

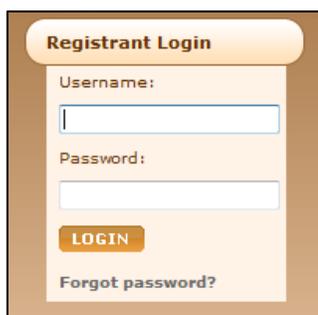
File a No Activity Report



All active, non-exempt registrants must file a campaign finance report every six months, in January and July of each year. Registrants must file a report even if they had no activity for the six month period. No-Activity reports can be filed directly in CFIS or mailed in to our office.

File a No Activity Report in CFIS

1. Go to the CFIS website <https://cfis.wi.gov> and login.



The screenshot shows a 'Registrant Login' form with the following fields and buttons:

- Username:** A text input field.
- Password:** A text input field.
- LOGIN:** A button.
- Forgot password?:** A link.

a) In the **Username** field, enter your seven-digit GAB ID# (make sure you include the leading zero, if applicable).

b) Enter your **Password** and click **Login**.

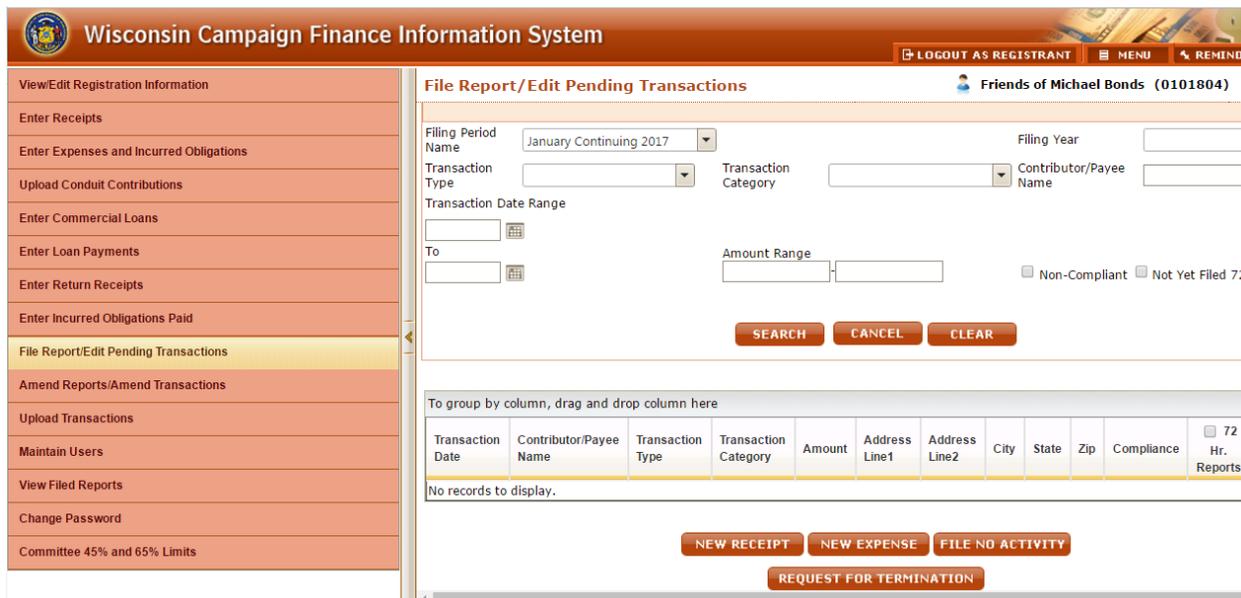
- If you do not remember your password, click the **Forgot password?** link under the login button. A new password will be emailed to the email address on file for your committee.
- If your email address has changed, or you do not receive an email with the new password, please call (608) 261-2028 for help.

2. File a No Activity Report:

a) From the left-hand menu, click **File Report/Edit Pending Transactions**.

b) Select the correct **Filing Period Name** from the dropdown list. Click **Search**.

c) Click the **File No Activity** button.



