2026 Candidate Manual

DeKalb County Election Commission

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Smithville, TN 37166
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Dear Prospective Candidate,

As a prospective candidate for public office, the DeKalb County Election Commission provides each candidate with a manual that will be helpful in meeting the guidelines and requirements of a candidate for public office. The mission of the DeKalb County Election Commission is to serve and assist the voters and candidates for public office in our county and municipalities.

Hopefully, this booklet will answer most, if not all, of your questions concerning qualifications for office, filing your qualifying petition, quarterly financial disclosures, or your Statement of Interest.

If you have any additional questions or need additional assistance, please contact our office at (615) 597-4146 and we will gladly serve you.

Good luck in your campaign and thank you for your willingness to serve the people of DeKalb County.

Best Regards,

Dustin Estes
Administrator of Elections

QUALIFICATIONS FOR ELECTED OFFICES IN TENNESSEE

Federal Offices

United State Senator

- 30 years of age; Citizen of United States for 9 years; and a Tennessee resident. (US Constitution Article 1, Section 3)
- Shall be a citizen of this State for three (3) years, and resident in the county represented one (1) year, immediately preceding the election. (T.C.A. § 2-13-209)
- To qualify in a primary election, shall have been a citizen of this State for three (3) years, and resident in the county represented one (1) year, immediately preceding the election.

United State Representative

- 25 years of age; Citizen of United States for 7 years; and a Tennessee resident. (US Constitution Article 1, Section 2)
- Shall be a citizen of this State for three (3) years, and resident in the county represented one (1) year, immediately preceding the election. (T.C.A. § 2-13-209)
- To qualify in a primary election, shall have been a citizen of this State for three (3) years, and resident in the county represented one (1) year, immediately preceding the election.

State Offices

TCA 8-18-101, Eligibility to hold office--- All persons eighteen (18) years of age or older who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

(1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by laws, unless restored to citizenship in the mode pointed out by law;
(2) Those against whom there is a judgement unpaid for any monies received by them, in any official capacity, due to the United States, to this state, or any county of this state.
(3) Those who are defaulters to the treasury at the time of the election, and the election of any such shall be void
(4) Soldiers, sailors, marines, or airmen in the regular army or navy or air force of the United States; and
(5) Members of congress and persons holding any office of profit or trust under any foreign power, other state of the union or under the United States.

Governor

- Shall be at least thirty (30) years of age, shall be a citizen of the United States, and shall have been a citizen of this State 7 years before the election. (TN Constitution Article 3, Section 3)

State Executive Committee

- In each party's primary, its voters in each senatorial district shall elect one (1) man and one (1) woman as
- members of the state executive committee. (T.C.A. § 2-13-103)
- Shall be bona fide members of the political party whose election they seek. (T.C.A. § 2-13-104)

State Representative

- Shall be a citizen of the United States, at least 21 years of age, and shall have resided 3 years in this State and 1 year in the county represented immediately preceding the election. (TN Constitution Article 2, Section 9)
- Each district shall be represented by a qualified voter of that district. (TN Constitution Article 2, Section 5a)

County Offices

County Mayor

- Shall be:
  - A qualified voter of the county;
  - At least 25 years of age; and
  - A resident of the county for at least 1 year prior to the date of filing a nominating petition for election to such office.
- Shall continue to reside in the county during the term of office and shall not, during the term of office, hold any other public office for profit. (T.C.A. § 5-6-104)

County Commission

- Shall be a resident of the county for one (1) year prior to the date of the qualifying deadline (T.C.A. § 5-5-102); and
- Members shall reside within and be a qualified voter of the district represented. (T.C.A. § 5-5-102)

Sheriff

No person shall engage in the practice of law or serve as a member of the general assembly while serving as sheriff. (T.C.A. § 8-8-101)
A person shall:

- Be a citizen of the United States;
- Be at least 25 years of age prior to the date of qualifying for election;
- Be a qualified voter of the county and a resident of the county for one (1) full year prior to the date of the qualifying deadline;
- Have obtained a high school diploma or its equivalent in educational training as recognized by the Tennessee state board of education;
- Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any misdemeanor crime of domestic violence or any felony charge or any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances;
- Be fingerprinted and have the Tennessee Bureau of Investigation make a search of local, state, and federal fingerprint files for any criminal record. Fingerprints are to be taken under the direction of the T.B.I. It shall be the responsibility of the T.B.I. to forward all criminal history results to the Peace Officer Standards and Training (POST) commission for evaluation of qualifications;
- Not have been released, separated, or discharged from the Armed Forces of the United States with a Dishonorable or Bad Conduct discharge, or as a consequence of conviction at court martial for either state or federal offenses;
- Have been certified by a Tennessee licensed health care provider qualified in the psychiatric or psychological fields as being free any disorder, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders, Third Edition (DSM III) or its successor, of the American Psychiatric Association; at the time of the examination, that would, in the professional judgment of the examiner, impair the subject's ability to perform any essential function of the job; and
- Have at least three (3) years of full-time experience as a peace officer standards and training commission certified law enforcement officer in the previous ten (10) years or at least three (3) years of full-time experience as a state or federal certified law enforcement officer with training equivalent to that required by the peace officer standards and training commission in the previous ten (10) years. (This requirement does not apply in any county having a metropolitan form of government where the sheriff does not have law enforcement powers.)

- Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or violation of any federal or state laws relating to controlled substance analogues.
- Shall file with the POST Commission,
  - An affidavit sworn to and signed by the candidate affirming that the candidate meets the requirements of this section; and
  - A confirmation of psychological evaluation form certified by the psychologist/psychiatrist providing psychological evaluation as provided for in §8-8-102(a) (8) for the purposes of sheriff candidacy qualification.

Trustee

- Be a qualified voter of the county and a resident of the county for one (1) year prior to the date of the qualifying deadline for running as a candidate for trustee (T.C.A. § 8-11-113)

Register of Deeds

- Be a qualified voter in the county and resident of the county for one (1) year prior to the date of the qualifying deadline for running as a candidate for register (T.C.A. § 8-13-119)

Circuit Court Clerk

- Be a qualified voter in the county and resident of the county or district for one (1) year prior to the date of the qualifying deadline for running as a candidate for circuit court clerk (T.C.A. § 18-4-101); and
- Shall reside in the county wherein the court is held. (T.C.A. § 18-1-102)

County Clerk

- Be a qualified voter of the county and a resident of the county for one (1) year prior to the date of the qualifying deadline for running as a candidate for the county clerk (T.C.A. § 18-6-101)

Road Superintendent

- Be a qualified voter of the county and a resident of the county for one (1) year prior to the qualifying or appointment deadline, as appropriate (T.C.A. § 54-7-104 (g)(1));
- Shall file affidavits and such other evidence as the Tennessee Highway Officials Certification Board shall require with the board not later than fourteen (14) days prior to the qualifying deadline for candidates in a popular election or, where the position is appointed, prior to appointment to the office. (T.C.A. § 54-7-104)
- A person shall have at least a high school diploma or GED and meet one of the following criteria:
  - Be licensed to practice engineering in Tennessee; or
  - Be a graduate of an accredited school of engineering, with at least 2 years' experience in highway construction or maintenance; or
  - Have a combination of education and experience equivalent to either of the above; or
  - Have at least 4 years' experience in a supervisory capacity in highway construction or maintenance. (T.C.A. § 54-7-104)

County School Board

- Be a qualified voter of the county and a resident of the county for one (1) year prior to the date of the qualifying deadline for running as a candidate for the board of education (T.C.A. § 49-2-202(a)(1));
- Shall reside within and be a qualified voter of the district represented. (T.C.A. § 49-2-201); and
- Shall file with the county election commission proof of graduation from high school or receipt of a GED, evidenced by a diploma or other documentation satisfactory to the commission. (T.C.A. § 49-2-202)
- No member of the county legislative body nor any other county official shall be eligible for election as a member of the county board of education. (T.C.A. § 49-2-202)

Municipal

Town of Alexandria Mayor and Alderman

- Basic qualifications of TCA 8-18-101 and
- Be a resident of the City for at least one (1) year may be qualified as a candidate

Town of Dowelltown Mayor and Alderman

- Basic qualifications of TCA 8-18-101 and
- Be a resident of the City may be qualified as a candidate

Town of Liberty Mayor and Alderman

- Basic qualifications of TCA 8-18-101 and
- Be a resident of the City may be qualified as a candidate

City of Smithville Mayor and Alderman

- Basic qualifications of TCA 8-18-101 and
- Be a resident of the City for at least one (1) year may be qualified as a candidate

2026 DeKalb County Election Calendar

County Primary Election – May 5, 2026

1st Day to pick-up petitions – December 22, 2025

Qualifying Deadline – February 19, 2026 NOON

Withdrawal Deadline – February 26, 2026 NOON

Last Day to Register to Vote – April 6, 2026

1st Day to Request Absentee Ballot – February 4, 2026

Last Day to Request Absentee Ballot – April 25, 2026

Early Voting – April 15th through April 30th

Federal & State Primary / County General / City Elections – August 6, 2026

1st Day to pick-up petitions – January 9, 2026

Qualifying Deadline – March 10, 2026 NOON

Withdrawal Deadline – March 17, 2026 NOON

Last Day to Register to Vote – July 7, 2026

1st Day to Request Absentee Ballot – May 8, 2026

Last Day to Request Absentee Ballot – July 27, 2026

Early Voting – July 17th through August 1st

November General – November 3, 2026

Last Day to Register to Vote – October 5, 2026

1st Day to Request Absentee Ballot – August 5, 2026

Last Day to Request Absentee Ballot – October 24, 2026

Early Voting – October 14th through October 29th

NOMINATING PETITION INFORMATION

- All petitions must be obtained from the DeKalb County Election Commission office. We prefer you come in person to obtain your petition, but if extenuating circumstances occur an agent may pick up a petition on the candidate's behalf. Also, an agent may return the petition for the candidate. (No titles may be printed with the candidate's name. Nicknames, however, are permitted. Judicial candidates must provide their Supreme Court Registration Number.)

- Each petition issued will be treated as public record. Petition information will be released to the public and media on a regular basis.

- **No photocopies of the petition will be accepted.** Additional copies of the petition must be obtained from the Election Commission office.

- TCA 2-5-101 states "a person's regular signature shall be accepted just as the person's legal signature would be accepted." For example, "Joe Public" shall be accepted just as "Joseph Q. Public" would be accepted. However, it is suggested that voters signing your petition sign their name as it is listed on their voter's registration card. Many signatures are very difficult to read. To help eliminate that problem, *please also print the name* on *the appropriate line*. Ditto marks cannot be used for signatures.

- Each voter must sign his/her own name. Husbands cannot sign for their wives and wives cannot sign for their husbands. Anyone who cannot sign his/her own name due to disability must have two (2) witnesses. (Example: John Doe witnesses by Sally Smith, 12 Main Street and Joe Brown, 10 Main Street.)

- Voters signing the petition must list their CORRECT RESIDENTIAL ADDRESS (not mailing address) including the city. A Post Office Box number will NOT be accepted as an address.

FILING THE NOMINATING PETITION

- All petitions must be filed **before *12:00 NOON on qualifying deadline*** with the DeKalb County Election Office. State law requires the election office to refuse any petitions brought in after the noon deadline. A postmark does not satisfy the filing deadline, except for a delegate candidate. It is recommended the candidate or one of their agents hand deliver the petition in person. The election office staff will provide a receipt of the filed petition for the candidate's record. Any petition filed after the deadline will prevent the candidate's name from appearing on the ballot.

PETITION STATUS AND QUALIFICATION PROCESS

- Nominating petitions are verified in the order in which we receive them. You will be notified of any problems with your petition. In order to have time to correct any deficiency, it is strongly suggested you turn in your petition well in advance of the deadline.

- The members of the DeKalb County Election Commission have the legal responsibility to place only the names of candidates on the ballot who have met all the necessary requirements and qualifications. A nominating petition is part of the process along with residency, felony inquiries, and qualification checks. Individuals who have a felony conviction need to have their rights restored by a court (and application accepted by the Tennessee Division of Elections) before they can qualify, seek or hold any office in the State of Tennessee.

WITHDRAWAL PROCESS

- Individuals who wish to withdraw their nominating petitions have one week from the qualifying deadline to do so. A written request with the candidate's original signature must be filed before 12 NOON, seven (7) days after the qualifying deadline with the DeKalb County Election Commission. A fax will not be accepted. A phone call will not be accepted.

Tennessee BECF
Bureau of Ethics and Campaign Finance
Registry of Election Finance

CAMPAIGN FINANCE

For State and Local Candidates

Below is a brief summary of the campaign finance statutes for state and local candidates. **The purpose of this summary is to make potential candidates aware of their responsibilities under the campaign finance statutes.** For more complete info please go to our website (www.tn.gov/tref), speak with your Administrator of Elections (AOE), e-mail the Registry of Election Finance (Registry) (registry.info@tn.gov) or call the Registry (615.741.7959).

Who

Any individual who becomes a candidate. A candidate is defined as an individual who:

- Makes a formal announcement of candidacy for office;
- Has qualified to seek office;
- Accepts contributions or makes expenditures to determine if one shall be a candidate(except for incidental expenditures); or
- Establishes a campaign committee to accept contributions or make expenditures to seek election.

