

## **CAMPAIGN FINANCE CHECKLIST For 2016 Partisan County Candidates**

Candidates for partisan county office should determine if they are required to make financial disclosure reports.

The filing officer for partisan county candidates is the county clerk, except in Milwaukee County where the filing officer is the Milwaukee County Board of Election Commissioners. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

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

- Obtain a copy of the *Campaign Finance Overview – Local Candidates* Manual from the Wisconsin Ethics Commission website and carefully review it with your treasurer.
- Complete and submit a *July Continuing Campaign Finance Report (Form ETHCF-2L)* to the filing officer 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-2L)* to the filing officer no later than **August 1, 2016**. This report covers activity from July 1, 2016, through July 25, 2016.
- Complete and submit a *September Continuing Campaign Finance Report (Form ETHCF-2L)* to the filing officer 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-2L)* to the filing officer no later than **October 31, 2016**. This report covers activity from September 1, 2016, through October 24, 2016.
- Complete and submit a *January Continuing Campaign Finance Report (Form ETHCF-2L)* to the filing officer no later than **January 16, 2017**. This covers activity from October 25, 2016, through December 31, 2016.

*Note: Candidates are required to file a Campaign Finance Report, regardless of the results of the Primary. If a candidate loses the primary, the candidate must continue to file campaign finance reports until the candidate requests termination of their committee.*