

Late Reports (or 72 Hour Reports)



During the last 15 days before an election, candidate and party committees are required to file 72 hour reports, letting the public know about large amounts of contributions within 72 hours of the transaction. PACs and Independent Expenditure Committees may also have to file 72 hour reports for large independent expenditures within 60 days of a primary or election. Please refer to your appropriate committee manual for more information about what transactions need to be in a 72 hour report.

Entering Late Reports in CFIS

1. Enter the transactions into CFIS. For directions on entering transactions, refer to the directions on how to enter contributions and expenses.
2. From the left-hand menu, click **File Report/Edit Pending Transactions**.
3. In the top row of the search screen, select the **Filing Period Name** from the dropdown. Click **Search**. (Note that late reported transactions in the 15 days before the primary will go in the Pre-Election reporting period, and the late reported transactions in the 15 days before the election will go in the next reporting period, usually the January Continuing or July Continuing report. Make sure you select the correct period before proceeding.)
4. Review your transactions from the grid result for accuracy. You can narrow your search results by choosing to use more than one filter option.
5. There are multiple ways to select transactions to for a Late Report.
 - a. For a single or a few transactions:
 - i. For the transaction(s) that needs to be reported, check the box(es) in the column titled **72 Hr. Reports**.

File Report/Edit Pending Transactions Your Committee Name Here 010XXXX

Filing Period Name: Filing Year:

Transaction Type: Transaction Category: Contributor/Payee Name:

Transaction Date Range: To: Amount Range:

Non-Compliant Not Yet Filed 72 Hr. Report

SEARCH CANCEL CLEAR

To group by column, drag and drop column here

Transaction Date	Contributor/Payee Name	Transaction Type	Transaction Category	Amount	Address Line1	Address Line2	City	State	Zip	Compliance	<input type="checkbox"/> 72 Hr. Reports	Edit	<input type="checkbox"/>
10/31/2016	Smith, Joe	CON	Monetary	\$1000.00	123 Main St		Anytown	Wisconsin	55555		<input checked="" type="checkbox"/>		<input type="checkbox"/>

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- ii. Click the **File 72 Hr. Report** button located at the bottom of the screen.



Campaign Finance Procedures

- b. For all transactions on your screen:
 - i. Check the top checkbox in the **72 Hr. Reports** column heading
 - ii. Click the **File 72 Hr. Report** button located at the bottom of the screen.
- c. For all transactions, including those on multiple pages:
 - i. Click the **File 72 Hr. Report - ALL** button located at the bottom of the screen.
6. Enter your electronic signature. Your signature should include your committee's seven-digit GAB ID number, your unique password, the last four (4) digits of the PIN (previously your bank account #), and the name of the person filing. If you do not know the last four (4) digits of the PIN you can check this information by clicking on **View/Edit Registration Information** - the PIN is at the bottom on the left hand side.
7. Click **Submit**. Your report has now been filed, and you should receive a confirmation email with a PDF copy of the report attached. You will also be taken to another screen where you can view or print the report. Click on **View/Print** to print the report for your records. Since you submitted the 72 report through CFIS, you do not have to mail a paper copy to the G.A.B
8. The transactions in the late report will remain in **Edit/File Pending Transactions**, under the reporting period in which the transaction was entered. In the column titled **72 Hr. Reports**, a date will appear, indicating when the Late Report was generated for the transaction.

To group by column, drag and drop column here												
Transaction Date	Contributor/Payee Name	Transaction Type	Transaction Category	Amount	Address Line1	Address Line2	City	State	Zip	Compliance	72 Hr. Reports	Edit
05/03/2014	Smith, Joseph	CON	Personal Loan	\$10000.00	212 E Washington Ave		Madison	Wisconsin	53703		06/19/2014	

Additional Background Information:

All types of committees can follow the directions above to file a late report. CFIS will generate an ETHCF-3 report for any committee receiving money. For late independent disbursements, CFIS will generate an ETHCF-7S. For independent expenditures, the treasurer of the PAC or Independent Expenditure committee should also sign the oath and get it notarized. The signed and notarized form can be faxed, emailed, or mailed, or delivered to the Ethics Commission. We recommend fax or email.

Any candidate committee, party committee or legislative campaign committee involved in an upcoming election must file a late report if they receive \$1000 or more cumulatively from the same contributor in the late reporting period. Committees that make more than \$2,500 in independent disbursements for or against a candidate on the ballot during the 60 days before the primary or the 60 days before the election must file a 72-hr report.

Committees that are not required to file electronically may also submit late reports to the G.A.B. via email, fax, or regular mail. However, it is recommended that all committees submit late reports through CFIS, and retain the CFIS email that confirms they submitted the late report in a timely manner.