What

Appointment of Treasurer Statement. A candidate must file an Appointment of Political Treasurer Statement with the appropriate office before they may receive contributions or make expenditures. All campaign funds must be maintained in a bank or credit union insured by the FDIC or NCUA.

Campaign Financial Disclosure Statements. Candidates must file periodic campaign financial disclosure reports detailing their campaign contributions and expenditures unless they are exempt as described below.

Exempt. A local candidate is exempt from the filing requirements if he or she is seeking an office for which the service is part-time and the compensation is less than $1,000 per month. This exemption does not apply if the candidate spends more than $1,000 seeking the office or if the office being sought is mayor or chief administrative officer.

When

Periodic campaign financial disclosure reports are due based on the date of the election(s). The Registry posts on its website (www.tn.gov/tref) the filing dates for state elections and many common local elections. Local candidates should contact their AOE for filing dates.

Where

State candidates file campaign financial disclosure reports electronically with the Registry. Local candidates file campaign financial disclosure reports on paper with their county election commission office. Candidates will receive a notice from either the Registry (**via email**) or county election commission before a report is due. **State candidates should make sure that their email address is up to date with the Registry at all times.**

Information Required on Campaign Financial Disclosure Statements

Short Form. A candidate receiving $1,000 or less and spending $1,000 or less during a reporting period may file a short form. The only financial information required on a short form is balance on hand, loan balance and obligation balance.

Long Form. A candidate who does not meet the requirements to file a short form must file a disclosure detailing their contributions, in-kind contributions, expenditures, loans and obligations (see below for details).

Contributions. Contributions are monies (including a candidate's personal funds) or things of value received for the purpose of the election of any person to public office. Non-monetary contributions such as a donation of supplies are called in-kind contributions. Anonymous contributions may not be accepted.
Contributions totaling $100 or less from a single source, up to a maximum of $2,000, during the reporting period are not required to be itemized. They may be totaled with other single source contributions totaling $100 or less and be reported

as a single item. Any contributions totaling $100 or less from a single source in excess of the $2,000 maximum must be itemized. Contributions totaling more than $100 from a single source during a reporting period are required to itemized. Each itemized contribution must list the contributor's full name, complete address, occupation, and employer. In addition, the amount, date of receipt, and election the contribution is designated for must be listed.

Expenditures. Expenditures are defined as any purchase, payment, distribution, loan, advance, deposit or gift of money or anything of value made for the purpose of influencing the election of any person to public office. All expenditures must be itemized. Each expenditure must list the payee's full name and complete address along with the amount and purpose of the expenditure.

Loans. Campaign loans must be disclosed by a candidate during the reporting period that the loan is received. A loan must continue to be disclosed on future campaign financial disclosure statements until the loan is paid back in full or a statement has been filed stating the loan will not be repaid and is to be considered a contribution to the campaign.

Obligations. Goods and services received on credit which are not paid for during the reporting period received must be disclosed as an obligation by the candidate during the reporting period that the obligation is incurred. The obligation must continue to be disclosed by the candidate or committee until fully paid. (Any unpaid debts may be deemed a contribution to your campaign, which must be within contribution limits.)

Contribution Limits

There are limits on how much a person or a PAC may contribute (monetary and in-kind) to a candidate's campaign per election (primary, general and run-off are considered separate elections) and how much monies that a candidate may accept for an election from a person or PAC. The limits for 2025/2026 are as follows:

Office	Person	PAC	Total Contributions from PACs (Excluding PACs controlled by a political party*)
Statewide	$5,300	$15,400	50% of contributions
State Senate	$1,900	$30,800	$253,200
State Rep	$1,900	$15,400	$126,600
All other State and Local Candidates	$1,900	$10,100	$126,600

*A "PAC controlled by a political party" includes any PAC created, controlled, financed, and maintained by a political party organization on the national, state or local level, and caucuses of a political party established by members of either house of the General Assembly. T.C.A. § 2-10-302. As of May 9, 2025, these PACs are not subject to contribution limits; however, a PAC that is associated with a political party or a caucus but not directly established, financed, maintained or controlled by a political party or caucus remains subject to the PAC contribution limits at T.C. A. § 2-10-302(b) and (c). For a list of PACs controlled by a political party, please contact the Registry of Election Finance.

A candidate may not accept more than $50 in cash contributions from a single person per election. Candidates must collect contributor data relating to ALL contributions received.

Prohibited Uses of Campaign Funds

A candidate for an elected public office is prohibited from using any campaign funds prior to, during or after an election for the candidate's own personal use. Personal use is defined as any use of funds that would require the candidate or official to treat the use as gross income under Section 61 of the IRS Code of 1986. T.C.A. § 2-10-114(b)(1). There are other specific uses of campaign funds that are prohibited. They may be found on the Registry website in the Candidate FAQs.

Failure to File Required Reports and Violating Other Campaign Finance Statutes

The Registry has the authority to impose civil penalties of up to $10,000 for late filing or failure to file required campaign financial disclosure reports. The Registry also has the authority to impose civil penalty of up to $10,000 or 115% of the amount of all contributions made or accepted in excess of the limitations of the Act, whichever is greater.

TENNESSEE REGISTRY OF ELECTION FINANCE

2025 Filing Dates
Candidates with Open Accounts

Report	Period Covered	Due Date
Mid-Year Supplemental[1]	01/16/2025 – 06/30/2025	07/15/2025
Year-End Supplemental[2]	07/01/2025 – 01/15/2026	02/02/2026

1. Mid-Year Supplemental
   - If this is your first report, it will begin with the date of the first contribution or first expenditure, whichever occurred earlier, and extend through June 30, 2025.

2. Year-End Supplemental
   - If this is your first report, it will begin with the date of the first contribution or first expenditure, whichever occurred earlier, and extend through January 15, 2026.

WRS Tennessee Tower, 2nd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243

Phone: (615) 741-7959
Fax: (615) 532-8905
http://www.tn.gov/tref

TENNESSEE REGISTRY OF ELECTION FINANCE

2026 Filing Dates

State Elections with a May Primary (05/05/2026) and August General (08/06/2026)

Report	Period Covered	Due Date
1st Quarter	01/16/2026 – 03/31/2026	04/10/2026
Pre-Primary[1]	04/01/2026 – 04/25/2026	04/28/2026
2nd Quarter	04/26/2026 – 06/30/2026	07/10/2026
Pre-General[2]	07/01/2026 – 07/27/2026	07/30/2026
3rd Quarter[3]	07/28/2026 – 09/30/2026 or 07/01/2026 – 09/30/2026	10/13/2026
4th Quarter	10/01/2026 – 01/15/2027	01/25/2027

1. Pre-Primary
   - If this is your first report, it will begin with the date of the first contribution or first expenditure, whichever occurred earlier, and extend through April 25, 2026.
2. Pre-General
   - This report is only required for candidates participating in the August 6, 2026 general election.
3. 3rd Quarter
   - If you were a candidate in the August 6, 2026 general election, the report will cover the period July 28, 2026 through September 30, 2026.
   - If you were not a candidate in the August 6, 2026 general election but have an open campaign account, the report will cover the period July 1, 2026 through September 30, 2026.

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Nashville, TN 37243

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TENNESSEE REGISTRY OF ELECTION FINANCE

2026 Filing Dates

Local Elections with an August General (08/06/2026)

Report	Period Covered	Due Date
1st Quarter[1]	01/16/2026 – 03/31/2026	04/10/2026
2nd Quarter	04/01/2026 – 06/30/2026	07/10/2026
Pre-General	07/01/2026 – 07/27/2026	07/30/2026
3rd Quarter	07/28/2026 – 09/30/2026	10/13/2026
4th Quarter[2]	10/01/2026 – 01/15/2027	01/25/2027

1. 1st Quarter
   - If this is your first report, it will begin with the date of the first contribution or first expenditure, whichever occurred earlier, and extend through March 31, 2026.
2. 4th Quarter
   - This report is filed by candidates with open accounts.

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Nashville, TN 37243

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TENNESSEE REGISTRY OF ELECTION FINANCE

2026 Filing Dates

State Elections with an August Primary (08/06/2026) and November General (11/03/2026)

Report	Period Covered	Due Date
1st Quarter[1]	01/16/2026 – 03/31/2026	04/10/2026
2nd Quarter[2]	04/01/2026 – 06/30/2026	07/10/2026
Pre-Primary	07/01/2026 – 07/27/2026	07/30/2026
3rd Quarter	07/28/2026 – 09/30/2026	10/13/2026
Pre-General[3]	10/01/2026 – 10/24/2026	10/27/2026
4th Quarter[4]	10/25/2026 – 01/15/2027 or 10/01/2026 – 01/15/2027	01/25/2027

1. 1st Quarter
   - If this is your first report, it will begin with the date of the first contribution or first expenditure, whichever occurred earlier, and extend through March 31, 2026.
2. 2nd Quarter
   - If this is your first report, it will begin with the date of the first contribution or first expenditure, whichever occurred earlier, and extend through June 30, 2026.
3. Pre-General
   - This report is only required for candidates participating in the November 3, 2026 general election.
4. 4th Quarter
   - If you were a candidate in the November 3, 2026 general election, the report will cover the period October 25, 2026 through January 15, 2027.
   - If you were not a candidate in the November 3, 2026 general election but have an open campaign account, the report will cover the period October 1, 2026 through January 15, 2027.

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CAMPAIGN FINANCE GUIDELINES FOR CANDIDATES

(INCLUDES FAQS, STATUTES AND RULES)

BUREAU OF ETHICS AND CAMPAIGN FINANCE
TENNESSEE REGISTRY OF ELECTION FINANCE
404 JAMES ROBERTSON PKWY, SUITE 104
NASHVILLE, TN 37243-1360
(615)741-7959
www.tn.gov/tref

CAMPAIGN FINANCE
FAQS

1. *Who must file Campaign Financial Disclosure Statements?*

PROSPECTIVE CANDIDATES. Any individual who receives contributions or makes expenditures (except for incidental expenditures) to determine if he or she will be a candidate for state or local public office is required to report to the appropriate agency. T.C.A. § 2-10-102(3)

ANNOUNCED CANDIDATES. Any individual who has made a formal announcement of his or her candidacy for a state or local elected public office or who has formally qualified to seek election to public office in a primary or general election in Tennessee is required to report to the appropriate agency. T.C.A. § 2-10-102(3)

CANDIDATES EXEMPTED. A local candidate may be exempt from the Campaign Financial Disclosure Act's requirements if he or she is seeking a public office for which the service is part-time and for which the compensation is less than one thousand dollars ($1,000) per month. This exemption does not apply if the public office being sought is that of a chief administrative officer or if the candidate spends more than one thousand dollars ($1,000) seeking election to the public office. T.C.A. § 2-10-101(b)

2. *Where must candidates file reports?*

CANDIDATES FOR STATE PUBLIC OFFICE. Candidates and single-candidate political campaign committees involved in elections for state public offices (Governor, member of the General Assembly, delegate to a Tennessee Constitutional Convention, District Attorney General, District Public Defender, Judge of the Court of Criminal Appeals, Judge of the Court of Appeals, Supreme Court Justice, Chancellor, Circuit Court Judge, Criminal Court Judge and Probate Court Judge) must file all required reports with the
Registry of Election Finance, 404 James Robertson Parkway, Suite 104, Nashville, TN 37243-1360. T.C.A. § 2-10-105(a)

CANDIDATES FOR LOCAL PUBLIC OFFICE. Candidates or single-candidate political campaign committees involved in elections for local public offices (all offices not listed above as state public offices) must file all required reports with the election commission of the county or counties where the election will be held. T.C.A. § 2-10-105(b)

3. *What must a candidate do to begin a campaign operation?*

POLITICAL CAMPAIGN TREASURERS. Before any monies can be received or spent, (except for incidental expenditures made by an individual to determine whether to be a candidate), each candidate must certify the name and address of its political treasurer to the Registry of Election Finance for a state election and to the county election commission for a local election. This is accomplished by completing and filing an appointment of political treasurer statement. T.C.A. § 2-10-102(3) and T.C.A. § 2-10-105(4)(e)(1)

A candidate may appoint himself or herself as the political treasurer for a campaign. If a candidate appoints another person to act as political treasurer, the candidate must co-sign all reports required to be filed under the Campaign Financial Disclosure Act. T.C.A. § 2-10-105(4)(e)(1)

CAMPAIGN BANK ACCOUNT. A candidate must open and maintain a separate bank account into which all campaign contributions are to be deposited. Additionally, all expenditures from campaign funds must be expended from this bank account. Rule 0530-1-1-.01(1), Rule 0530-1-1-.02(1) and Rule 0530-1-1-.02(4)

If a person is a candidate for more than one public office, the candidate must maintain separate campaign bank accounts for each office sought. Rule 0530-1-3-.02(3)(a)

4. ***How long is an appointment of treasurer statement effective?***

CANDIDATES - PRIMARY, GENERAL ELECTIONS: A political treasurer appointed by a candidate or single-candidate political campaign committee may serve for both the primary and general elections. After the last election in which that candidate or committee is involved in that election year, monies shall not be received or spent for a future election until the candidate or committee has formally appointed a political treasurer for the future election year and filed a report of that appointment with the Registry of Election Finance or the appropriate county election commission. (The new appointment must be filed, even if the treasurer is the same individual who served in that capacity in the candidate's previous election.) T.C.A. § 2-10-105(g)

CHANGE OF TREASURERS. Candidates must notify the Registry or the appropriate county election commission of any changes in the office of political treasurer. An appointment of political treasurer statement must be completed and filed for the individual who replaces the previous treasurer.