The screenshot shows the 'Wisconsin Campaign Finance Information System' interface. The left-hand menu is visible, with 'File Report/Edit Pending Transactions' highlighted. The main content area shows the 'File Report/Edit Pending Transactions' form for 'Friends of Michael Bonds (0101804)'. The form includes the following fields and buttons:

- Filing Period Name:** A dropdown menu set to 'January Continuing 2017'.
- Filing Year:** A text input field.
- Transaction Type:** A dropdown menu.
- Transaction Category:** A dropdown menu.
- Contributor/Payee Name:** A text input field.
- Transaction Date Range:** Two text input fields labeled 'To' and 'From'.
- Amount Range:** Two text input fields.
- Non-Compliant:** A checkbox.
- Not Yet Filed 72:** A checkbox.
- SEARCH, CANCEL, CLEAR:** Three buttons.
- Table:** A table with columns: Transaction Date, Contributor/Payee Name, Transaction Type, Transaction Category, Amount, Address Line1, Address Line2, City, State, Zip, Compliance, and 72 Hr. Reports.
- No records to display.** A message below the table.
- NEW RECEIPT, NEW EXPENSE, FILE NO ACTIVITY, REQUEST FOR TERMINATION:** Four buttons at the bottom.

You will be required to enter your name, Username, Password, and the last four digits of your bank account. Then click **Submit**.

3. You will receive an email confirmation that the report has been filed.



File a No Activity Report by Mail

1. Determine the correct GAB form to file:
 - Conduit committees (with a GAB ID# that starts with 09) file the **GAB 10a** postcard report.
 - All other types of committees (GAB ID#'s starting with 01, 03, 04, 05, 06, 07, or 11) file a **GAB 2a** postcard report.

2. Obtain the form at the CFIS website <https://cfis.wi.gov>.

a) In the **Campaign Finance Information** box, click on **Forms**. This will take to you the main GAB website and a list of campaign finance forms.

Home »

Government Accountability Board Forms

Ballots Campaign Finance Candidates Election Administration Financial Disclosure Lobbying

Use the tabs above to see only specific types of G.A.B. forms. [Click here to return to All Forms.](#)

Form Number	Form Name	Revision Date
GAB-1	Campaign Registration Statement	2009/12
GAB-2a	Campaign Finance No Activity Report	2009/12
GAB-2L	Campaign Finance Report for Local Committees	2009/12

b) Click on the correct form name. This is linked to another page, so you may have to click on the form name again.

c) Print the form.

d) Fill in the **GAB ID Number** and indicate what **Reporting Period** the report is for.

e) Fill in the **Committee Name, Address, and Phone. Sign, Date,** and write down an **Email Address** for us to contact you.

f) You can mail the report to the address below. You may also fax or scan and email a No Activity report.

g) Our contact information:

Wisconsin Ethics Commission, P.O. Box 7984, Madison, WI 53707-7984 |

Phone: 608-266-8123 | Fax: 608-264-9319 | web: <https://cfis.wi.gov> | email: GABCFIS@wi.gov

h) Once we receive the report, we will enter it into CFIS. Your committee will receive an email notification that it has been filed.

Campaign Finance Report Short Form GAB-2a Government Accountability Board		GAB ID Number
<input type="checkbox"/> Spring	<input type="checkbox"/> Fall	<input type="checkbox"/> Special
Pre-Primary _____		<input type="checkbox"/> Continuing Report due Jan. 31, _____
<input type="checkbox"/> Spring	<input type="checkbox"/> Fall	<input type="checkbox"/> Special
Pre-Election _____		<input type="checkbox"/> Continuing Report due July 20, _____
Name of Candidate or Committee (in full)		
Address		
Daytime Phone		
I certify that the above named committee or candidate did not receive contributions or other income, make disbursements, or incur obligations during the period covered by this report and that the cash balance remains the same as previously reported. This report fulfills filing requirements under Sec. 11.06(9), Stats.		
Signature of Committee Treasurer or Candidate	Date	Email Address
GAB-2a Rev 03/2014 Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 Phone: 608-261-2028 Fax: 608-264-9319 web: cfis.wi.gov email: GABCFIS@wi.gov		