

### **Backup Documentation Requirement**

Your campaign must submit copies of all matchable contribution checks, money orders, credit card transactions, along with cash, money order, and credit card contribution cards with each disclosure statement.

### **Disclosing Campaign Finances**

Disclosure statements must be filed with the CFB as soon as the campaign has any financial activity, even if you do not claim or receive public funds. C-SMART, the CFB's free Candidate Software for Managing and Reporting Transactions produces all the required disclosure statements for the CFB, the New York City Board of Elections, and the New York State Board of Elections. The CFB recommends that you file your disclosure statements electronically (over the Internet). This will remove the need for a disk and simplify the process, but all back-up documentation must still be submitted either by hand or through the mail.

### **Special Election Candidate Training**

The New York City Campaign Finance Board is hosting compliance training seminars for the Special Election. All seminars will cover the Campaign Finance Program requirements, including recordkeeping and public disclosure requirements. Seminars will also include hands-on training with our C-SMART software.

### **Running in the 2007 and 2009 Elections**

The 2007 and 2009 primary and general elections are separate from the Special Election. If you join the Program for the 2007 or 2009 elections, you will be required to meet the threshold again for each election even though you may have met the threshold for the Special Election. Remember, you must open a new bank account and authorize a new committee for each election cycle. Please note that the contribution limit for the 2007 and 2009 elections are different from the limit for the Special Election. Please contact the Candidate Services Unit for more information at (212) 306-7100 or [csumail@nyccfb.info](mailto:csumail@nyccfb.info), or visit our website at <http://www.nyccfb.info>.

### **Non-Participant Information**

Candidates that are not participating in the Campaign Finance Program must still register and file disclosure statements with the CFB. For more information about the rules and requirements that govern Special Elections, please refer to our website at [www.nyccfb.info](http://www.nyccfb.info). If you would like to attend a non-participant training, contact the Candidate Services Unit at (212) 306-7100.

### **SPECIAL ELECTION CANDIDATE TRAINING**

The New York City Campaign Finance Board is hosting compliance training seminars for the Special Election. All seminars will cover the Campaign Finance Program requirements, including recordkeeping and public disclosure requirements. Seminars will also include hands-on training with our C-SMART software.

The Special Election Training dates are:

Wed.	Dec. 13, 2006	6:00 pm–9:00 pm
Thurs.	Dec. 14, 2006	6:00 pm–9:00 pm
Mon.	Jan. 8, 2007	2:30 pm–5:30 pm
Tues.	Jan. 9, 2007	6:00 pm–9:00 pm

If you are interested in attending one of the trainings, please call the Candidate Services Unit at (212)306-7100.

*Anticipated* **2007**  
**Special Election**  
for Campaign Finance Program Participants

## Getting Started

All potential candidates must complete certain requirements to be eligible to run for office. Please note that the first four requirements listed are not regulated or administered by the CFB. For additional information, contact the Internal Revenue Service (“IRS”), the Board of Elections (“BOE”), and the Conflicts of Interest Board (“COIB”).

### Requirements include:

#### ***1. Obtaining an Employer Identification Number ("EIN") from the IRS***

Before you begin to raise or spend any money, you need to contact the IRS to request an EIN. 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](http://www.irs.gov) (Keyword: Form SS-4) or call (800) 829-4933.

#### ***2. 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.

#### ***3. Submitting a Committee Designation of Treasurer & Depository Form***

After receiving an EIN and opening a bank account in your committee's name, your committee must register 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 regis-

tering your committee with the BOE, please visit the BOE web site: [www.vote.nyc.ny.us](http://www.vote.nyc.ny.us) or call (212) 487-5300.

*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.*

#### ***4. Filing with the COIB***

All candidates must provide the CFB with a candidate receipt from the Conflicts of Interest Board showing submission of their personal financial disclosure statement. This receipt must be submitted to the CFB within one business day after the end of the petitioning period. If you do not file this financial disclosure statement with the COIB, you will not be eligible for public matching funds.

The form may be obtained from the COIB or the CFB. If you have questions about this requirement, please contact the COIB at (212) 442-1400.

### Joining the Campaign Finance Program for the Anticipated Special Election

To join the Campaign Finance Program (“Program”) for the Special Election and become eligible for Public Funds, you must file a “Certification” within seven days of the Mayor's Special Election announcement. When you file the Certification, you become legally bound to the Program's contribution and spending limits and other requirements. Even if you don't join the Campaign Finance Program, you are still required by law to register and file disclosure statements with the CFB. (See “Non-Participant Information” near the end of this brochure.)

### Contribution and Spending Limits and Maximum Public Funds Payment

The following limits apply to candidates joining the Program for the Special Election:

- Contribution Limit: \$1,375
- Spending Limit: \$150,000
- Maximum Public Funds Payment: \$82,500

### Public Funds

To qualify to receive public matching funds you must appear on the Special Election ballot and have an opponent on the ballot. Your campaign also must meet a two-part threshold. First, you must raise \$5,000 in matchable contributions from New York City residents. Second, you must collect 75 matchable contributions of \$10 or more from residents in your Council district. Only contributions from individual New York City residents of up to \$125 will be counted toward the threshold for the Special Election. Once you have met the threshold and are in compliance with the rules of the Program, each dollar in contributions you receive from an individual New York City resident will be eligible to be matched with \$4 up to \$125 per contributor.

### Previous Financial Transactions

If your campaign filed the July 17, 2006 disclosure statement with the CFB and the New York City Board of Elections in anticipation of the 2009 elections, that statement will be considered filed for the Special Election even though it was initially intended to be filed for the 2009 elections.

### Contributions

Contributions are presumed to be accepted for the first election in which you are a candidate after the contributions are received. The contribution limit for the Special Election is \$1,375 (½ of the regular election limit of \$2,750). If you received contributions greater than \$1,375 **on or before** November 7, 2006 you may, without penalty:

- Refund the excess portion (over \$1,375) to the contributor, or
- Attribute the excess portion to the 2009 elections.

If you accept contributions in excess of \$1,375 **after** November 7, 2006, you will be in violation of the Campaign Finance Act and may be subject to penalties. Please contact the Candidate Services Unit for guidance if you have accepted an over-the-limit contribution.

### Expenditures

Like contributions, expenditures made before the Special Election will be presumed to be made for the Special Election. These expenditures will be subject to the Special Election expenditure limit of \$150,000.

### Bank Account

A bank account opened for the 2009 election cycle can be used for transactions made for the Special Election. If you choose to run again in 2007 or 2009, a new bank account must be opened for all campaign transactions for those elections.