5. ***What information must be reported in a campaign financial disclosure statement?***

CONTRIBUTIONS. A reportable contribution is defined by the law as being "any advance, conveyance, deposit, distribution, transfer of funds, loan, loan guaranty, personal funds of a candidate, payment, gift, or subscription, of money or like thing of value, and any contract, agreement, promise or other obligation. . . .made for the purpose of influencing a measure or nomination for election or the election of any person for public office." Additionally, any of these items given to an officeholder "for the purpose of defraying any expenses. . .incurred in connection with the performance of the officeholder's duties, responsibilities, or constituent services" are reportable as contributions. T.C.A. § 2-10-102(4)

IN-KIND CONTRIBUTIONS. In-kind contributions are goods or services provided to a candidate without charge (such as the use of equipment or advertisement materials at no cost to the candidate) and must be listed separately on the campaign financial disclosure statement from other campaign contributions. T.C.A. § 2-10-107(c)(1) and Rule 0530-1-1-.03(6)

An in-kind contribution is considered to be made and is reportable during the period in which the contribution is made or performed, not when the cost of the contribution is billed or paid. The amount for an in-kind contribution which should be reported by a candidate should be the fair market value for such goods or services provided. T.C.A. § 2-10-107(d)

If the actual cost of an in-kind contribution is not known at the time when it is reportable, an estimate of the cost shall be reported during the period that the contribution is made or performed, and the disclosure report shall indicate that the amount reported is estimated. If the actual cost of the in-kind contribution as indicated on the bill for the goods or services is different than the amount reported, the candidate shall adjust the amount reported on a later disclosure statement covering the period in which payment for the in-kind contribution is made. T.C.A. § 2-10-107(d)

EXPENDITURES. A reportable expenditure is defined by statute as "a purchase, payment, distribution, loan, advance, deposit or gift of money or anything of value made for the purpose of influencing a measure or the nomination for election or election of any person to public office." T.C.A. § 2-10-102(6)(A)

LOANS. A campaign loan must be disclosed by a candidate during the reporting period that the loan is made. A loan must continue to be disclosed on future campaign financial disclosure statements until the loan is paid back in full or a statement has been filed with the appropriate campaign financial disclosure statement by the candidate stating that the loan will not be repaid and is to be considered a contribution to the campaign. Rule 0530-1-1-.06(1) and Rule 0530-1-1-.06(2)

OBLIGATIONS. Goods and services received on credit which are not paid for during the reporting period received must be disclosed as an obligation by the candidate during the reporting period that the obligation is incurred. This obligation must continue to be disclosed by the candidate or committee on campaign financial disclosure statements until fully paid. Payments on the obligation shall be disclosed as expenditures by the candidate on the appropriate campaign financial disclosure statement(s). Rule 0530-1-1-.10(1)

6. ***What details are required in campaign financial disclosure statements?***

Short Form. Candidates are exempt from filing a detailed disclosure statement if neither contribution received nor expenditures made during a reporting period for which a statement is submitted exceed one thousand dollars ($1,000). The candidate must report the balance of contributions on hand, outstanding loans and outstanding obligations. T.C.A. § 2-10-107(a)(1)

Detailed Disclosure. A candidate which has over one thousand dollars ($1,000) in contributions and/or expenditures must complete a detailed disclosure and list contributions, expenditures, loans and obligations as described below. T.C.A. § 2-10-107(2)(A)(i)

Contributions. Contributions totaling one hundred dollars ($100) or less from a single source during the reporting period may be totaled and reported as a single item. T.C.A. § 2-10-107(2)(A)(i)

Candidates are required to list the full name, complete address, amount, date of receipt of contribution, and the election the contribution is designated for, for each person or organization who contributes a total of more than one hundred dollars ($100) during a reporting period. In addition, if this contribution is from an individual, you must also list the occupation and employer of the contributor. A candidate that makes a "best effort" to obtain the address, occupation and employer for a contribution is considered to be in compliance with the requirement. "Best Effort" would include requesting the information on an invitation and stating that the information is required by state law for contributions over $100 or requesting the information in a letter sent by first class postage and stating that the information is required by state law for contributions over $100. T.C.A. § 2-10-107(a)(2)(A)(i)

For example, a person who contributes fifty dollars ($50) one day, fifty dollars ($50) the following day and one dollar ($1) the next day would have to be specifically listed on the campaign financial disclosure statement as having contributed one hundred one dollars ($101), if all those monies were contributed during one reporting period. Likewise, a person who buys five (5) tickets to a campaign fundraiser at twenty-five dollars ($25) each would have to be specifically listed on the campaign financial disclosure statement as having contributed one hundred twenty-five dollars ($125). A contributor may designate his/her contribution to a candidate by indicating in writing the specific election to which the contribution is intended to apply.

Expenditures. Expenditures totaling one hundred dollars ($100) or less to a single payee during the reporting period are not required to be itemized. These expenditures may be broken down and totaled by general categories (such as gas, food, etc.). For example, purchases of twenty-five dollars ($25) of gas at five different service stations would be shown as "Gas -- $125". T.C.A. § 2-10107(a)(2)(B)

The law requires candidates to list the full name, complete address, amount and detailed purpose for each person or organization to whom a total of more than one hundred dollars ($100) was paid during a reporting period. T.C.A. § 2-10-107(a)(2)(B)

When a purchase is made with a credit card, the purchase must be disclosed as a payment to the vendor (not the credit card company). For example, if printing is purchased from ABC Printing with a credit card, the payee must be listed as ABC Printing. T.C.A. § 2-10-107(a)(2)(B)

Purchases of goods and services must be disclosed as a purchase from the actual vendor and not as a purchase from a third party who is reimbursed for the purchase. For example, if a campaign worker goes to ABC Printing and

pays for printing and is then reimbursed by the campaign for the printing, the disclosure must list ABC Printing as the vendor and not the campaign worker. T.C.A. § 2-10-107(a)(2)(B)

When listing the purpose of an expenditure, the words "reimbursement", "credit card purchase", "other" and "campaign expenditure" may not be used as the purpose. The purpose must be detailed enough to show that the expenditure was an allowable expenditure. T.C.A. § 2-10-107(a)(2)(B)

Loans. Itemized information must be provided for all loans for more than one hundred dollars ($100) from one creditor during a reporting period. This information includes the full name and address of each creditor, and the date that the loan was made must be provided. In addition, any endorsers or guarantors for a loan must be listed by full name and address and the amount of the loan which is guaranteed by that person must be disclosed. The outstanding loan balance at the beginning of the reporting period, any additional loans received during that period, any loan payments made during the period and the outstanding loan balance at the end of the reporting period must also be disclosed. T.C.A. § 2-10-107(a)(2)(A)(i)

Obligations. All obligations owed at the end of a reporting period for more than one hundred dollars ($100) to one creditor must be itemized. The itemized information includes the full name and address of the creditor. In addition, the outstanding obligations' balance at the beginning of the reporting period, any additional obligations' incurred during the period, any payments made to the creditor during the period and the outstanding obligations balance at the end of the reporting period must be disclosed.

7. What campaign financial disclosure statements may a candidate have to file?

Below is a list of campaign financial disclosure reports that may be required to be filed by a state or local candidate. The reports a candidate is required to file will depend on the office sought and the date that an appointment of a political treasurer statement is filed with the Registry of Election Finance or the local county election commission. In order to view the specific reports required for your current election, please refer to the Registry's website or contact your local county election commission.

Early Semi-Annual Supplemental. If a candidate appoints a political treasurer before January 16 in the year of the election in which the candidate or committee expects to be involved, the candidate or committee must file early supplemental campaign financial disclosure statements by January 31 and July 15 of each year preceding the election. The early supplemental report must cover the period beginning with the date of the first contribution or first expenditure, whichever is earlier, or the date of the last early supplemental report. The ending dates of the reporting periods are January 15 and June 30 of each year. T.C.A. § 2-10-105(c)(3)

The early semi-annual supplemental report does not need to be filed if it is within sixty (60) days of another report required under the Campaign Financial Disclosure Act. T.C.A. § 2-10-105(c)(3)

1st Quarter. This campaign financial disclosure statement must be filed no later than April 10. The ending date of this report will be March 31. The beginning date of this report will be dependent upon several factors, including the office the candidate is seeking, whether this is the candidate's first report and when the candidate filed an Appointment of Political Treasurer Statement. T.C.A. § 2-10105(c)(1)

2nd Quarter. This campaign financial disclosure statement must be filed no later than July 10. The ending date of this report will be June 30. The beginning date of this report will be dependent upon several factors, including, the office the candidate is seeking, whether this is the candidate's first report and when the candidate filed an Appointment of Political Treasurer Statement. T.C.A. § 2-10105(c)(1)

3rd Quarter. This campaign financial disclosure statement must be filed no later than October 10. The ending date of this report will be September 30. The beginning date of this report will be dependent upon several factors, including the office the candidate is seeking, whether this is the candidate's first report and when the candidate filed an Appointment of Political Treasurer Statement. T.C.A. § 2-10105(c)(1)

4th Quarter. This campaign financial disclosure statement must be filed no later than January 25. The ending date of this report will be January 15. The beginning date of this report will be depend upon several factors, including, the office the candidate is seeking, whether this is the candidate's first report and when the candidate filed an Appointment of Political Treasurer Statement. T.C.A. § 2-10105(c)(1)

Pre-Primary. A campaign financial disclosure statement must be filed no later than seven (7) days before the primary election. The ending date of this report will be ten (10) days before the primary election. The beginning date of this report will be depend upon several factors, including, the office the candidate is seeking, whether this is the candidate's first report and when the candidate filed an Appointment of Political Treasurer Statement. T.C.A. § 2-10-105(c)(1)

Pre-General. A campaign financial disclosure statement must be filed no later than seven (7) days before the general election. The ending date of this report will be ten (10) days before the general election. The beginning date of this report will be dependent upon several factors, including the office the candidate is seeking, whether this is the candidate's first report and when the candidate filed an Appointment of Political Treasurer Statement. T.C.A. § 2-10-105(c)(1)

Semi-Annual Supplemental. If a candidate shows an unexpended balance of contributions, continuing debts and obligations, or an expenditure deficit on their 4th Quarter report, the candidate must file a semi-annual supplemental campaign financial disclosure report by January 31 and July 15 each year until the campaign account is closed. The ending dates of the reporting periods are January 15 and June 30 of each year. T.C.A. § 2-10-106(a)

Note: "Filed" means the date that the Registry or county election commission actually receives the candidate or committee's disclosure statement or the date of the postmark, if the statement is mailed by either certified or registered mail. T.C.A. § 2-10-102(7)

8. Does the Registry have electronic filing for state candidates?

The Registry began offering electronic filing with the 2004 August election. The electronic filing system is an Internet based software maintained by the Registry. When a state candidate files an Appointment of Treasurer Statement with the Registry, they will receive an ID and Password that will allow them to file electronically. T.C.A. § 2-10-211

9. What reports are required if there is a runoff election?

A runoff election will require the candidate or committee involved in the election to file at least one additional campaign financial disclosure statement. The following reports must be filed:
Pre-Runoff. A campaign financial disclosure statement must be filed no later than seven (7) days before the runoff election, reporting all contributions and expenditures from the last day of any prior report through the tenth (10th) day before the election. T.C.A. § 2-10-105(c)(2)

Additional Reports. The candidate or committee involved in the runoff election will also be required to continue to file semiannual supplemental campaign financial disclosure reports as long as the campaign account is open. Please see Question 7 for additional information on these reports. T.C.A. § 2-10-106(a)

10. Will a candidate receive notice when a disclosure report is due?

The Registry of Election Finance is required to notify candidates for state public office fourteen (14) days before any regularly scheduled statement is due and each county election commission is required to notify candidates for local public office seven (7) days before any regularly scheduled statement is due. T.C.A. § 2-10-103(a)(4) and T.C.A. § 2-10-206(a)(9)

11. Are candidates required to file a report during the final days of an election?

Interim Report. An interim report is required for major contributions during the final days before an election. Such a report must be filed if a candidate or single-candidate political campaign committee for state public office or a single-measure political campaign committee in a statewide referendum receives a contribution or loan of more than five thousand dollars ($5,000) from a single source in the period beginning at midnight of the tenth (10th) day prior to any election and extending through midnight of election day. Such a report also is due if a candidate or single-candidate committee for local public office or single-measure committee involved in a local referendum receives a contribution or loan of more than twenty-five hundred dollars ($2,500) during that final campaign period. T.C.A. § 2-10-105(h)(1)(A)

Such reports must be filed by the end of the next business day following the day on which the contribution was received. The interim report must be filed by telegram, fax machine, hand delivery or overnight delivery. T.C.A. § 2-10-105(h)(2)

12. What activities are not campaign contributions?

The following are NOT campaign contributions and are not required to be reported:

a. **Volunteer Work**. Services, including expenses provided without compensation by a candidate, or any individuals who volunteer a portion or all their time on behalf of a candidate are not contributions. T.C.A. § 2-10-102(4)(A)

b. **Publicity**. Not included within the meaning of contribution is any news story, commentary or editorial distributed through the facilities of any broadcasting station, newspaper, magazine or other periodical publication, unless such facilities are owned wholly or in part or controlled by a political party, political committee or candidate. T.C.A. § 2-10-102(4)(B)

c. **Voter Registration Efforts**. Any nonpartisan activity designed to encourage individuals to vote or to register to vote is not considered a campaign contribution. T.C.A. § 2-10-102(4)(C)

d. **Internal Communications**. Not included within the meaning of contribution is any written, oral or electronically transmitted communication by any membership organization or corporation to its members or stockholders, if such membership organization or corporation is not organized primarily for the purpose of influencing the nomination for election or election of any person to public office. However, if the organization or corporation simply finances the dissemination, distribution or republication in whole or in part of campaign materials prepared by the candidate or candidate's committee, then such financing shall be considered a campaign contribution. T.C.A. § 2-10-102(4)(D)

e. **Other Candidate-Related Activities**. Not included within the meaning of contribution is the use of real or personal property and the cost of invitations, food and beverages not exceeding one hundred dollars ($100), voluntarily provided on an individual's residential premises for candidate-related activities. T.C.A. § 2-10-102(4)(E)

13. Are there any dollar limitations on the amount of campaign contributions that a candidate may accept from a person or a PAC?

