

## **CAMPAIGN FINANCE CHECKLIST FOR 2016**

### **Legislative and District Attorney Candidates**

Campaign Finance Reports must be submitted to the Wisconsin Ethics Commission electronically (<http://cfis.wi.gov>), by mail (P.O. Box 7984, Madison, WI 53707-7984), or in person (212 E. Washington Avenue, 3<sup>rd</sup> Floor, Madison, WI).

#### **If not claiming the exemption from reporting requirements:**

- Obtain a copy of the *Campaign Finance Overview – State Candidates* Manual (Revised 2016) from the Wisconsin Ethics Commission website and carefully review it with your treasurer.
- Complete and submit a *July Continuing Campaign Finance Report (Form ETHCF-2S)* to the Wisconsin Ethics Commission no later than **July 15, 2016**. This report covers activity from January 1, 2016, or the date of registration (whichever is later), through June 30, 2016.
- Complete and submit a *Pre-Primary Campaign Finance Report (Form ETHCF-2S)* to the Wisconsin Ethics Commission no later than **August 1, 2016**. This report covers activity from July 1, 2016, through July 25, 2016.
- Complete and submit a *Special Report of Late Contribution (Form ETHCF-3)* to the Wisconsin Ethics Commission within 72 hours of the receipt of a contribution or cumulative contributions of \$1,000 or more from a single contributor which is received from July 26, 2016, through August 9, 2016.
- Complete and submit a *September Continuing Campaign Finance Report (Form ETHCF-2S)* to the Wisconsin Ethics Commission no later than **September 27, 2016**. This report covers activity from July 26, 2016 through August 31, 2016.
- Complete and submit a *Pre-Election Campaign Finance Report (Form ETHCF-2S)* to the Wisconsin Ethics Commission no later than **October 31, 2016**. This report covers activity from September 1, 2016, through October 24, 2016.
- Complete and submit a *Special Report of Late Contribution (Form ETHCF-3)* to the Wisconsin Ethics Commission within 72 hours of the receipt of a contribution or cumulative contributions of \$1,000 or more from a single contributor which is received from October 25, 2016, through November 8, 2016.
- Complete and submit a *January Continuing Campaign Finance Report (Form ETHCF-2S)* to the Wisconsin Ethics Commission **January 16, 2017**. This report covers activity from October 25, 2016, through December 31, 2016.