</p> <p style="text-align: center;">Page 2 of 2</p>	



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Elizabeth L. Ziegler
 Executive Director

Annual Operating Budget over \$1 million

October, 2019

Dear Election Official:

Enclosed please find **Candidate Election Packet** handouts along with an **Election Official Checklist** (on back) for the upcoming 2020 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 over \$1 million; therefore, you are required to complete a *Notice to Candidate* form for each candidate. 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 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.

INSTRUCTIONS FOR 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 2020 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.)

NOTE: Municipal judge candidates (if required by subdivision) file with MEC.

Candidate List form

Within 48 hours of the closing date of filing, indicate electronically whether **you have** or **don't have** 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 and under Login (located at the top right) enter your Subdivision ID (beginning with the letter "S" followed by numbers) and click Sign In.
 2. On the next page enter your Password and then click Log-In.
 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 Official Checklist

Subdivisions with AOB over \$1 million

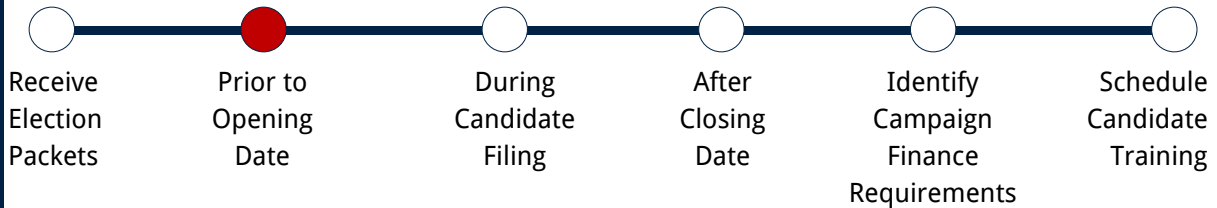


When	Action Required	Done
<input type="radio"/> Upon receipt	<p>Review Election Official letter for instructions and the Candidate Election Packets for the following:</p> <p>Required forms to be given to candidate:</p> <ul style="list-style-type: none"> ▪ Guide to Ethics Laws 2020 ▪ Notice to Candidate ▪ Personal Financial Disclosure form w/instructions for e-filing <p>Additional resources included for informational purposes:</p> <ul style="list-style-type: none"> ▪ Paid-for-by Brochure ▪ 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 them with a Candidate Election Packet. Check the box which identifies which form the candidate must file.</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</p> <p>. (See instructions on reverse side.)</p> <p>NOTE: The election authority is responsible for inserting the PFD due dates on the Notice to Candidate forms. Check the PFD calendar provided in this packet, in the <i>Guide to Ethics Law 2019</i> or on our website for the correct due dates.</p>	
<input type="radio"/> After closing date for candidate filing	<p>Within 48 hours, notify MEC whether or not you 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 PFD by logging in to the Political Subdivision E-filing System and selecting “Candidate List” and viewing filer’s information.</p>	

Need help?

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

Prior to Opening Date



In this Section:

- Conflict of Interest Ordinance
- PFD Filing Calendar



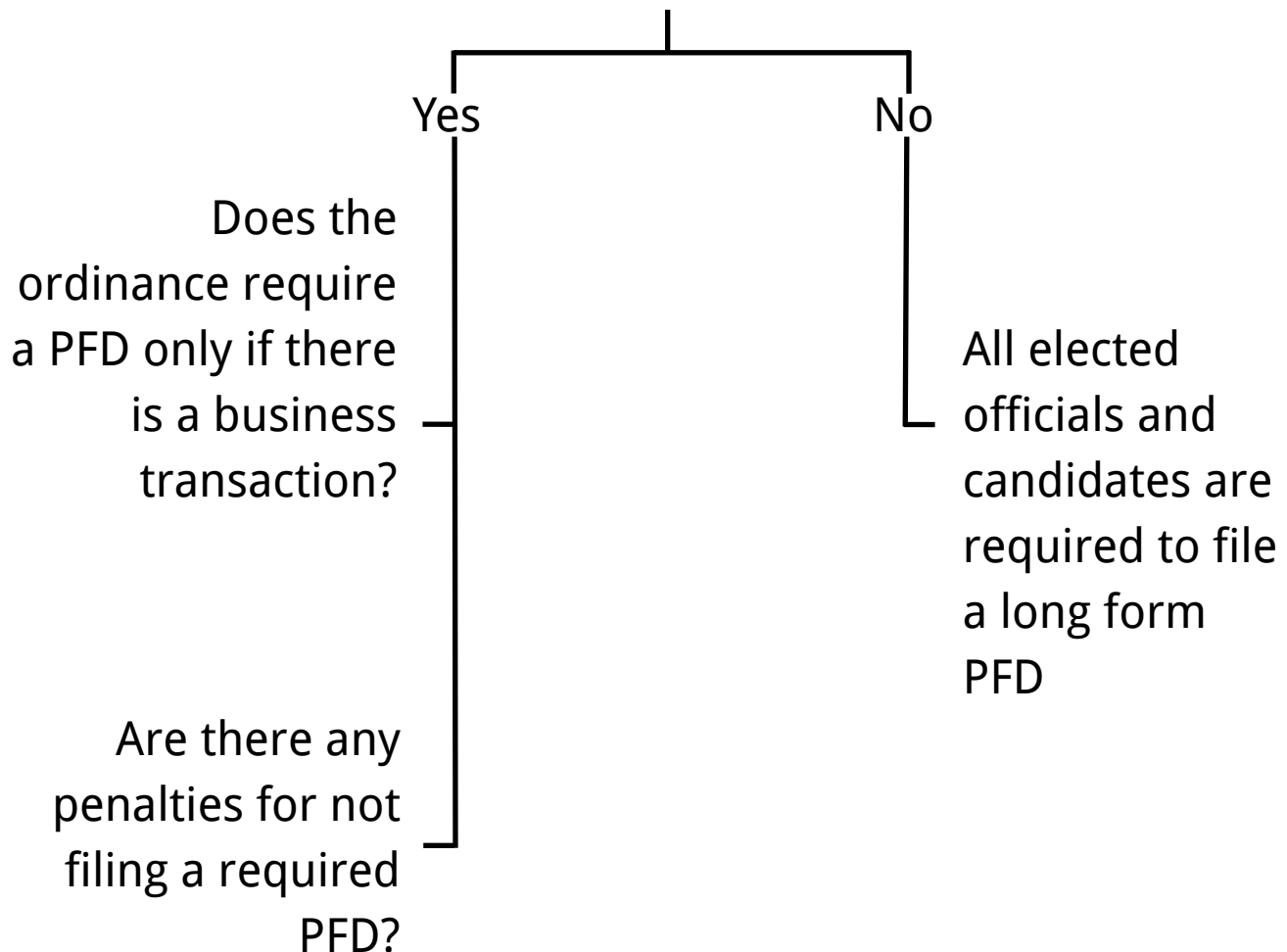
See the [Ethics Guide](#) and [FAQs](#) for more information on campaign finance requirements.

-Prior to Opening Date-

Knowing your Conflict of Interest Ordinance

AOB Over \$1 Million

Does your subdivision have a conflict of interest ordinance on file with the MEC?



-Prior to Opening Date-

Conflict of Interest Ordinance/Resolution

If your political subdivision does not adopt (or re-adopt) a conflict of interest ordinance or resolution, **ALL** elected, appointed, and decision-making personnel, as well as candidates, are required to file a PFD with the MEC.

If your political subdivision does adopt a new ordinance (or re-adopt your current ordinance), the deadline to file it with the MEC is **September 15**. The ordinance must be adopted (or re-adopted), every two years, at an open meeting. A certified copy must be sent to the MEC within 10 days of the adoption (or re-adoption).