Pursuant to the Campaign Contribution Limits Act of 1995, T.C.A. 2-10-301, et seq., there are limits on how much monies that a person or a PAC may contribute to a candidate's campaign per election and how much monies that a candidate may accept for an election from a person or PAC. Those dollar limitations are based on the office sought by the candidate. Those limits are as follows:

Office	Person	PAC	Total Contributions from PACs Excluding Party PACs	Total Contributions from Party PACs
Statewide	$4,900	$15,400	50% of contributions	$477,300
State Senate	$1,900	$30,800	$307,000	$76,300
State Rep	$1,900	$15,400	$153,500	$38,300
Local Candidate	$1,900	$10,100	$153,500	$38,300

a. Political Party PACs include those committees controlled by a political party on the national, state or local level and caucuses of a political party established by members of either house of the General Assembly. T.C.A. § 2-10-302

b. Other State Offices includes Criminal Court Judges, Circuit Court Judges, Chancellors, Probate Court Judges, District Attorney Generals and Public Defenders. T.C.A. § 2-10-102(13)

For purposes of dollar limitations, a primary election, general election, run-off election or special election are each considered a separate election with separate contribution limits. For example, a candidate for state senate in the August primary election could accept $1,600 from John Doe, and if the candidate also runs in the general election, he/she could accept another $1,600 from John Doe for the general election.

14. What is included as a contribution for purposes of the contribution limitations?

Campaign contributions made by cash or a written instrument, such as a check, would be subject to the contribution limitations of the law, as well as in-kind contributions. Loans may also be considered a campaign contribution and subject to the contribution limits (see below and question 15.)

A person who endorses or guarantees a candidate's campaign loan shall be considered to have made a contribution, subject to the contribution limitations, to the candidate's campaign in the amount of the endorsement or guaranty. Where the portion of the loan for which the endorser or guarantor is liable is not specified in the written agreement, each endorser or guarantor shall be considered to have made a contribution in that proportion of the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors.

A person making a loan to a candidate from their personal monies shall be considered to have made a contribution, subject to the contribution limitations, in the amount of the outstanding loan. T.C.A. § 2-10-102(4)

15. What is not included as a contribution for purposes of the contribution limitations?

The limitations do not apply to the retention or transfer of funds by a candidate to his/her own campaign from surplus funds from another campaign of the candidate. (Please remember that a candidate shall not transfer funds from a local campaign account to a legislative or gubernatorial campaign account.)

The limitations do not apply to a contribution, including a loan, made by a candidate to his/her own campaign.

A loan obtained by a candidate from a financial institution is not subject to the dollar limitations if the loan meets the following criteria: T.C.A. § 2-10-304

a. Is made in the ordinary course of business;

b. Is made on a basis reasonably designated to assure repayment, evidenced by a written instrument and subject to a payment due date or amortization schedule; and

c. Bears the usual and customary interest rate of the lending institution.

16. What are the restrictions on the accepting of campaign contributions?

Cash Contributions. No person may make cash contributions to any candidate, in the aggregate that exceeds $50.00 per election. PACs may not make cash contributions to candidates. T.C.A. § 2-10-311(a), T.C.A. § 2-10-311(b) and T.C.A. § 2-10-311(c)

Blackout Periods. From the convening of the General Assembly in organizational session through the earlier of June 1 or the last day of regular session in odd numbered years and from the convening of regular legislative session to the earlier of May 15 or the conclusion of annual session in even numbered years and from the convening of an extraordinary session through the conclusion of extraordinary session, the governor or a legislator may not have a fundraiser or solicit or accept contributions for the governor or legislator's benefit or for the benefit of another legislative candidate or gubernatorial candidate, a political party legislative caucus PAC or any member of a political party legislative caucus PAC. T.C.A. § 2-10-310(a)(1)

Additionally, from the convening of the General Assembly in organizational session through the earlier of June 1 or the last day of regular session in odd numbered years and from the convening of regular legislative session to the earlier of May 15 or the conclusion of annual session in even numbered years and from the convening of an extraordinary session through the conclusion of extraordinary session, a political party PAC is prohibited from conducting a fundraiser, soliciting or accepting campaign contributions for the benefit of a legislative candidate, gubernatorial candidate, a caucus or any caucus member. T.C.A. § 2-10-310(b)

An employer of a lobbyist or a PAC controlled by an employer of a lobbyist is prohibited from making a campaign contribution to a gubernatorial or legislative candidate during regular or extraordinary legislative session (this restriction is found in the lobbying statutes). T.C.A. § 3-6-304

During the nine (9) day period prior to any election day, a PAC is prohibited from making a campaign contribution to a candidate for state or local public office, unless the committee is a political party PAC. T.C.A. § 2-10-117

17. Are corporate campaign contributions allowed?

Yes, beginning on June 1, 2011, corporate contributions are allowed to be made to candidates and PACs in Tennessee. Corporations making campaign contributions totaling over $1,000 in the aggregate to candidates in a calendar quarter must register as a PAC and file campaign financial disclosure reports.

18. Can a candidate use funds from a previous election for a subsequent election?

All state and local candidates may transfer unexpended campaign funds to a future campaign for the same office by that candidate. State candidates may transfer any excess campaign funds to any future state or local campaign that the candidate establishes. Local candidates may transfer excess campaign funds only to future local campaigns that the candidate establishes. T.C.A. § 2-10-114

19. Are there any restrictions on the use of campaign contributions by candidates?

GENERALLY. A candidate for an elected public office is prohibited from using any campaign funds prior to, during or after an election for the candidate's own personal use. Personal use is defined as any use of funds that would require the candidate or official to treat the use as gross income under Section 61 of the IRS Code of 1986. T.C.A. § 2-10-114(b)(1)

Whether an expenditure of campaign funds by a candidate is made for a political purpose depends upon all the facts and circumstances surrounding the expenditure. An activity engaged in between elections by a candidate which is directly related to and supports the selection, nomination or election of that individual to public office is

considered political activity. An expense which would be incurred by an individual regardless of that person's candidacy for public office is considered an expenditure for a nonpolitical purpose, except as allowed for the expenditure of surplus contributions.

ALLOWABLE USES. A candidate with surplus campaign funds from an election shall allocate unexpended funds to one (1) or more of the following:

a. The funds may be retained or transferred to any campaign fund pursuant to Tennessee's reporting requirements, except a candidate for local office shall not transfer surplus funds from such an account to a campaign account for the General Assembly or governor. T.C.A. § 2-10-114(a)(1)

b. The funds may be returned to any or all the candidate's contributors as set forth in a formula or plan specified in the candidate's disclosure of the allocation. T.C.A. § 2-10-114(a)(2)

c. The funds may be distributed to the executive committee of the candidate's political party. T.C.A. § 2-10-114(a)(3)

d. The monies may be deposited by the candidate in the volunteer public education trust fund. T.C.A. § 2-10-114(a)(4)

e. The funds may be distributed to any organization as described in 26 U.S.C. 170(c). (Examples - church, schools, school booster clubs, veteran's organizations.) T.C.A. § 2-10-114(a)(5)

f. The monies may be distributed to any organization which has received a determination of exemption from federal income taxation pursuant to subsection (3) or (4) of 26 U.S.C. 501(c), if such organization is currently operating under such exemption. (Section 501(c)(3) includes any non-profit organization that operates exclusively for religious, charitable, scientific, public safety testing, literacy, or educational purposes, or to foster national or amateur sport competition, or for the prevention of cruelty to children or animals. Section 501(c)(4) covers any non-profit civic organization operated exclusively for the promotion of social welfare and includes certain local employee associations when the associations' net earnings are devoted to charitable, educational or recreational purposes.) T.C.A. § 210-114(a)(6)

g. The funds may be used to defray any ordinary and necessary expenses incurred in connection with the office of the officeholder. Such expenses may include, but are not limited to the cost of advertisement, membership fees, and donations to community causes. T.C.A. § 2-10-114(a)(7)

h. The funds may be distributed to any institution of public or private education in the state for the purpose of supplementing the funds of an existing scholarship trust or program. Please remember that state law requires that the organization to which you are making a contribution must have an up-to-date exemption from the Internal Revenue Service, in order for your contribution to be proper under this provision. T.C.A. § 2-10-114(a)(8)

PROHIBITIED USES. The following expenditures from campaign funds are specifically prohibited:

a. Any residential or household items, supplies or expenditures, including mortgage, rent or utility payments for any part of any personal residence of a candidate or officeholder or a member of the candidate's or officeholder's family. T.C.A. § 2-10-114(b)(2)(A)

b. Mortgage, rent, or utility payments for any part of any nonresidential property that is owned by a candidate or officeholder or a member of a candidate's or officeholder's family and used for campaign purposes, to the extent the payments exceed the fair market value of the property usage. T.C.A. § 2-10-114(b)(2)(B)

c. Funeral, cremation, or burial expenses related to deaths within a candidate's or officeholder's family. T.C.A. § 2-10-114(b)(2)(C)

d. Clothing, other than items of de minimis value that are used in the campaign. T.C.A. § 2-10-114(b)(2)(D)

e. Tuition payments within a candidate's or officeholder's family other than those associated with training campaign staff or associated with an officeholder's duties. T.C.A. § 2-10-114(b)(2)(E)

f. Dues, fees, or gratuities at a county club, health club, or recreational facility, unless they are part of a specific fundraising event that takes place on the organization's premises. T.C.A. § 2-10-114(b)(2)(F)

g. Salary payments to a member of a candidate's family, unless the family member provides bona fide services to the campaign, any salary payment in excess of the fair market value of the services provided is a prohibited use. T.C.A. § 2-10-114(b)(2)(G)

h. Admission to a sporting event, concert, theater, activity, charitable event or other form of entertainment, unless the event is an expense associated with a legitimate campaign or officeholder activity where the tickets to such event are provided to students attending schools, guests or constituents of the candidate or officeholder, or persons involved in the candidate's or officeholder's campaign. T.C.A. § 2-10-114(b)(2)(H)

i. Payments for grooming or enhancing one's personal appearance unrelated to campaign activities. T.C.A. § 2-10-114(b)(2)(I)

j. Payment of any fines, fees, penalties assessed pursuant to Title 2 Chapter 10 (Campaign Finance Statute) or Chapter 3 Title 6 (Lobbying Statute). T.C.A. § 2-10-114(b)(2)(J)

20. <u>When must a report be filed if the due date falls on a weekend or holiday?</u>

Whenever a due date for a campaign financial disclosure statement falls on a weekend day or holiday, such report is due to be filed with the Registry of Election Finance or the county election commission, whichever is required, on the next business day. Rule 0530-1-1-.05(5)

"Filed" means the date that the Registry or county election commission actually receives the candidate or committee's disclosure statement or the date of the postmark, if the statement is mailed by certified or registered mail. T.C.A. § 2-10-102(7)

21. <u>How does a candidate close out a campaign account?</u>

A campaign account may be closed out at any time when the candidate or political campaign committee has filed a campaign financial disclosure statement that shows no unexpended balance, continuing debts or obligations or expenditure deficit.

