Terminating a Committee

Eligibility

To be eligible to terminate your committee, each of the following must be true:

- Your committee must have a $0 cash balance $0 in outstanding debts and obligations.

- Your committee must not have any pending transactions in CFIS.

- You must not be a candidate as defined by Wis. Stat. § 11.0101(1), which includes current officeholders. Current officeholders must retain their committee registration through their last day in office.

> If you are not eligible to terminate, you may instead qualify for exemption. Details on exemption are available under Frequently Asked Questions of the full CFIS User's Manual

Filing a Termination Report & Requesting Termination

1. Enter all transactions in CFIS since your last report as described in the Entering Transaction section of the full CFIS User's Guide. Be sure that your committee will have a $0 balance, no outstanding incurred obligations, and no outstanding loans. If you do not need to file any new transactions, continue to step 2.

2. Choose **File Report/Edit Pending Transactions** under **Step 2: File Your Report** from the left-hand menu. On this screen, choose the filing period for your final report and click **Search** at the bottom of the window. Any transactions you have for the filing period will show now.

3. Click **Request for Termination**. If you have any transactions for the period that have not yet been filed, you will see a pop-up saying you must file those transactions. Click **OK**. You will then see another pop-up asking if you want to file those transactions. Click **OK**. If you have no transactions to file, you will be asked to select a Termination Reason from the drop-down. Select the correct reason and click the Submit button. You must file a final report – in this case, follow the directions to file a No Activity report in the **Filing Reports** section of the full CFIS User's Guide.

3. Complete the Authorization information and fill in your cash balance information. If you have forgotten your PIN, review **What is my committee's PIN?** at the bottom of this page.

   A copy of the filed report will also be emailed to the email addresses on file for your committee. Please verify that there is a "TERMINATION" watermark across the upper-right hand corner of the page. If you do not receive a confirmation email, please contact Ethics Commission staff to confirm your report has been correctly filed and your email address is correct.

What is my committee's PIN?

Your committee's PIN is used along with your password for e-signature when submitting reports or amending your registration. You can view or change your committee's PIN following the directions below:

1. Login to CFIS and click **View/Edit Registration Information** under the **Administrative** section of the left-hand menu.

2. Scroll to the **Committee Information** or **Conduit Information** section at the bottom of the page and reference the **PIN** field.