See § 105.485, RSMo for minimum ordinance requirements. In addition to the minimum requirements, consider including the following:

- Penalties for late filing, failure to file, or follow ordinance, etc.
- Filing requirements for candidates



19-20 Personal Financial Disclosure Filing Deadlines

- **Non-candidate filers:** Newly appointed or employed individuals are required to file a Personal Financial Disclosure (PFD) within 30 days of appointment or employment.
- **All other annual filers are required to file a PFD by May 1.**

2020 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 4, 2020	November 19, 2019	December 3, 2019	December 10, 2019
March 3, 2020 (see local charter)	December 17, 2019	December 31, 2019	January 7, 2020
April 7, 2020 (General Municipal Election)	January 21, 2020	February 4, 2020	February 11, 2020
August 4, 2020 (Primary Election)	March 31, 2020	April 14, 2020	April 21, 2020
November 3, 2020 (General Election)	August 18, 2020***	September 1, 2020	September 08, 2020

PENALTIES:

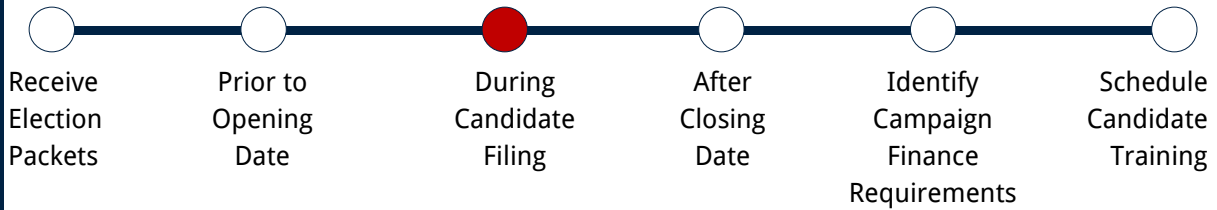
- *Failure to file by 14-day deadline shall result in a late filing fee of \$10 per day
- **Failure to file by 21-day deadline shall result in removal from the ballot

Penalties for jurisdictions that have adopted an ordinance are set by the ordinance and enforced by the jurisdiction, (ex: school district, county, city, township, village, ambulance district, etc.).

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



In this Section:

- Declaration of candidacy
- Forms
- Publications
- Filing instructions



See the [Ethics Guide](#) and [FAQs](#) for more information on campaign finance requirements.

-During Candidate Filing-

For each candidate declaring their candidacy with your office, you must do the following:

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

Note: A person cannot file for office until they or the treasurer of their existing candidate committee has filed all required campaign finance disclosure reports for previous committee activity.

For questions about form 5120, related to taxes, contact the Missouri Department of Revenue.

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

- a. Follow instructions found on the cover letter and/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 dates specific to each election.
- b. Keep the original notice 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 their required PFD, the court may require the election authority to produce the original signed form.

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

- a. *Guide to Ethics Law– A Plain English Summary* for the current election year
- b. Copy of their complete *Notice to Candidate* form
- c. The correct PFD form and e-filing instructions (if required)
- d. Remaining informational brochures and flyers (including the *Paid For By* and *When to Form* brochures and the MoDOT Flyer)

-During Candidate Filing-

Election Packet Forms

Notice to Candidates

- Election authorities are required to provide each candidate who declares their candidacy with their office with a notice of their requirement to file a PFD and its due date.

Short Form (Front)

- Used by those with adopted ordinance and required to disclose business transactions only.

Short Form (front and back)

- Used by those with adopted ordinance for positions of Chief Administrative Officer and Chief Purchasing Officer.

Long Form

- Used by those with NO adopted ordinance or with adopted ordinance requiring the long form.

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

(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

08/2017



Office Use: _____

Financial Disclosure Statement for Political Subdivisions - 105.485(4), RSMo

1. Statement Information (select one)

Type: New Amended

2. Filing Status & Time Period Covered (select one & insert time period)

A. Filing Status

- 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
- Newly Appointed/Employed:** file for calendar year before start date, due within 30 days
- 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
- 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)

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).