No additional reports are required after a campaign account is properly closed. T.C.A. § 2-10-107(b)

22. <u>What recordkeeping procedures are required by candidates?</u>

A candidate is required to retain copies of all checks, bank statements and vendor receipts for two years after the date of the election the records refer. Additionally, when feasible, a candidate should make copies of campaign contribution checks. T.C.A. § 2-10212(c)

A candidate must adopt a recordkeeping system that will allow the candidate file accurate campaign financial disclosure statements disclosing all required information. Please see questions 5 and 6 for the information that is required to be disclosed. Rule 0530-1-1-.02

Campaign bank account reconciliations must be performed by a candidate to ensure that the bank account balances with the financial disclosure reports filed by the candidate. Rule 0530-1-1-.02(8)

The Registry will conduct random audits on state candidates. The Registry will audit 2% of legislative candidates, one supreme court candidate, one court of appeals candidate and one court of criminal appeals candidate, and any gubernatorial candidate receiving 10% of the vote in the general election. Candidates will be selected in a random draw. The random draw for legislative candidates will be by district. Audits will not take place until after the election year is completed. T.C.A. § 2-10-212

In addition, any state candidate that files a report which lists over 30% of their contributions as un-itemized and the un-itemized contributions exceed $5,000 will be subject to an audit of their contributions. T.C.A. § 2-10-212

23. How long must campaign records be maintained?

All financial records used by a candidate to prepare a campaign financial disclosure statement must be retained for at least two (2) years after the date of election to which the records refer. T.C.A. § 2-10-105(f)

If investigative procedures or an administrative hearing have been initiated against a candidate, financial records relating to a campaign account must be maintained by the candidate until the investigation or administrative hearing has been completed. Rule 05301-1-.02(7)

The Registry of Election Finance and each county election commission shall maintain all reports filed with their respective offices for five (5) years. These records will be available for public inspection and copying. T.C.A. § 2-10-206(a)(8)

24. How does an individual inspect or obtain a copy of a candidate's campaign financial disclosure statement?

Copies of campaign financial disclosure statements filed by local candidates may be obtained at the DeKalb County Election Commission. To retain a copy, a $35 charge will be applied.

25. What happens if a candidate does not file the required reports on time or violates other provisions of the law?

The Registry of Election Finance has the authority to impose civil penalties against a candidate for failing to file a statement on time and ignoring subsequent warnings about the required report. The Registry also has the authority to impose civil penalties for other violations. T.C.A. § 2-10-207(6) and T.C.A. § 2-10-207(7)

CLASS ONE (1) OFFENSES. The Registry may impose class one (1) civil penalties of twenty-five dollars ($25) a day up to a maximum of seven hundred fifty dollars ($750) for the late filing of any campaign financial disclosure report required to be filed either with the Registry or the county election commission. The law sets specific procedures that must be followed whenever the Registry or a county election commission discovers that a required report has not been filed. T.C.A. § 2-10-110(a)(1)

The Registry staff or the county election commission, whichever office should have received a required campaign financial disclosure statement, must notify the candidate or committee by personal service or by return receipt requested mail that the report has not been received and that civil penalties of twenty-five dollars ($25) a day will begin to accrue five (5) days after receipt of the notice until the report is filed or for thirty (30) days, whichever occurs first. T.C.A. § 2-10-110(a)(1)(A) and T.C.A. § 2-10-110(a)(1)(B)

A candidate that files the required report within that five-day grace period will not be subject to civil penalties.

CLASS TWO (2) OFFENSES. The Registry also has the authority to impose civil penalties of up to ten thousand dollars ($10,000) or fifteen percent (15%) of the amount in controversy, whichever is greater for a class two (2) offense involving both state and local elections. A class two offense is the failure to file a report within thirty-five (35) days of service of notice of a delinquent report or any other violation of the Campaign Financial Disclosure Act. T.C.A. § 2-10-110(a)(2)

The law requires the Registry staff to send an assessment letter to the candidate before any class two (2) civil penalties are imposed by the Registry, advising the candidate or committee of the factual basis of the violation, the maximum penalty and the date that a response must be filed. T.C.A. § 2-10-110(a)(2)

VIOLATIONS OF THE CAMPAIGN CONTRIBUTIONS ACT OF 1995. The Registry is empowered to impose a maximum civil penalty of not more than ten thousand dollars ($10,000) or one hundred fifteen percent (115%) of the amount of all contributions made or accepted in excess of the limitations of the Act, whichever is greater. T.C.A. § 2-10-308(a)

A campaign contribution made or accepted in excess of the limitations of this Act shall not be a violation if the candidate refunds or returns the contribution to the person making the contribution within sixty (60) days of its receipt. T.C.A. § 2-10-307(b)

CONTESTED PENALTIES. To appeal any penalty imposed by the Registry, a candidate or committee must file a petition with the Registry within thirty (30) days after the date that the order is issued. An assessment order issued by the Registry becomes final and cannot be appealed thirty (30) days after it has been issued. T.C.A. § 2-10-308(c), T.C.A. § 2-10-308(d), Rule 0530-1-1-.12(3) and Rule 0530-1-1-.12(4)

26. If a candidate fails to file a disclosure statement, may that individual qualify as a candidate in future state or local elections?

A candidate in a state or local election who fails to file a required disclosure statement is ineligible to qualify as a candidate in any future state or local elections until the report is properly filed with the Registry and/or the local county election commission. T.C.A. § 2-10-110(d)

27. What happens if a candidate fails to pay an assessed civil penalty after an assessment order becomes final?

If a candidate does not pay assessed civil penalties within thirty (30) days of an assessment order becoming final or by the qualifying deadline for election, whichever is earlier, the candidate shall be ineligible to qualify as a candidate in any upcoming elections until the assessed penalties and related costs are paid. T.C.A. § 2-10-110(c)(2)

28. How does the Registry of Election Finance begin an investigation?

ON ITS OWN INITIATIVE. The Registry of Election Finance may, on its own initiative, conduct an investigation whenever it believes that a violation of the Campaign Financial Disclosure Act may have occurred. If the Registry investigates the records of any selected candidate, it may also investigate the records of all other candidates running for the same office in the same district or other appropriate geographic area. The Registry has the authority to hold hearings, subpoena witnesses, administer oaths, and compel the production of books, correspondence, papers and other records. T.C.A. § 2-10-206(a)(7) and T.C.A. § 2-10-213(a)(2)

UPON SWORN COMPLAINTS. An investigation also may be based on a sworn complaint. A registered voter of Tennessee may file a sworn complaint alleging that a statement filed regarding an election for which that voter was registered to vote does not conform to the law, that a statement filed is not accurate or that a person has failed to file a statement required by law. Sworn complaints regarding candidates or single-candidate political

campaign committees for state public office should be filed with the Registry. Sworn complaints regarding elections for local public office should be filed with the district attorney general in the judicial district in which the voter resides. T.C.A. § 2-10-108

29. What guidelines will the Registry of Election Finance provide to candidates and political campaign committees regarding the Campaign Financial Disclosure Law?

The Registry of Election Finance may issue written advisory opinions when questions arise about the Campaign Financial Disclosure Act and its requirements. Anyone wishing to receive guidance on his or her own campaign finance activities should contact the Registry prior to undertaking the questioned activity. The Registry will issue written advisory opinions to individuals based on written requests describing specific facts and circumstances. The Registry will issue opinions only as to prospective activities. A candidate may rely upon an advisory opinion without threat of sanction with respect to the particular issues addressed if the candidate conforms his or her conduct to the requirements of the advisory opinion. T.C.A. § 2-10-207(3)

APPOINTMENT OF POLITICAL TREASURER
For State and Local Candidates and Single-Candidate Committees

Tennessee Bureau of Ethics and Campaign Finance
WRS Tennessee Tower, 2nd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 741-7959
Registry.Info@tn.gov

The Appointment of Political Treasurer statement must be used to appoint a political treasurer as required by the Campaign Financial Disclosure Act (T.C.A. § 2-10-105) for state and local candidates and single-candidate political campaign committees. A state candidate may not receive or expend funds for an election until a political treasurer has been appointed for that election. A candidate may appoint himself or herself as political treasurer. A new form must be filed if the treasurer is changed. Some local candidates may be exempt from completing this form. Local candidates should check with the county election commission for more information.

Candidates for state public office must file their original Appointment of Political Treasurer statement ONLY with the Registry of Election Finance at the address above.

Candidates for local public office must file their original Appointment of Political Treasurer statement ONLY with their county election commission.

1. Date: _____

2. Name of Candidate or Committee: _____ 3. Email: _____

4. Campaign Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

5. Home Address: (check here if same as above ☐)

_____

City: _____ State: _____ Zip Code: _____

Phone: _____

6. Office Information:

Title of Office Sought: _____

District Number, Municipality, or County Where Office is Located: _____

Party Affiliation: _____ Election Year: _____

7. Treasurer Name: _____ 8. Treasurer Email: _____

9. Treasurer Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

10. Campaign Fund. Identify the banking institution where campaign funds are deposited. Include the last 4 digits of the bank account number. DO NOT include the complete account number.

_____

_____

11. Candidate and Treasurer Signature: (BOTH signatures must be witnessed. A treasurer cannot witness candidate's signature.)

I certify under the penalty of perjury that the information given on this form is true and accurate. In addition, I understand that the Registry of Election Finance/County Election Commission must be notified of any change in this information.

Signature of Candidate	Signature of Treasurer
Signature of Witness	Signature of Witness

CAMPAIGN FINANCIAL DISCLOSURE STATEMENT
For State and Local Candidates
For Single-Candidate Committees

1. Date: _____ 2.a. Candidate or Committee Name: _____

2.b. If Committee, Name of Candidate: _____ 3. Election Date: _____

4. Campaign Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

5. Candidate Home Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Candidate Email Address: _____

6. Office Sought: (include district number, if applicable) _____

7. Name of Political Treasurer (may be candidate): _____

Political Treasurer Email Address: _____

8. Category or Report: (check one)

☐ First Quarter ☐ Second Quarter ☐ Third Quarter ☐ Fourth Quarter ☐ Pre-Primary ☐ Pre-General

☐ Mid-Year Supplemental ☐ Year-End Supplemental ☐ Runoff Election

9. Reporting Period: Start Date: _____ End Date: _____

10. Detailed Disclosure: (Check one)

☐ This campaign is exempt from detailed disclosures because contributions (including in-kind) received total $1,000 or less AND expenditures total $1,000 or less for this reporting period. (Complete items 12.d., 12.e., and 12.f.)

☐ This campaign is required to file a detailed financial disclosure because contributions (including in-kind) received total more than $1,000 and/or expenditures total more than $1,000 for this reporting period.

11. I/we do solemnly swear or affirm that the information contained in this campaign financial disclosure report is true and that this report is an accurate accounting of campaign contributions and expenditures required to be reported by the candidate committee by the Campaign Financial Disclosure Act. Additionally, I/we swear or affirm that no campaign contributions have been expended for the personal financial benefit of the candidate or for any other nonpolitical purpose as defined by the federal internal revenue code.

Candidate Signature	Date	Political Treasurer Signature	Date
Witness Signature	Date	Witness Signature	Date

12. Summary:

a. Balance On Hand Last Report ..... $ _____

b. Total Receipts This Period ..... $ _____

c. Total Disbursements This Period ..... $ _____

d. Balance On Hand (12.a. plus 12.b. minus 12.c.) ..... $ _____

e. Total Loans Outstanding ..... $ _____

f. Total Obligations Outstanding ..... $ _____

SUMMARY PAGE - CANDIDATE

13. Name of Candidate or Committee: _____

14. Reporting Period: Start Date: _____ End Date: _____

15. Receipts:

a. Unitemized Contributions ($100 or less from each source this period) ..... $ _____
(Note: Effective January 16, 2023, Unitemized Contributions are capped at $2,000. See *Instructions* for more information.)

b. Itemized Contributions (over $100 from each source this period) ..... $ _____

c. Loans Received This Reporting Period ..... $ _____

d. Interest Received This Reporting Period ..... $ _____

e. Total Receipts (add 15.a., 15.b., 15.c., and 15.d.) (must be shown in item 12.b.) ..... $ _____

16. Disbursements:

a. Total Expenditures (other than loan payments) ..... $ _____
(Note: Effective January 16, 2023, all expenditures must be itemized.)

b. Loan Repayments Made This Period ..... $ _____

c. Total Obligation Payments Made This Period ..... $ _____

d. Total Disbursements (add 16.a. and 16.b.) (must be shown in item 12.c.) ..... $ _____

17. In-Kind Contributions:

a. Unitemized In-Kind Contributions Received This Period ..... $ _____

b. Itemized In-Kind Contributions Received This Period ..... $ _____

c. Total In-Kind Contributions Received This Period ..... $ _____

18. Obligations:

a. Total Obligations Outstanding (must be shown in item 12.f.) ..... $ _____

ITEMIZED STATEMENT OF CONTRIBUTIONS - CANDIDATE

1. Candidate or Committee Name: _____

2. Reporting Period: Start Date: _____ End Date: _____

3. Total campaign contributions from preceding page (enter $0 if first page) $_____

COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED CONTRIBUTION.

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Occupation: _____ Employer: _____

Contribution Received For: ☐ Primary Election ☐ General Election ☐ Runoff (Local Elections Only)

Amount of Contribution: $_____ Date of Contribution: _____ Aggregate This Election: $_____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Occupation: _____ Employer: _____

Contribution Received For: ☐ Primary Election ☐ General Election ☐ Runoff (Local Elections Only)

Amount of Contribution: $_____ Date of Contribution: _____ Aggregate This Election: $_____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Occupation: _____ Employer: _____

Contribution Received For: ☐ Primary Election ☐ General Election ☐ Runoff (Local Elections Only)

Amount of Contribution: $_____ Date of Contribution: _____ Aggregate This Election: $_____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Occupation: _____ Employer: _____

Contribution Received For: ☐ Primary Election ☐ General Election ☐ Runoff (Local Elections Only)

Amount of Contribution: $_____ Date of Contribution: _____ Aggregate This Election: $_____

Total Contributions: $_____

(Carry forward to the next page if additional pages of this form are used. If this is the last page of contributions, this amount must be shown in the summary on first page.)

