

Contribution Limits

A candidate for:

- **state executive office;**
- **legislative office;**
- **county office in Clark, King, Pierce, Snohomish, or Spokane County;**
- **port commissioner for Port of Tacoma or Seattle; and**
- **any judicial office**

must limit contributions received to the amounts shown in the tables below:

Source of Contribution	to State Executive or Port District* Candidate	to Legislative or County* Office Candidate
Individual	\$1,600 ¹	\$800 ¹
Union Business	1,600 ¹	800 ¹
Political Committee	1,600 ¹	800 ¹
State Party Central Comm	.80/voter ²	.80/voter ²
County Party Central Comm	.40/voter ³	.40/voter ⁴
Legislative Dist Comm	.40/voter ³	.40/voter ⁴
Caucus Political Comm	.80/voter ²	.80/voter ²

*Port district & county office limits apply only in jurisdictions with more than 200,000 registered voters as of the last General Election.

¹ Separate limit for primary election and general election.

² Limit for election cycle (i.e., from start of candidate's campaign through election year).

³ All county central committees and legislative district committees share a combined limit per candidate of \$.40 per registered voter during the election cycle.

⁴ A legislative district committee and the county central committees in that district may only give to candidates in their jurisdictions and they share one limit of \$.40 per registered voter for the election cycle.

Source of Contribution	to any judicial candidate
Any contributor	\$1,600 per election

Candidates for **local offices other than those previously named** are not limited by state law regarding amounts that may be accepted. Unless limited by local ordinance, contributions in any amount may be accepted from contributors.

However, no candidate may accept:

- anonymous contributions in excess of \$300 per year or 1% of all contributions received in a year, whichever is greater.
- more than \$5,000 from one source (except the state party committee) during the last 21 days before a general election. (\$50,000 maximum for a Supreme Court or state executive office candidate.)

Electronic Filing

Candidates that expect to spend \$10,000 in the current campaign or who expended \$10,000 or more in the previous campaign for the same office are required to file campaign finance reports electronically.

PDC staff provides free electronic filing software and training to all candidates and political committees. Electronic filing information and instructions can be found on the PDC Web site at www.pdc.wa.gov/filers/orca.

Explanation of Reports

Financial Affairs Report (PDC F-1). Used by candidates to disclose property holdings and some personal and business financial relationships. The F-1 is a mechanism to guard against conflicts of interest.

Campaign Finance Reports (PDC forms C-1, C-3, C-4). All candidates not exempt from reporting are required to register with PDC and their county elections office by filing a registration statement (PDC form C-1).

During the campaign most candidates must periodically report campaign contributions and expenses. When completing the C-1, you must choose one of two reporting options that will be

used during the campaign. Your choice is based on how much money you plan to raise and spend.

Forms & Instructions

Available from county election offices, from the PDC office, or the PDC's website, www.pdc.wa.gov.

Mini Campaign Reporting Instructions

Mini Reporting forms:

- C-1 Registration Form
- F-1 Financial Affairs Statement

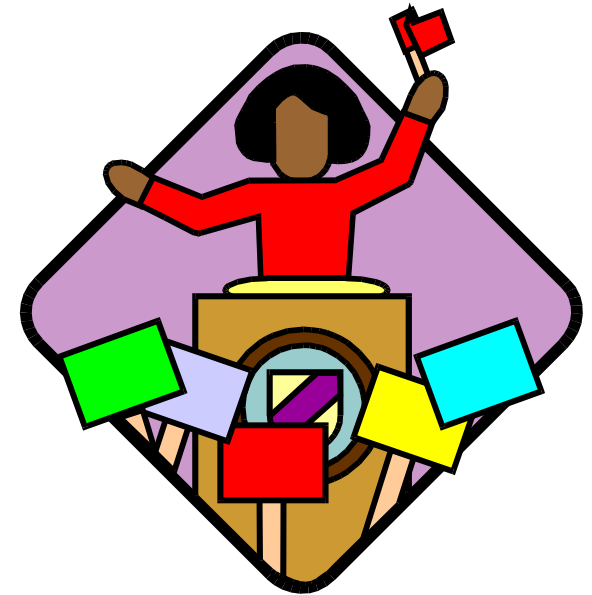
Full Reporting Campaign Instructions

- State Executive & Leg Candidates
- Local and Judicial Office Candidates
- Political Committees

Full Reporting Forms

- C-1 Registration Form
- F-1 Financial Affairs Statement
- C-3 Cash Receipts
- C-4 Receipts & Expenditure Summary
- Sched A Cash Receipts / Expend.
- Sched B In-kind Contributions, Orders Placed, Debts
- Sched C Corrections
- Sched L Loans
- Attachment Au Auction Report
- LMC Last Minute Contribution Report

Candidate's Campaign Reporting Pocket Guide



Keeping Books

The key to complying with campaign disclosure requirements is to keep detailed records of each contribution and expenditure and file reports on time. **Keep all campaign records for five years after the election.**

Campaign books include bank statements, deposit slips, cancelled checks, checkbook register and any ledgers, journals or lists identifying contributors (and the date and amount each has given) as well as receipts, invoices, copies of contribution checks, notes or documents regarding orders placed or loans, etc.