*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.

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 dependent child(ren) 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)

- 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)

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.



Office Use:

Personal Financial Disclosure Statement

1. Statement Information (select one)

Type: New Amended

2. Filing Status & Time Period Covered (select one & insert time period)

A. Filing Status

- 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
- Newly Appointed/Employed:** file for calendar year before start date, due within 30 days
- 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
- 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)

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).

*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.

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/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

If additional space is needed, attach separate sheet.

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

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

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

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

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 (acreage, 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

If additional space is needed, attach separate sheet.

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
_____	_____	_____	_____
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
_____	_____	_____
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
_____	_____	_____	_____	_____	_____
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
_____	_____
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
_____	_____	_____
Relative's Name	Relationship to filer	Position/Title

16. Committees

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

If additional space is needed, attach separate sheet.

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

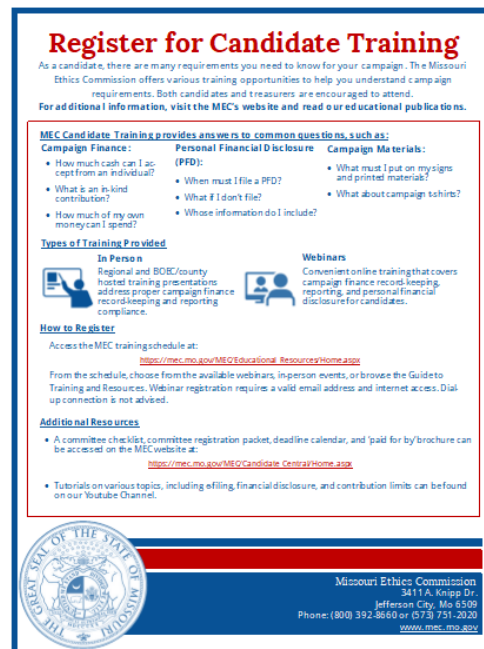
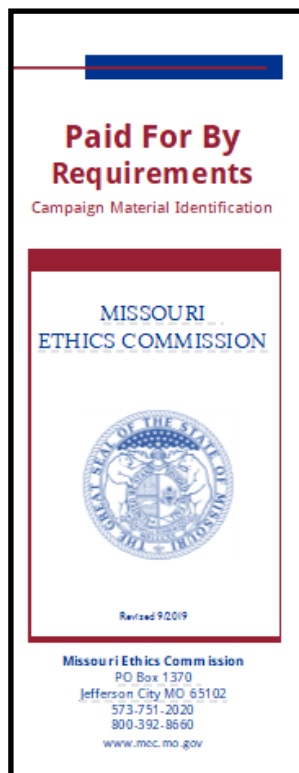
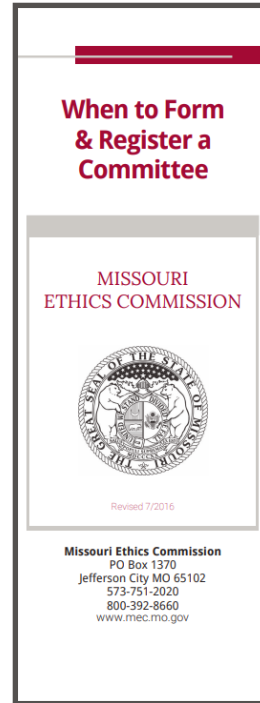
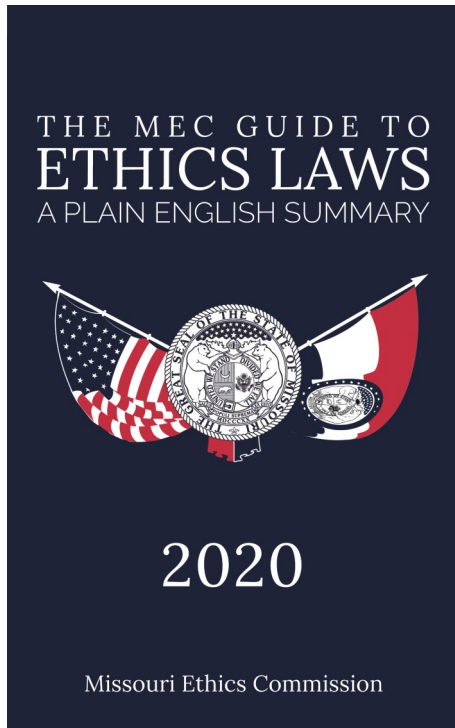
18. Signature (select one, sign & date)

