

2007 LIMITS

Contribution Limits*

City Council \$2,750

Both monetary and “in-kind” contributions of goods and services are subject to these limits. Contributions from political committees that are not registered with the Campaign Finance Board and contributions from corporations, including, but not limited to, professional corporations (“P.C.’s”) are prohibited.

* The candidate may contribute up to three times the applicable contribution limit to his or her own campaign. If you are not planning on joining the Program, there is no limit on a candidate’s contributions to his or her own campaign.

Spending Limits

City Council

Primary Election† \$150,000

General Election \$150,000

Certain spending, such as the costs of compliance with the Program’s requirements, is “exempt” from these limits. In addition, if a participant runs against a well-financed non-participant, the spending limit for that election is increased or lifted.

* Spending in excess of these amounts will be charged against the first limit applicable in 2009.

† If no primary election is held there is no primary election spending limit.

DISCLOSURE CALENDAR

Statement #	Due Date	Disclosure Period
1	5/15/2007	2/21/2007 – 5/11/2007
	6/1/2007	Certification Deadline
2	7/16/2007	5/12/2007 – 7/11/2007
3	8/10/2007	7/12/2007 – 8/06/2007
4	8/31/2007	8/07/2007 – 8/27/2007
Daily Pre-Election Disclosure	Daily	8/28/2007 – 9/11/2007
	9/11/2007	Primary Election
5	9/21/2007	8/28/2007 – 9/17/2007
6	10/5/2007	9/18/2007 – 10/01/2007
7	10/26/2007	10/02/2007 – 10/22/2007
Daily Pre-Election Disclosure	Daily	10/23/2007 – 11/06/2007
	11/6/2007	General Election
8	12/3/2007	10/23/2007 – 11/29/2007
9	1/15/2008	11/30/2007 – 1/11/2008

Running in the 2007 and 2009 Elections

If you are planning to run in the 2007 and 2009 primary and general elections, candidates must open a new bank account and authorize a new committee for each election cycle. Candidates who join the Program again in 2009 must submit a new Certification and reach threshold to be eligible for public matching funds even if threshold was met for the 2007 election cycle. Please contact the Candidate Services Unit for more information.

For More Information

Contact the New York City Campaign Finance Board at:
40 Rector Street, 7th Floor
New York, NY 10006
(212) 306-7100

E-mail: csumail@nyccfb.info

Web site: www.nyccfb.info

NOTE: The information in this brochure is not a complete summary of the laws and rules of the Campaign Finance Board. Please contact the Candidate Services Unit for more information.

So...
 you're thinking
 about running
 for City Office
 in 2007

Information for Potential Candidates

[inside]

- Mandatory requirements for all prospective candidates;
- Working with the Campaign Finance Board; and
- Common Pitfalls in Getting Started.



Getting Started

All potential candidates, including incumbents, must fulfill certain requirements to be eligible to run for public office, regardless of their intention to join the Campaign Finance Program. The information listed below is neither regulated nor administered by the CFB, and is provided for your convenience. For additional information, contact the Internal Revenue Service ("IRS") and the Board of Elections ("BOE").

*You must authorize a **new** committee for **each** election cycle. Program participants may have only one committee registered for each election cycle. We recommend you also create a new committee name.*

Requirements include:

1. Committee Designation of Treasurer & Depository

After receiving an EIN and opening a bank account in your committee's name, your committee must register with the BOE. Once the committee has registered with the BOE, they must obtain a filer identification number and PIN in order to file disclosure statements with the BOE. You will need to fill out a Committee Designation of Treasurer and Depository form, which asks for your committee's name, treasurer information, and depository information. For more information about registering your committee with the BOE, please visit the BOE web site: www.vote.nyc.ny.us or call (212) 487-5300.

2. Obtain an Employer Identification Number ("EIN") from the IRS

Before spending or raising any money, you must obtain an EIN from the IRS. An EIN is mandatory for opening a committee bank account. The EIN also allows you to pay wages to one or more employees during the election. To obtain an EIN, or if you have any questions, please visit the IRS web site: www.irs.gov (Keyword: Form SS-4) or call (800) 829-1040.

3. Opening a Committee Bank Account

If you plan to run for elected office, you must open a bank account in your committee's name. This allows you to deposit contributions and make expenditures on behalf of your committee. You will need your EIN in order to open this account. If you ran for office in a previous election cycle, you must create a new committee, open a new bank account, and obtain a new EIN.

Working with the Campaign Finance Board

Filer Registration ("FR")

Upon opening a committee bank account and registering your committee with the BOE, you must file an FR with the CFB. The FR must be filed immediately once the committee begins to raise and spend money. Filing an FR does not require you to join the Program, nor does it bound you to run for office. The FR will permit you to file disclosure statements with the CFB before joining the Program. The FR provides information about the candidate, committee, treasurer, bank account, and campaign liaison. The CFB will not accept your committee's disclosure statement until the FR is submitted.

Disclosure

Once the FR is filed with the CFB, the committee must submit periodic disclosure statements of their financial activity. Candidates running in the 2007 elections must disclose all contributions in the disclosure statement for the period in which the contribution was received (e.g. a contribution received in November must be reported in the January disclosure statement). If a contribution is

not disclosed in its proper statement period, it will not be eligible for matching public funds. A list of disclosure statement deadlines are listed on the back of this brochure. Disclosure statements will be posted on the CFB website and reviewed by the audit staff. Any candidate who violates disclosure or audit requirements may be subject to financial penalties.

CFB Assistance

The CFB provides compliance and C-SMART (Candidate Software for Managing and Reporting Transactions) trainings for all campaigns running for office throughout the election cycle. You will also be assigned a liaison from the Candidate Services Unit who will be available to assist you in complying with CFB rules and in the use of C-SMART, our candidate reporting software. To schedule a compliance training and receive a free copy of C-SMART, please submit a C-SMART Request Form available at www.nyccfb.info or contact the Candidate Services Unit at (212) 306-7100.

Joining the Campaign Finance Program

If you elect to join the Campaign Finance Program and make your contributions eligible for public matching funds, you must submit a Certification to the CFB by 5 pm on June 1, 2007. Certification forms can be found on the CFB's website: www.nyccfb.info. Once the Certification is successfully submitted, you must then meet a two-part threshold. First, a minimum of \$5,000 in contributions must be collected from *individual New York City residents*. Secondly, you must collect 75 contributions of \$10 or more from residents living in the Council district for which you are seeking election. Once you have met the threshold and are in compliance with the rules of the Program, each dollar in contributions from an individual New York City resident (up to \$250) will be eligible to be matched at a 4:1 ratio.

Backup Documentation

Your campaign must submit backup documentation to accompany the disclosure statement for every transaction in which you are claiming public matching funds. Examples of backup documentation include copies of checks, credit card transactions, money orders, as well as their respective contributions cards. If you have any questions regarding backup documentation, contact the Candidate Services Unit.

Questions about getting started to run for office?
Please call the Candidate Services Unit at
(212) 306-7100 or e-mail us at csumail@nyccfb.info.