ITEMIZED STATEMENT OF IN-KIND CONTRIBUTIONS - CANDIDATE

1. Candidate or Committee Name: _____

2. Reporting Period: Start Date: _____ End Date: _____

3. Total in-kind contributions from preceding page (enter $0 if first page) $ _____

COMPLETE THE APPROPRIATE ITEMS FOR EACH IN-KIND CONTRIBUTION. In-kind contributions totaling more than one hundred dollars ($100) from any contributor during the period must be reported.

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Occupation: _____ Employer: _____

In-Kind Contribution Received For: ☐ Primary Election ☐ General Election ☐ Runoff (Local Elections Only)

In-Kind Contribution Value: $_____ In-Kind Contribution Date: _____ Aggregate This Election: $ _____

Description of In-Kind Contribution: _____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Occupation: _____ Employer: _____

In-Kind Contribution Received For: ☐ Primary Election ☐ General Election ☐ Runoff (Local Elections Only)

In-Kind Contribution Value: $_____ In-Kind Contribution Date: _____ Aggregate This Election: $ _____

Description of In-Kind Contribution: _____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Occupation: _____ Employer: _____

In-Kind Contribution Received For: ☐ Primary Election ☐ General Election ☐ Runoff (Local Elections Only)

In-Kind Contribution Value: $_____ In-Kind Contribution Date: _____ Aggregate This Election: $ _____

Description of In-Kind Contribution: _____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Occupation: _____ Employer: _____

In-Kind Contribution Received For: ☐ Primary Election ☐ General Election ☐ Runoff (Local Elections Only)

In-Kind Contribution Value: $_____ In-Kind Contribution Date: _____ Aggregate This Election: $ _____

Description of In-Kind Contribution: _____

Total In-Kind Contributions: $ _____

(Carry forward to the next page if additional pages of this form are used. If this is the last page of in-kind contributions, this amount must be shown in the summary on first page.)

ITEMIZED STATEMENT OF EXPENDITURES - CANDIDATE

1. Candidate or Committee Name: _____

2. Reporting Period: Start Date: _____ End Date: _____

3. Total campaign expenditures from preceding page (enter $0 if first page) $ _____

COMPLETE THE APPROPRIATE ITEMS FOR EACH EXPENDITURE. **All expenditures must be itemized.** If the expenditure is an in-kind contribution to a candidate, please remember to include the purpose of the expenditure (e.g., postage, printing, etc.) along with the candidate's name in the purpose of the expenditure section.

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Purpose of Expenditure: _____

Amount of Expenditure: $ _____ Date of Expenditure: $ _____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Purpose of Expenditure: _____

Amount of Expenditure: $ _____ Date of Expenditure: $ _____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Purpose of Expenditure: _____

Amount of Expenditure: $ _____ Date of Expenditure: $ _____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Purpose of Expenditure: _____

Amount of Expenditure: $ _____ Date of Expenditure: $ _____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Purpose of Expenditure: _____

Amount of Expenditure: $ _____ Date of Expenditure: $ _____

Total Expenditures: $ _____

(Carry forward to the next page if additional pages of this form are used. If this is the last page of expenditures, this amount must be shown in the summary on first page.)

ITEMIZED STATEMENT OF LOANS - CANDIDATE

1. Candidate or Committee Name: _____

2. Reporting Period: Start Date: _____ End Date: _____

3. Complete the appropriate items for each loan totaling more than one hundred dollars ($100).

Complete the following for the source of each loan received and/or outstanding during the period.

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Outstanding Loan Balance (Beginning) ..... $ _____

Loans Received ..... $ _____

Loan Payments ..... $ _____

Outstanding Loan (End) ..... $ _____

Loan Received For: ☐ Primary Election ☐ General Election ☐ Runoff (Local Elections Only)

Date of Loan: _____

List all endorsers or guarantors for above loan (If more space is needed, please attach additional pages.)

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Amount Guaranteed Outstanding: $_____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Amount Guaranteed Outstanding: $_____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Amount Guaranteed Outstanding: $_____

Business or Organization Name: _____ **OR**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Amount Guaranteed Outstanding: $_____

Totals for all loans (Complete this page for each outstanding loan during the period. Complete this section only on last page of loans. Total loans received and loan payments should be shown on summary page. Outstanding loan balance should be shown on front page.)

Balance (Beginning) ..... $_____

Loans Received ..... $_____

Loan Payments ..... $_____

Outstanding Loan (End) ..... $_____

ITEMIZED STATEMENT OF OBLIGATIONS - CANDIDATE

1. Candidate or Committee Name: _____

2. Reporting Period: Start Date: _____ End Date: _____

3. Complete the appropriate items for each obligation owed to a person/vendor at the end of the reporting period.

Business Name: _____

First Name: _____ Middle Name: _____

Last Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Description of Obligation:			
Outstanding Balance (Period Beginning)	Debt Incurred This Period	Payments This Period	Outstanding Balance (Period End)
$	$	$	$

Business Name: _____

First Name: _____ Middle Name: _____

Last Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Description of Obligation:			
Outstanding Balance (Period Beginning)	Debt Incurred This Period	Payments This Period	Outstanding Balance (Period End)
$	$	$	$

Business Name: _____

First Name: _____ Middle Name: _____

Last Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Description of Obligation:			
Outstanding Balance (Period Beginning)	Debt Incurred This Period	Payments This Period	Outstanding Balance (Period End)
$	$	$	$

Business Name: _____

First Name: _____ Middle Name: _____

Last Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

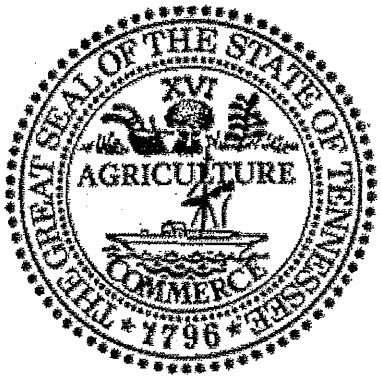
Description of Obligation:			
Outstanding Balance (Period Beginning)	Debt Incurred This Period	Payments This Period	Outstanding Balance (Period End)
$	$	$	$

TOTALS

(Carry forward to the next page if additional pages of this form are used. If this is the last page of obligations, the Total from "Outstanding Balance - (Period End)" column must also be shown on the summary on first page.)

Outstanding Balance (Period Beginning)	Debt Incurred	Payments This Period	Outstanding Balance (Period End)
$	$	$	$

Tennessee Registry of Election Finance
WRS Tennessee Tower, 2nd Floor 312
Rosa L. Parks Avenue
Nashville, TN 37243-1360
(615) 741-7959



INTERIM CAMPAIGN FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

For Candidates and Political Campaign Committees (PACs)
Revised October 2025

GENERAL INSTRUCTIONS

This form must be used by candidates and all political campaign committees to report major contributions, loans, expenditures, and/or obligations during the final days of a campaign, as required by T.C.A. § 2-10-105(h). Such contributions, loans, expenditures, and/or obligations must be reported if they are received/incurred during the period beginning at midnight of the 10th day prior to any election in which the candidates or committees are involved and extending through midnight of such election day.

Each candidate and each political campaign committee must disclose the full name and address of each person or other political campaign committee from whom the filer received and accepted a contribution, loan, or transfer of funds and the date of receipt of such contribution, loan, or transfer of funds which, in the aggregate, equals or exceeds the following: for a candidate/committee participating in the election of a candidate for any statewide office, five thousand dollars ($5,000); for a candidate/committee participating in the election of a candidate for any other state or local public office, three thousand dollars ($3,000). Such contributions or loans must be reflected on any subsequent campaign financial disclosure statement required by law.

If more than one contribution, loan, and/or transfer of funds is received from a single source, which in the aggregate exceed the applicable threshold, all such contributions must be reported on the Interim Report according to the date on which the applicable threshold is met and/or exceeded, as well as on any date within the reporting period on which an additional contribution, if any, from the same source is received.

Further, each candidate and each political campaign committee must disclose the full name and address of each person or recipient entity who was paid or to whom an obligation is owed which equals or exceeds the following: for a candidate/committee participating in the election of a candidate for any statewide office, five thousand dollars ($5,000); for a candidate/committee participating in the election of a candidate for sany other state or local public office, three thousand dollars ($3,000). Such expenditures or obligations must be reflected on any subsequent campaign financial disclosure statement required by law.

Expenditures are to be reported based on individual transactions between the filer and a single vendor which exceeds the applicable threshold. However, invoices and/or payments must not be artificially split into multiple obligations and/or payments for purposes of avoiding reporting requirements. Any such attempt to avoid the established reporting requirements may be considered by the Registry of Election Finance as a Class 2 Offense, as defined by Tenn. Code Ann. 2-10-114, and be subject to the assessment of civil penalties.

Based upon a close review of the entirety of Tennessee's campaign finance statutes and the stated legislative purpose of Public Chapter 1087 (2022) to enhance transparency through Interim Reporting of contributions and expenditures made shortly before an election to influence that election, the Registry's Staff are of the opinion that if a political action committee receives a contribution during the interim reporting period that is unrelated to any pending election for public

office, then this contribution does not need to be reported on the Interim Report. Likewise, if the committee makes an expenditure during the interim reporting period that is not specifically related to any pending election for public office, then this expenditure does not need to be reported on the interim report. Of course, such contributions and expenditures must be reported on the campaign financial disclosure statement next filed with the Registry.

This report must be filed with the Registry of Election Finance or the county election commission, whichever is required by law, **by the end of the next business day** following the day on which the contribution or expenditure to be reported is received or made. If such time falls other than during regular working hours, the report shall be filed after the opening of the office of the Registry or election commission on the next working day. **These reports must be filed on a rolling basis.**

I. How To Complete And File Interim Campaign Financial Disclosure Statements

- Read the instructions in this booklet carefully.
- If using a paper form, type or print clearly in black ink.
- When completed, file your report with the following office:

Type of Candidate Supported	Office Where Report is to be Filed
Candidates for Local Public Office	Appropriate County Election Commission(s)
Candidates for State Public Office	Registry of Election Finance

- Reports to be filed with the Registry of Election Finance can be filed online by submitting the form at https://stateoftennessee.formstack.com/forms/ss_1123. Reports to be filed with the Registry can also be filed by fax machine, by electronic mail message, by hand delivery, or by overnight delivery to the Registry of Election Finance at the address above. To submit via fax to the Registry of Election Finance, use the following fax number: (615) 532-8905. To submit via electronic mail to the Registry of Election Finance, use the following email address: Registry.Info@tn.gov.

II. When to File Interim Campaign Financial Disclosure Statements

Campaign financial disclosure statements must be received by the Registry or the appropriate county election commission office(s) **by the end of the next business day** following the day on which the contribution or expenditure to be reported is received or made to be considered timely filed. **These reports must be filed on a rolling basis.** A postmark date has no effect on a report's timeliness except when the report is mailed by registered or certified mail. Statements mailed in this matter are considered filed on the date of the postmark.

III. Failure To File Timely Reports

Failure to file reports timely or to file accurate reports may result in the assessment of civil penalties. For a candidate, the candidate is personally liable for payment of the assessed civil penalties and campaign funds cannot be used to pay civil penalties. Tenn. Code Ann. § 2-10-114. For a PAC, the appointed Treasurer is **PERSONALLY LIABLE** for payment of the assessed penalties. Tenn. Code Ann. 2-10-110. Effective July 1, 2022, any person who directly controlled expenditures and any candidate, or candidates, named as either a treasurer or officer of a PAC, or who constructively controlled or directed any PAC, during the time an offense occurred, will also be **PERSONALLY LIABLE** for payment of the assessed civil penalties. Further, effective July 1, 2022, any civil penalty assessed based upon a Class 2 offense cannot be paid using PAC funds.

Reports will be returned if they are not complete, do not contain the required signatures, are mathematically inaccurate, or if the appropriate form was not filed.

INTERIM CAMPAIGN FINANCIAL DISCLOSURE STATEMENTS
For Candidates and Political Campaign Committees (PACs)

Item 1. Enter the date the report is completed.

Item 2. Enter the candidate or committee name.

Item 3. Enter the mailing address for the candidate or committee.

Item 4. Enter all direct contributions (if applicable) received during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

If more than one contribution is received from a single source, which in the aggregate exceed the applicable threshold, all such contributions must be reported on the Interim Report according to the date on which the applicable threshold is met and/or exceeded, as well as on any date within the reporting period on which an additional contribution, if any, from the same source is received.

The following information should be included with each entry:

a. Full name and address of each contributor;
b. The amount of the contribution; and,
c. The date that the contribution was received.

Item 5. Enter all in-kind contributions (if applicable) received during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

If more than one in-kind contribution is received from a single source, which in the aggregate exceed the applicable threshold, all such contributions must be reported on the Interim Report according to the date on which the applicable threshold is met and/or exceeded, as well as on any date within the reporting period on which an additional contribution, if any, from the same source is received.

The following information should be included with each entry:

a. Full name and address of each contributor;
b. A description of each in-kind contribution; and,
c. A statement of the fair market value of each in-kind contribution.

Item 6. Enter all loans (if applicable) made to the candidate or committee during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

If more than one loan is received from a single source, which in the aggregate exceed the applicable threshold, all such loans must be reported on the Interim Report according to the date on which the applicable threshold is met and/or exceeded, as well as on any date within the reporting period on which an additional loan, if any, from the same source is received.