- 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)

-During Candidate Filing-



& MoDOT

-During Candidate Filing-

E-Filing Instructions

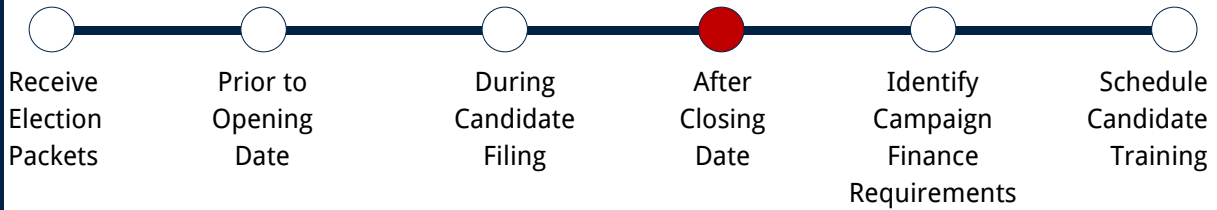
Attached to the front of each PFD form are instructions for e-filing with the MEC. All candidate PFD filers must file with the MEC. We strongly encourage all filers to e-file their PFD.

1. Go to our website at www.mec.mo.gov
2. Click 'Login' in the top right corner of the screen
3. Select *PFD E-Filer Account Request* in the drop-down menu
4. Complete and submit the form by clicking *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.

Annual Filers

Missouri law only requires a person to file one PFD per year. Incumbent candidates who are required to file a PFD by virtue of their current position, must file a candidate PFD, rather than an annual PFD. Candidate PFDs should be filed by the earlier candidate filing deadline. Failure to submit a PFD by the final candidate deadline will result in removal from the ballot.

After Closing Date



In this Section:

- Notifying the MEC
- Candidate list
- Tracking filers



See the [Ethics Guide](#) and [FAQs](#) for more information on campaign finance requirements.

-After Closing Date-

Notifying the MEC

Candidate List

- Within 48 hours of the closing date for candidate filing, election authorities must notify the MEC of any candidates required to file a PFD.
- Candidates identified by their election authority as required to file will be notified by the MEC, that they are required to file their PFD no later than 14 days after the close of candidate filing or be subject to penalties.

Special Elections

- Notify the MEC if your political subdivision is holding a special election as soon as possible to ensure the proper election materials are sent to you.

Write-in Candidates

- Candidates whose name does not appear on the ballot (write-in candidates) are required by law to file a *Declaration of Intent* with their election authority by 5pm on the second Friday before the election in which they are a write-in candidate. You must notify the MEC of any write-in candidate required to file a PFD.
- PFD due dates for write-in candidates are:
 - 14 days after the close of write-in candidate filing (late filing will result in a \$10 per day late fee)
 - 21 days after the close of write-in candidate filing (failure to file by the 21 day deadline will result in removal from the ballot)



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:

Name of Candidate required to file PFD	Title/Position	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.

-After Closing Date-

Track your filers

Track your filers online to make sure they have properly and timely filed their PFD.

- Login to the Political Subdivision E-filing System
- Click the Filer Status GO button
- View by Candidate Filers and Annual Filers.

