

State of Maryland

Statement of Organization for Campaign Finance Entities

1. Name of Campaign Finance Entity: _____

- The fastest and easiest way to file the SOO is electronically online at our website www.campaignfinance.maryland.gov.
- The law provides that a committee may not use a name, the intent or effect of which is to deceive people as to the true nature or character of the committee.
- A committee established by and for a single candidate must disclose the name of the candidate within the name of the committee. For example: *Citizens for John Smith*.
- A non-candidate committee that is sponsored by or affiliated with an entity or group must include the name of the entity or group in the committee name. For example: *Health Insurance Corporation PAC* or *Agriculture Association PAC*.

2. Type of campaign finance entity: (select only one)

Candidate Committee (committee formed to support a particular candidate)

I hereby authorized the above named committee to raise and spend campaign funds for my candidacy.

Authorization of Candidate: _____
Signature of the Candidate

Slate (committee formed by two or more candidates who agree to run as a group; candidates must file a Slate designation form with the appropriate election office when they join a Slate. Prior to joining a Slate, the candidate must have established a candidate committee)

Political Action Committee - PAC (committee formed to support/oppose various candidates)

Ballot Issue Committee (committee formed to support/oppose a question or questions appearing on the ballot)

Party Central Committee (committee formed for a State or County Political Party)

3. Election Designation: (select all that apply)

The committee must indicate the election in which it intends to participate. During a designated election, the committee will be responsible for filing all election related reports, i.e. the Pre-Primary reports, Pre and Post-General report. Participating in an election means raising or spending money to support or oppose a candidate or question on the ballot in that election. The committee is always required to file the Annual campaign finance report. If none is selected, the committee is deemed to be participating in all election years.

Gubernatorial

Presidential /Baltimore City (Mayoral)

Examples:

1. A candidate for House of Delegates participates in the Gubernatorial Election.
2. A candidate for House of Delegates participates in the Baltimore City Election if the candidate raises money or spends money to support a candidate in that election. A candidate for House of Delegates is not participating in the Baltimore City election if the candidate hosts a fundraiser in the Baltimore City election year for his own candidacy.
3. A judicial candidate participates in either the Gubernatorial or Presidential elections.

File this Statement of Organization with: Maryland State Board of Elections
Division of Candidacy and Campaign Finance
151 West Street, Suite 200, P.O. BOX 6486
Annapolis, MD 21401-0486

Questions or Additional Information (410) 269-2880 (800) 222-VOTE, EXT. 4
MD RELAY (800) 735-2258
www.elections.maryland.gov

Please note that all of the information on this form is public information and will be made available upon request. In addition, the information will be posted on the Internet with the exception of residence address and contact phone.

4. This section applies to Political Action Committees (PACs) only.

- **If you are sponsored by, or affiliated with, an entity or group, list the name of the entity or group:** _____
- **Check the category that identifies your purpose, nature or special interest.**
(Include business or occupation, if any, that members of, or contributors to, the committee have in common.
For example: *Nurses PAC* would check *Medical/Health Care*.)

☐ Animal Rights	☐ Real Estate	☐ Medical / Health Care
☐ Banking	☐ Environmental	☐ Partisan Organization
☐ Beverage Industry	☐ Insurance	☐ Retail / Wholesale
☐ Business (list type below)	☐ Labor / Union	☐ Teachers / Education
☐ Community Association	☐ Legal	☐ Transportation
☐ Construction / Housing	☐ Manufacturing	☐ Utility / Energy / Oil
☐ Other (if categories don't apply – explain purpose below)		

Other: _____

5. This section applies to Ballot Issue Committees only.

Identify the Ballot Issue that the Committee is formed to *support*: _____

Identify the Ballot Issue that the Committee is formed to *oppose*: _____

Important Notices:

Conducting campaign finance activity prior to the filing of the statement of organization is prohibited. Once you have completed this form in its entirety, including all required signatures and filed it with the State Board of Elections, the entity named herein must open a bank account designated solely for this purpose and may begin raising and spending money.

To serve as a chairman or treasurer an individual must:

- Be a registered voter of the State of Maryland and
- Be in good standing with the Candidacy and Campaign Finance Division and
- Have an active email address.

Each responsible officer of the committee must have an individual email account on record with SBE to access MD CRIS in order file and verify reports. A system generated temporary password will be sent to your email address on record at the time of registering the political committee. Once you log in, you must change your password. Responsible officers may not share the same email address for a political committee. Failure to have an email address on record will not relieve the committee or the responsible officers of their reporting obligations. If you did not give an email address at the time of registration, you need to update the committee registration page with that information.