The following information should be included with each entry:

a. The date of the loan;
b. The amount of the loan;
c. The full name and address of the lender;
d. The full name and address of the recipient of the proceeds of the loan;

and,

e. The full name and address of any person who makes any type of security agreement binding the guarantor or his property (directly or indirectly) for the repayment of all or any part of the loan.

Item 7. Enter all expenditures (if applicable) made during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

Expenditures are to be reported based on individual transactions between the filer and a single vendor which exceeds the applicable threshold.

The following information should be included with each entry:

a. The full name and address of each person or entity to whom an expenditure was made;
b. The amount and date of the expenditure;
c. A description of the purpose of the expenditure; and,
d. If the expenditure was an independent expenditure, the name of the candidate or measure supported or opposed.

Item 8. Enter all obligations (if applicable) incurred during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

Obligations are to be reported based on individual invoices between the filer and a single vendor which exceeds the applicable threshold.

The following information should be included with each entry:

a. The full name and address of each person or entity to whom an obligation was incurred;
b. The date the obligation was incurred;
c. The amount of the obligation incurred; and
d. A short description of the obligation.
e. If the obligation was incurred for the purposes of an independent expenditure, also provide the name of the candidate or measure supported or opposed.

Item 9. An Interim Report filed on behalf of a candidate for public office must be signed by the candidate and the candidate's political treasurer. An Interim Report filed on behalf of a political campaign committee must be signed by a Committee Officer, or an individual personally responsible for expenditures, and the committee's political treasurer.

Item 10. Each signature must be witnessed. A candidate cannot witness another's signature. A political treasurer cannot witness another's signature.

If additional space is needed to complete any section of this form, attach a separate page to fully report all necessary disclosures.

SAMPLE

INTERIM REPORT

Tennessee Bureau of Ethics and Campaign Finance
WRS Tennessee Tower, 2nd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 741-7959
Registry.Info@tn.gov

INSTRUCTIONS: This form must be used by candidates and all political campaign committees to report major contributions, loans, expenditures, and/or obligations during the final days of a campaign, as required by T.C.A. § 2-10-105(h). Such contributions, loans, expenditures, and/or obligations must be reported if they are received/incurred during the period beginning at midnight of the 10th day prior to any election in which the candidates or committees are involved and extending through midnight of such election day.

Each candidate and each political campaign committee must disclose the full name and address of each person or other political campaign committee from whom the filer received and accepted a contribution, loan, or transfer of funds and the date of receipt of such contribution, loan, or transfer of funds which, in the aggregate, equals or exceeds the following: for a candidate/committee participating in the election of a candidate for any statewide office, five thousand dollars ($5,000); for a candidate/committee participating in the election of a candidate for any other state or local public office, three thousand dollars ($3,000). Such contributions or loans must be reflected on any subsequent campaign financial disclosure statement required by law.

Further, each candidate and each political campaign committee must disclose the full name and address of each person or recipient entity who was paid or to whom an obligation is owed which equals or exceeds the following: for a candidate/committee participating in the election of a candidate for any statewide office, five thousand dollars ($5,000); for a candidate/committee participating in the election of a candidate for any other state or local public office, three thousand dollars ($3,000). Such expenditures or obligations must be reflected on any subsequent campaign financial disclosure statement required by law.

This report must be filed with the Registry of Election Finance or the county election commission, whichever is required by law, by the end of the next business day following the day on which the contribution or expenditure to be reported is received or made, and must be filed by hand delivery, by overnight delivery, by facsimile, or electronically. If such time falls other than during regular working hours, the report shall be filed after the opening of the office of the Registry or election commission on the next working day. To submit via fax to the Registry of Election Finance, use the following fax number: (615) 532-8905. To submit via electronic mail to the Registry of Election Finance, use the following email address: Registry.Info@tn.gov.

Please note that this form must be signed and witnessed in item 9. Type or print all information in black ink.

1. Date: August 1, 2022 2. Candidate or Committee Name: John Cash (Candidate for State House)

3. Address: 123 Country Music Way

City: Nashville State: TN Zip Code: 37243 Phone: 615-741-7959

4. Direct Contributions (if applicable):

Provide the full name and address of each contributor and the amount and date of the contribution.

TN-Music PAC, 123 A Street, Nashville, TN 37243, $1500, July 1, 2022.

Patsy Cline, 456 Midnight Lane, Memphis, TN, 38008, $3200, July 3, 2022.

5. In-Kind Contributions (if applicable):

Provide the full name and address of each contributor, a description of each in-kind contribution and a statement of the fair market value of the contribution.

TN-Songwriters PAC, 789 B Street, Nashville, TN 37243, Campaign advertising, $5,000, July 2, 2022.

SAMPLE

6. Loans (if applicable):

Provide the date of each loan, the amount, the full name and address of the lender, the full name and address of the recipient of the proceeds of the loan, and the full name and address of any person who makes any type of security agreement binding the guarantor or his property (directly or indirectly) for the repayment of all or any part of the loan.

(Lender) July 5, 2022, $16,600, Elvis Presley PAC, 129 Graceland Lane, Memphis, TN 38008;
(Recipient) John Cash; (Guarantor) June C. Cash, 123 Country Music Way, Nashville, TN 37243.

7. Expenditures (if applicable):

Provide the full name and address of each person or entity to whom an expenditure was made, the amount and date of the expenditure, and a short description of the purpose of the expenditure. If the expenditure is an independent expenditure, provide the name of the candidate or the measure supported or opposed.

TN-AAA Consulting Services, Jane Smith, 348 C Street, Nashville, TN 37243, July 15, 2022, Campaign Ads, $1250.

The Hermitage Hotel, 231 6th Avenue N, Nashville, TN 37219, July 15, 2022, venue rental, $550.

The Hermitage Hotel, 231 6th Avenue N, Nashville, TN 37219, July 25, 2022, catering fees, $500.

8. Obligations (if applicable):

Provide the full name and address of each person or entity to whom an obligation was incurred, the date the obligation was incurred, the amount owed, and a short description of the purpose of the obligation.

Minnie Pearl's Printing Shop, 567 D Lane, Nashville, TN 37243, July 7, 2022, $1000, contract for printing and mailing services.

9. I/we do solemnly swear that the information contained in this report is true and that it is a complete and accurate accounting of all contributions required to be reported under the Campaign Financial Disclosure Act.

John Cash
Signature of Candidate/Committee Officer

Hank Williams Sr.
Signature of Witness

June C. Cash
Signature of Political Treasurer

Hank Williams Sr.
Signature of Witness

INTERIM REPORT

Tennessee Bureau of Ethics and Campaign Finance
WRS Tennessee Tower, 2nd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 741-7959
Registry.Info@tn.gov

INSTRUCTIONS: This form must be used by candidates and all political campaign committees to report major contributions, loans, expenditures, and/or obligations during the final days of a campaign, as required by T.C.A. § 2-10-105(h). Such contributions, loans, expenditures, and/or obligations must be reported if they are received/incurred during the period beginning at midnight of the 10th day prior to any election in which the candidates or committees are involved and extending through midnight of such election day.

Each candidate and each political campaign committee must disclose the full name and address of each person or other political campaign committee from whom the filer received and accepted a contribution, loan, or transfer of funds and the date of receipt of such contribution, loan, or transfer of funds which, in the aggregate, equals or exceeds the following: for a candidate/committee participating in the election of a candidate for any statewide office, five thousand dollars ($5,000); for a candidate/committee participating in the election of a candidate for any other state or local public office, three thousand dollars ($3,000). Such contributions or loans must be reflected on any subsequent campaign financial disclosure statement required by law.

Further, each candidate and each political campaign committee must disclose the full name and address of each person or recipient entity who was paid or to whom an obligation is owed which equals or exceeds the following: for a candidate/committee participating in the election of a candidate for any statewide office, five thousand dollars ($5,000); for a candidate/committee participating in the election of a candidate for any other state or local public office, three thousand dollars ($3,000). Such expenditures or obligations must be reflected on any subsequent campaign financial disclosure statement required by law.

This report must be filed with the Registry of Election Finance or the county election commission, whichever is required by law, by the end of the next business day following the day on which the contribution or expenditure to be reported is received or made, and must be filed by hand delivery, by overnight delivery, by facsimile, or electronically. If such time falls other than during regular working hours, the report shall be filed after the opening of the office of the Registry or election commission on the next working day. To submit via fax to the Registry of Election Finance, use the following fax number: (615) 532-8905. To submit via electronic mail to the Registry of Election Finance, use the following email address: Registry.Info@tn.gov.

Please note that this form must be signed and witnessed in item 9. Type or print all information in black ink.

1. Date: _____ 2. Candidate or Committee Name: _____

3. Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

4. Direct Contributions (if applicable):

Provide the full name and address of each contributor and the amount and date of the contribution.

_____

_____

_____

_____

5. In-Kind Contributions (if applicable):

Provide the full name and address of each contributor, a description of each in-kind contribution and a statement of the fair market value of the contribution.

_____

_____

_____

_____

6. Loans (if applicable):

Provide the date of each loan, the amount, the full name and address of the lender, the full name and address of the recipient of the proceeds of the loan, and the full name and address of any person who makes any type of security agreement binding the guarantor or his property (directly or indirectly) for the repayment of all or any part of the loan.

7. Expenditures (if applicable):

Provide the full name and address of each person or entity to whom an expenditure was made, the amount and date of the expenditure, and a short description of the purpose of the expenditure. If the expenditure is an independent expenditure, provide the name of the candidate or the measure supported or opposed.

8. Obligations (if applicable):

Provide the full name and address of each person or entity to whom an obligation was incurred, the date the obligation was incurred, the amount owed, and a short description of the purpose of the obligation.

9. I/we do solemnly swear that the information contained in this report is true and that it is a complete and accurate accounting of all contributions required to be reported under the Campaign Financial Disclosure Act.

Signature of Candidate/Committee Officer

Signature of Political Treasurer

Signature of Witness

Signature of Witness

Tennessee
BECF
Bureau of Ethics and Campaign Finance
Registry of Election Finance

FISHBOWLS

- An individual may only make **cash** contributions to a candidate of up to $50 per election. This would include any contributions placed in a "fishbowl".

- Candidates must account for all contributions received; they are not allowed to accept anonymous campaign contributions (AG Opinion 97-065). Contributions placed in a "fishbowl" are anonymous unless records are kept.

- In order to comply with the restrictions of the campaign financial disclosure law, candidates must be able to identify the source of each contribution received. If a candidate can not account for each contribution received, they will not be able to determine if:

    - An individual has contributed more than $50 in cash for an election.
    - An individual has exceeded the $1,900 per election contribution limit.

- There are several methods that a candidate may use to keep records at a "fishbowl" event. These methods would include:

    - Have a campaign worker(s) stay with the "fishbowl" and take names and addresses as contributions are placed in the "fishbowl" (remember that occupation and employer must be obtained for any contributions that must be itemized).
    - Have each contributor complete a card with the appropriate information and have it placed in the "fishbowl" at the same time the contribution is made.
    - Have envelopes printed with blanks for the required information. Each contributor may place their contribution in the envelope, provide the required information and then drop it into the "fishbowl".

Highlights of T. C. A. § 2-19-120

Commonly Referred to as the "Disclaimer Law"

A. What does the Disclaimer Law require?

1. T.C.A. § 2-19-120 requires that a "disclaimer," i.e., a statement, which identifies who paid for a communication and whether the communication is authorized by the candidate, appear and be presented in a clear and conspicuous manner within a communication expressly advocating the election or defeat of a clearly identified candidate, or soliciting contributions.

2. The disclaimer does not have to appear on the front face of the communication, unless the communication only contains a front face, for example, billboards.

3. The specifics of the information required in the disclaimer can be found at T.C.A. § 2-19-120(a)(1), (2), (3) and (4).

B. To whom does it apply? Candidates

1. Definition of Candidate – T. C. A. § 2-10-102(3) provides that "Candidate" means an individual who has made a formal announcement of candidacy or who is qualified under the law of this state to seek nomination for election or elections to public office, or has received contributions or made expenditures except for incidental expenditures to determine if one shall be a candidate, or has given consent for a campaign committee to receive contributions or make expenditures with a view to bringing about the individual's nomination for election or election to state public office.

C. When does the statute apply? Whenever any person:

1. Makes an expenditure to finance a communication which expressly advocates the election or defeat of a clearly identified candidate, or

2. Solicits any contribution, through any broadcasting station, newspaper, magazine, outdoor advertising facility, poster, yard sign, direct mailing or any other form of general public political advertising.

3. Exceptions:

   a. The requirements of this section do not apply to bumper stickers, pins, buttons, pens, novelties, and similar small items upon which the disclaimer cannot be conveniently printed.

   b. The requirements of this section do not apply to communications regarding questions on the ballot.

D. What is the penalty for its violation? Class C misdemeanor

E. Who enforces the statute? The District Attorney General

Questions regarding the interpretation and enforcement of T.C.A. § 2-19-120 should be directed to the District Attorney General.