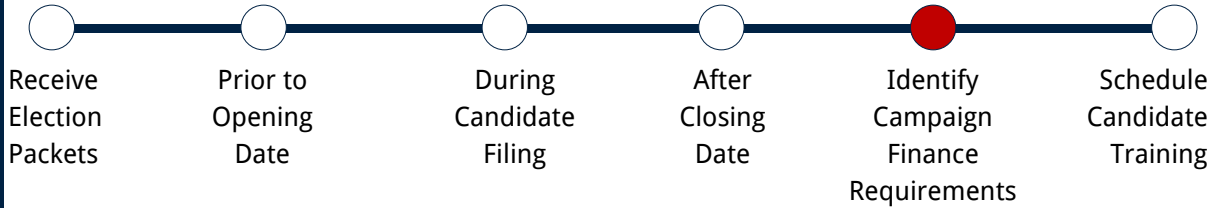
The screenshot shows the Missouri Ethics Commission Political Subdivision Filing System interface. The header includes the Missouri Ethics Commission logo and the title 'Political Subdivision Filing System'. The main content area is divided into several sections:

- Political Subdivision Information:** Displays the Subdivision ID (S169400), name (Shawna Test Subdivision), address (3411 A Knipp, Jefferson City, MO 65109), and a button to 'Update Subdivision Info'.
- Calendar Year:** Set to 2019, with a 'Logout' button.
- Contact Information:** Lists Shawna Hillen, email pfdonline@mec.mo.gov, and phone number 5737512020.
- Information Currently On File For Political Subdivision:** A table showing the status of various filings:

Annual Operating Budget (AOB):	Not Required
Ordinance, Order, or Resolution:	Not on File
PFD Annual Filers List:	Not Filed
PFD Candidate Filers List:	Not Filed

Buttons for 'Edit' are provided for the PFD lists.
- Information To Be Filed By Political Subdivision:** A list of items to be filed, each with a 'Go' button:
 - Annual Operating Budget (AOB) (marked with a green checkmark)
 - Personal Financial Disclosure (PFD) Annual Filers: Edit and update the list of filers required to file a PFD annually.
 - Candidate List: Enter all candidates required to file a PFD or indicate no candidates required to file a PFD.
 - Filer Status: Verify if PFD has been received by MEC

Campaign Finance Requirements



In this Section:

- Committee registration packet
- Statement of Committee Organization
- Committee checklist



See [Campaign Finance Publications](#) on our website for more information.

Campaign Finance Committee Registration Packet

Where to file...

Type	Where to Register Committee	Where to file disclosure reports
MEC filers: <ul style="list-style-type: none"> • Candidates for Statewide Office • Statewide ballot measure (campaign committee) • Continuing Committee (political action/PAC) • State Political Party committees • Local Political Party committee • Candidates for: <ul style="list-style-type: none"> • State Senator • State Representative • County Office • Partisan Circuit Court Judge • Partisan Associate Circuit Court Judge • City Office • School, fire, ambulance, or any other special purpose district 	MEC (Missouri Ethics Commission)	E-file using MEC's e-filing system
Local filers: Local ballot measure (ie campaign committee)	Local Election Authority (County Clerk or Board of Election Commissioners)	Paper file With local election authority OR E-file using MEC's e-filing system

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



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 or Board of Election Commissioners _____
 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.

-Committee Checklist-

Once you have met the dollar threshold or you have decided to form a committee, use the following steps to help you stay in compliance with the MEC:

- Select a committee name incorporating the last name of candidate (if a candidate committee).
- Select a treasurer who is a resident of the district or county in which the committee sits. Committee may also have a deputy treasurer. Candidate can serve as treasurer.
- Open an official committee bank account using the name of the committee as registered with the MEC.
- Complete the *Statement of Committee Organization* and submit to the MEC. NOTE: Local campaign committee for ballot measure, must mail *Statement of Committee Organization* to local election authority.
- MEC filers should read **all** emails sent from the MEC to stay up to date on all filing deadlines.
- Research and establish a plan for proper record-keeping.
- Review contribution limits and restrictions on receiving and making contributions.
- Watch MEC tutorials, view educational brochures, and register for training.
- Review reporting calendars and add deadlines to a personal calendar that will send reminders. Print a copy of the Deadlines and Reminders for your specific election from the MEC website.
- File all required reports by the deadlines to avoid late fees.