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(360) 753-1111
Toll Free 1-877-601-2828

May 2009

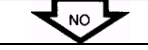
Are Disclosure Reports Required?

Are you a candidate?
Have you received contributions or made expenditures (including placing orders)? Reserved space, facilities or broadcasting time? Authorized another to do any of these activities for you? Or, have you publicly announced your candidacy or filed for office?



Are you a candidate:

- for federal office;
- in a town or jurisdiction that had fewer than 1,000 registered voters as of the last general election and you have not received and do not expect to receive contributions of \$5,000 or more in the aggregate;
- for precinct committee officer; or for an office in a district where voters must own property or have other special qualifications (e.g., irrigation, diking, or flood control)?



Are you a candidate in a town or taxing district that does not include the entire county and that had fewer than 5,000 registered voters as of the last general election and you have not received and do not expect to receive contributions of \$5,000 or more in the aggregate?



File a financial affairs report (Form F-1) within two weeks of becoming a candidate.



For your election campaign will you raise and spend:

<p>\$0 to \$5,000 (& receive \$500 or less from any donor)</p> <p>USE MINI REPORTING: File Forms F-1 and C-1 within two weeks of becoming a candidate. No other reports are required.</p> <p>(Obtain Mini or Full Campaign Reporting Instructions from your county elections office or PDC.)</p>	<p>Over \$5,000</p> <p>USE FULL REPORTING: File Forms F-1 and C-1 within two weeks of becoming a candidate. File C-3 and C-4 reports according to the Full Reporting Schedule</p>
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Relax. No reports are required.



Relax, you don't have to file state reports. [Federal candidates check with the Federal Election Commission (FEC) 1-800-424-9530.]



File a financial affairs statement (Form F-1) within two weeks of becoming a candidate. No other reports are required.

Reports Required Summary				
Option	F-1	C-1	C-3	C-4
MINI	Yes	Yes	No	No
FULL	Yes	Yes	Yes	Yes
			See Full Reporting Schedule	

F-1 is due within two weeks of becoming a candidate.
C-1 is due within two weeks of becoming a candidate.

Send Reports To:

F-1 PDC
C-1, C-3 & C-4 PDC and County Elections Office*

*electronically filed reports are not filed with the County Elections Office

Need Help?

Your county elections officer has computer disks that include manuals, brochures, forms, and instructional videos made by PDC staff. CD distribution generally begins each year during the week that Candidate Declarations are filed. Candidate CDs are also available from the PDC.

PDC forms and instructions are available on-line under "Filer Assistance" at www.pdc.wa.gov. Contribution and expenditure reports can be electronically filed – download the free software from the PDC's website.

The PDC offers compliance and electronic filing workshops each month. Find the training schedule at www.pdc.wa.gov.

Additionally, the PDC staff is available to answer any questions. E-mail your questions to pdc@pdc.wa.gov, or call a political finance specialist at (360) 753-1111 or toll-free at 1-877-601-2828.

2009 Full Reporting Schedule

- C-4 File the C-4 with initial C-1 if contributions were received or expenditures made.
- C-4 Through May, C-4s are due by the 10th of each month if no other C-4 is required during that month and if contributions or expenditures are over \$200 since the last C-4.
- C-3 Fill out a C-3 for each deposit showing sources of contributions. All contributions must be deposited within 5 business days of receipt. Prior to June 1st, C-3 may be sent with C-4; after June 1st, mail C-3 weekly on Monday.

- C-4 July 28 21 days before primary
- C-4 Aug 11 7 days before primary
- C-4 Sept 10 Post-primary report
- C-4 Oct 13 21 days before general
- C-4 Oct 27 7 days before general
- C-4 Dec. 10 Post-general report

Dates shown are for 2009 primary and general elections only. Candidates participating in special elections file C-4 reports 21 and 7 days before and on the 10th of the first month following the election.

Political Advertising

Campaign ads must satisfy the political advertising provisions of the disclosure law. Detailed information about these requirements may be found in the Political Advertising brochure.

Generally, political ads of all types must identify the sponsor of the ad. In partisan campaigns, all ads must show the candidate's political party preference.