The treasurer is responsible for all receipts and expenditures of the political committee. All assets received by or on behalf of the campaign finance entity must pass through the hands of the treasurer. Additionally, only the treasurer can disburse campaign funds. Maryland law requires that the treasurer keep a detailed and accurate account book on behalf of the campaign finance entity.

A treasurer may not serve “in name only” and may not delegate any statutory responsibility to another person, including the candidate.

The State Board satisfies all notice requirements under Title 13 by sending notices to addresses provided by the responsible officers.

Late fees assessed against the committee must be paid with campaign funds.

Candidate		
Full Name:	County of Residence:	Date of Birth:
Residence Address: Number, Street, Apt. or Suite Number City, State, and Zip Code	Mailing Address: Number, Street, Apt. or Suite Number City, State, and Zip Code	
Contact Phone (for Board use): ()	Public Phone: ()	
E-Mail Address (required):	Fax: ()	
Please enter one of the following: Drivers license # _____ Last four digits of SS# _____ MD Voter ID # _____		
Appointment of Chairman		
Full Name:	Date of Birth:	Is the Chairman also the candidate? ☐ Yes ☐ No
Residence Address: Number, Street, Apt. or Suite Number City, State, and Zip Code	Mailing Address: Number, Street, Apt. or Suite Number City, State, and Zip Code	
Contact Phone (for Board use): ()	Public Phone: ()	
E-Mail Address (required):	Fax: ()	
Please enter one of the following: Drivers License # _____ Last Four Digits of SS# _____ MD Voter ID # _____		
I am a registered voter of: State: MARYLAND County: _____ I accept the appointment of Chairman until the final campaign finance report required by § 13-311 of the Election Law Article is filed or until a successor is duly chosen and qualifies. I understand that I am required to follow the provisions of Title 13 of the Election Law Article, Annotated Code of Maryland with regard to the manner in which this committee receives, spends, and reports money or valuable things to support/oppose State and local candidates or ballot issues. I am required to keep my contact information current with the State Board in order to receive any notices. I will notify the State Board no later than 21 days before the next campaign finance report of a change in my residential address. I understand that if I wish to resign, I must do so in writing, on the proper form, and file the resignation with the State Board of Elections. I understand that the information I provide on this Statement of Organization may be used to change my voter registration address.		
_____ Signature		_____ Date

Appointment of Treasurer

Full Name:	Date of Birth:
Residence Address: Number, Street, Apt. or Suite Number City, State, and Zip Code	Mailing Address: Number, Street, Apt. or Suite Number City, State, and Zip Code
Contact Phone (for Board use): ()	Public Phone: ()
E-Mail Address (required):	Fax: ()
Please enter one of the following: Drivers license # _____ Last Four Digits of SS# _____ MD Voter ID # _____	
I am a registered voter of: State: MARYLAND County: _____ I accept the appointment of Treasurer until the final campaign finance report required by § 13-311 of the Election Law Article is filed or until a successor is duly chosen and qualifies. I understand that I am required to follow the provisions of Title 13 of the Election Law Article, Annotated Code of Maryland with regard to the manner in which this committee receives, spends, and reports money or valuable things to support/oppose State and local candidates or ballot issues. I am required to keep my contact information current with the State Board to receive any notices. I will notify the State Board no later than 21 days before the next campaign finance report of a change in my residential address. I understand that if I wish to resign, I must do so in writing, on the proper form, and file the resignation with the State Board of Elections. I understand that the information I provide on this Statement of Organization may be used to change my voter registration address. _____ Signature _____ Date	

Important: Even if no transactions have occurred during the reporting period, the committee is required to file a campaign finance report. The State Board will send the responsible officers of the committee a pre-report notice indicating the next required report. The report must be filed timely to avoid the assessment of late fees. Until the last campaign finance report is marked final, the campaign finance entity is presumed active. **It is permissible for an officer to serve on more than one committee. A candidate may not serve as a treasurer for a committee.**

For Board Use Only	
Account #: _____	Candidate # (if applicable): _____
The voter registration information provided has been verified and correct: Chairman: ___ yes ___ no Treasurer: ___ yes ___ no Staff: _____	
If no, our records show: Name: _____ Address: _____ County: _____	If no, our records show: Name: _____ Address: _____ County: _____
The signed statement authorizes local boards to make changes in records in all categories <u>except</u> party affiliation.	
Notice of changes must be mailed to the LBE. Date notice sent _____ Staff: _____	

Compliance materials will be provided to the chairman, treasurer, and candidate upon receipt and acceptance of this document. Compliance information is available on the State Board of Elections website → www.elections.maryland.gov (Under topics, link to Campaign Finance and then Summary Guide)