After the Election:

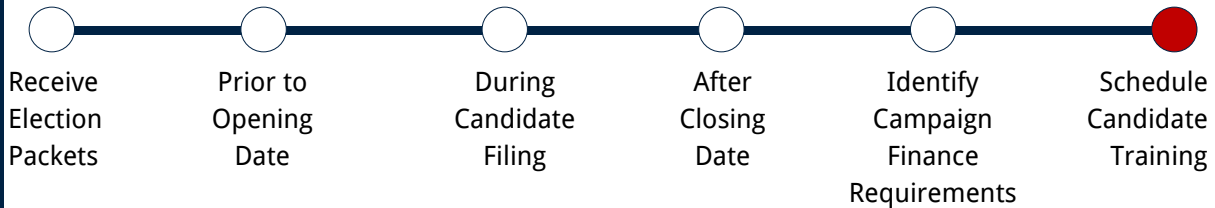
Unsuccessful Candidates:

- If the committee has more money on hand than debt, terminate within 30 days of the election and file a *Termination Report*. Close committee bank account, resolve debt, disburse remaining funds.
- If the committee has more debt than money on hand, can amend to a Debt Service Committee.
- Unsuccessful incumbents should contact the MEC.

Successful Candidates:

- File a 30 Day After Election Report **before** being sworn-in.
- Keep the committee open and amend to next election date on the *Statement of Committee Organization* form to continue receiving contributions (you may use committee funds for necessary expenses for the duties of the office).
- Terminate the committee (optional).

Training & Resources



In this Section:

- Publications
- Tutorials and webinars



Visit the [Educational Resources](#) page on our website to view the training schedule and more.

-Training and Resources-

Flyers/Brochures

- Conflict of Interest Guide and Relationship Chart
- Guide to Personal Financial Disclosure
- Year at a Glance (Political Subdivision Calendar)
- Campaign Finance—Candidates/Committees
 - After Election Requirements and Debt Service Committees
 - Campaign Committees
 - Campaign Finance Q&A
 - Paid for by
 - Exempt Candidates
 - Fund-Raising Activity
 - Guide to Record-Keeping
 - Statement of Limited Activity Requirements
 - Terminating a Committee
 - Treasurer's Guide for Campaign Finance
 - When to Form and Register a Committee
 - Upcoming Deadlines and Reminders (by election)

Web Tutorials

- Lobbyist (series of 4)
- Ethics Overview (series of 4)
- Campaign Finance—Candidates/Committees
 - Paid for by
 - Candidate Reporting Requirements
 - Forming a Campaign Finance Committee
 - Supplemental Forms—paper filers
 - Following Campaign Money
 - E-filing
- Political Subdivision—Duties and Responsibilities with the MEC

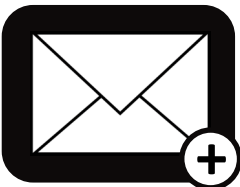
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Subscribe to our **YouTube Channel** for tutorials and educational videos



Meet the Commissioners

Don Summers, Chair

Republican

6th Congressional District

Term expires March 15, 2020

Sherman W. "Bill" Birkes, Jr

Republican

7th Congressional District

Term expires March 15, 2022

Kim Benjamin, Vice Chair

Democrat

4th Congressional District

Term expires March 15, 2020

Wayne Henke

Democrat

3rd Congressional District

Term expires March 15, 2022

George Ratermann

Republican

2nd Congressional District

Term expires March 15, 2020

Cheryl D.S. Walker

Democrat

1st Congressional District.

Term expires March 15, 2022

CONTACT INFORMATION

Staff Contacts

Elizabeth (Liz) Ziegler	Executive Director
Stacey Heislen	Assistant Director
Betsy Byers	Director of Business Services
Laura E. Elsbury	General Counsel

Missouri Ethics Commission

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