Tennessee
BECF
Bureau of Ethics & Campaign Finance
Ethics Commission

STATEMENT OF INTERESTS

Candidates for State and Local Office

Filing Requirements

Pursuant to the Comprehensive Governmental Ethics Reform Act of 2006, state and local candidates must file a Statement of Interests with the Tennessee Ethics Commission (Commission). **Failure to timely file your Statement of Interests may result in the assessment of civil penalties of up to $10,000.**

Filing Date

Statement of Interests must be filed no later than 30 days after the last day to qualify as a candidate. You will receive a letter from the Commission shortly after your qualifying deadline with your due date, authorization code, and filing instructions.

Please Note: If you are a current local officeholder running for the same office and you filed the Statement of Interests required to be filed by January 31st, you are not required to file this Statement of Interests as a candidate.

How to File

File Electronically. You may file electronically at the Commission's website: https://apps.tn.gov/conflict.

1.) **Previously Filed Electronically.** You will continue to use the same username and password to file. If you do not remember your username and password, you can retrieve this information by clicking on "Forgot Username or Password," or by calling tech support at 629-888-5870.

2.) **First Time Electronically Filing.** In order to file electronically, you must have internet access, an e-mail address, and an authorization code which you will need to establish your account. To obtain your authorization code, please contact the Commission at (615) 741-7959. Your authorization code will not be available until **AFTER** your qualifying deadline.

File on Paper: A paper Statement of Interests (with instructions) is available on the Commission's website at https://www.tn.gov/content/dam/tn/ethicscommission/documents/officials/FORM-%20ss-8005.pdf.

You should download the form, complete it in its entirety and return to the Commission at the address listed on the instructions. You may also request a form and instructions from the Commission by calling (615) 741-7959.

If you have any questions concerning your statement, call (615) 741-7959 for information.

STATEMENT OF INTERESTS
State and Local Office Holders, Candidates and Appointees to Such Positions, Non-General Assembly Members

Tennessee Bureau of Ethics and Campaign Finance
WRS Tennessee Tower, 2nd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 741-7959
Ethics.Counsel@tn.gov

INSTRUCTIONS: Please see the attached instructions before completing this form. **This form must be filed with the Tennessee Ethics Commission.**

This form must be filed annually for each office and/or position held. In addition, if you seek re-election, or election to a different office, you must file again for each office sought within thirty days (30) from the date of qualifying. The failure to timely and properly submit the required disclosure statement can, under T.C.A. § 3-6-205, result in the imposition of civil penalties in amounts up to ten thousand dollars ($10,000).

Attach additional pages as necessary. Note that this disclosure statement must be signed and the signature attested to by a witness in Item 13. In addition, please be aware that the information listed on this statement will be transferred to an electronic format for posting on the Commission's website, pursuant to T.C.A. § 8-50-501(d)(3).

EFFECTIVE JANUARY 1, 2024, ALL NOTICES SENT BY THE TENNESSEE ETHICS COMMISSION WILL BE SENT BY ELECTRONIC MAIL. EACH CANDIDATE OR OFFICIAL IS REQUIRED TO PROVIDE AN EMAIL ADDRESS TO THE COMMISSION. WHERE EMAIL IS UNAVAILABLE, NOTICE WILL BE PROVIDED BY REGULAR MAIL. YOU ARE RESPONSIBLE FOR REGULARLY CHECKING YOUR INBOX AND/OR MAIL RECEPTACLE. TENN. CODE. ANN. § 4-55-107.

1. Name of Official or Candidate: _____
2. Email (REQUIRED): _____
3. Mailing Address:

   _____

   City: _____ State: _____ Zip Code: _____
4. Position Information: Office Holder or New Candidate

   County: _____ Title of Office Held or Sought: _____

   District Number, Municipality, or County Where Office is Located: _____
5. Sources of Income:

   List major source(s) of private (non-governmental) income of more than one thousand dollars ($1,000) for yourself, your spouse, or a minor child residing with you. "Major sources of private income" include, but are not limited to: offices, directorships, and salaried employments. No dollar amounts need to be stated. Select as many recipients as necessary.

   ☐ None

Name of Source	Recipients		
	Filer	Spouse	Minor Child
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

6. Investments:

List any investment by you, your spouse, or a minor child residing with you in any corporation or other business organization in excess of ten thousand dollars ($10,000) or five percent (5%) of the total capital. The name of the corporation or organization must be listed but no dollar amounts or percentages of the investment need be stated.

☐ None

Name of Corporation or Organization	Held By		
	Filer	Spouse	Minor Child
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

7. Lobbying:

List any person, firm, or organization for whom compensated lobbying is done by any associate, your spouse, or a minor child residing with you. Also, list any firm in which you, your spouse, or a minor child residing with you hold any interest for whom compensated lobbying is done. Explain the terms of any such employment, the subject matters lobbied, and/or the measures to be supported or opposed.

☐ None

Name of Lobbyist	Terms of Employment	Subject Matter or Measures	Lobbyist Relation to Filer
			☐ Filer ☐ Spouse ☐ Minor Child ☐ Associate
			☐ Filer ☐ Spouse ☐ Minor Child ☐ Associate

8. Professional Services:

List in general terms (by areas of the client's interests) the entities to which professional services (such as those of an attorney, accountant, or architect) are furnished by you or your spouse.

☐ None

Licensed Profession	Client Interest	Furnished By	
		Filer	Spouse
		☐	☐
		☐	☐
		☐	☐

9. Retainer Fees:

List any retainer fee you receive from any person, firm, or organization who is in the practice of promoting or opposing, influencing or attempting to influence directly or indirectly, the passage or defeat of any legislation before the Tennessee General Assembly, the legislative committees, or the members thereof.

☐ None

_____

_____

10. Bankruptcy:

List any adjudication of bankruptcy or discharge received in any United States district court within five (5) years of the date of this report.

☐ None

_____

_____

11. Loans:

List any loan or combination of loans for more than one thousand dollars ($1,000) from the same source made in the previous calendar year to you, your spouse, or a minor child residing with you. *See the attached instructions for the list of loans that should not be disclosed on this report.*

☐ None

Lender Name	**Loan Recipient**		
	Filer	Spouse	Minor Child
	☐	☐	☐
	☐	☐	☐

12. Leadership PACs:

Each member of the Tennessee General Assembly, and each candidate for General Assembly, must disclose the name of any multi-candidate political campaign committee established or controlled by the member or candidate within the immediately preceding five (5) years of the date of the disclosure.

☐ None

_____

_____

_____

13. Signature: (Must Be Attested to by a Witness)

I understand that, pursuant to T.C.A. § 8-50-507, submitting a disclosure or amendment to a disclosure form which contains false or incomplete information may subject me to the penalties of perjury. The information contained in this disclosure or amendment to a disclosure form is true, complete, and correct to the best of my knowledge, information, and belief.

_____ _____

Signature of Official or Candidate Date

I, _____ the undersigned, do hereby witness the above signature,
(Print Name of Witness)
which was signed in my presence.

_____ _____

Signature of Witness Date

GENERAL INSTRUCTIONS

The positions listed below are required by the Ethics Reform Act of 2006 to file a Statement Interests (SS-8005) with the Tennessee Ethics Commission. Please make sure you are using the correct form:

- State Election Commission members;
- Tennessee Regulatory Authority directors;
- Supreme Court Justices;
- Justices of the Court of Criminal Appeals;
- Justices of the Court of Civil Appeals;
- Delegates to a constitutional convention called to consider a new constitution or amendments to the Constitution of Tennessee;
- The Attorney General And Reporter;
- The District Attorney General for Each Judicial District;
- The Public Defender for Each Judicial District;
- The Administrative Director of the Courts;
- The Executive Director of the District Attorneys General Conference;
- The State Election Coordinator;
- Members of the Board Of Probation And Parole;
- Members and Executive Director of the Alcoholic Beverage Commission;
- The Chancellor of the Board Of Regents and the President of each college or university governed by the Board of Regents;
- The President of the University of Tennessee, and the Chancellor of each separate branch or campus of the University of Tennessee;
- Members of the Registry Of Election Finance;
- Members of the Tennessee Ethics Commission;
- Each candidate or appointee to a local public office as defined in § 2-10-102;
- Members of any local planning commission; and
- Members of any regional planning commission.

When Must the Statement Be Filed?:

Candidates must file within 30 days of the last day to qualify as a candidate. Current officeholders must file by January 31st of each year. Newly-appointed officeholders must file within 30 days of appointment to office. The appointing authority must send notice to the Commission within 3 days of appointment.

Where Should the Statement Be Filed?:

Electronic filing: To file electronically for the first time, go to https://apps.tn.gov/conflict/, click on "Sign Up," and follow directions to set up a TN.GOV account with your unique authorization code. After setting up your TN.GOV account, go to https://apps.tn.gov/conflict/ and log in as a returning user to file your Statement of Interests. If you have previously filed electronically, go to https://apps.tn.gov/conflict and log in to file your report. If you do not remember your Username and Password, call (629) 888-5870

for technical support, to retrieve that information.

Paper Filing: To file on paper, go to https://www.tn.gov/content/tn/tec/officials-and-candidates/forms-and-publications.html to print the form and instructions. Complete your Statement in its entirely. Mail the completed form to the Tennessee Bureau of Ethics and Campaign Finance, WRS Tennessee Tower, 2nd Floor, 312 Rosa L. Parks Avenue, Nashville, TN 37243. Your Statement of Interests is not considered filed until received by the Commission. If you have questions, please feel free to contact the Commission's office at: (615) 741- 7959 or e-mail us at ethics.counsel@tn.gov.

An amended Statement of Interests must be filed whenever reported conditions change due to a termination or an acquisition of any of those interests that you are required to report.

This report is a public document and will be posted on the internet. Social security numbers, dates of birth, and account numbers are not required and should not be included on your Statement.

SUPPLEMENTAL INSTRUCTIONS

Question 1. Enter the name of the official filing the Disclosure Statement.

Question 2. Enter the home address of the official filing the Disclosure Statement. Also, enter a phone number and a valid electronic mail address if available. It is each filer's responsibility to maintain up-to-date contact information with the Ethics Commission.

Question 3. Enter the mailing address of the official filing the Disclosure Statement. (If the mailing address is the same as the home address, check the box.) It is each filer's responsibility to maintain an up-to-date mailing address with the Ethics Commission and to retrieve and review any items of mail sent to the filer by the Ethics Commission.

Question 4. Check the appropriate box to indicate whether the filer is a current office holder or a candidate for office. List the County in which the official holds a public office or for which the candidate is seeking election to a public office. Enter the title of the Office held or sought by the filer. Enter the District Number, Municipality, or County where the Office held or sought is located.

Question 5. Sources of Income. List major source(s) of private (non-governmental) income of more than one thousand dollars ($1,000) for yourself, your spouse, or a minor child residing with you. "Major sources of private income" include, but are not limited to: offices, directorships, and salaried employments. No dollar amounts need to be stated. Select as many recipients as necessary.

"Private income" refers to any income you, your spouse, or a minor child residing with you receives in excess of $1,000 per annum from a non-governmental source. As a general rule, if the receipts are reportable to the IRS as private income, then they must be listed on the form.

"Private Income" includes, but is not limited to:

- Bank and Bond Interest
- Business Income
- Capital Gains
- Clinical Practice Income
- Income from Employment
- Income from Contractual Relationships
- Directorships
- Dividends from CDs, stocks and securities
- Compensated Fiduciary Positions (trusteeships, conservatorships, etc.)
- Honoraria
- Lecture Fees
- Payments from Annuities, Settlements, etc.
- Rental income
- Research Grants
- Research Foundation Income
- Trust Income (but not the principal which is reported in the investment question)

This list is not exhaustive, but merely exemplary. If you, your spouse, or minor child residing with you have other income that is not listed here but meets the requirements of this section, you are required to list them.

"Private income" does not include monies received directly by inheritance or gift. The term does include the income produced by an investment which has been received by inheritance or gift.

Question 6. Investments List any investment by you, your spouse, or any minor child residing with you in any corporation or other business organization in excess of ten thousand dollars ($10,000) or five percent (5%) of the total capital. The name of the corporation or organization must be listed but no dollar amounts or percentages of the investment need be stated.

1. Do not report holdings that are ten thousand dollars ($10,000) or less in value **OR** five percent (5%) or less of the total capital. If the holding is ten thousand dollars ($10,000) or less in value, but is five percent (5%) or more of the total capital, the holding must be reported.

   If the investment is managed by entities other than yourself, your spouse or a minor child residing with you (such as mutual funds or 401Ks), list the entity managing the account and the type of investment, but not the corporations to which the money has been distributed.

2. Examples of investments that must be listed if held by you, your spouse or minor child residing with you:

   - 401K, 403(b) and 457 plans
   - Annuities
   - Bonds
   - Certificates of Deposit
   - College Savings Programs
   - State Deferred Compensation Plans
   - Estates
   - Stocks and securities
   - IRAs
   - Keogh Plans
   - Limited Liability Corporations(LLCs)
   - Mutual Funds in IRAs
   - Mutual Funds not in IRAs
   - Notes (investments)
   - Pensions
   - Real Estate (but not your primary or secondary residence)
   - Real Estate Investment Trusts (REITs)
   - Retirement Plans for States other than Tennessee
   - TIAA-CREF Supplemental Retirement Plans
   - Treasury Notes
   - Blind Trusts
   - Warrants
   - Zero Coupon Bonds

Question 7. Lobbying Interests. List any person, firm, or organization for whom compensated lobbying is done by any associate, your spouse, or any minor child residing with you. Also, list any firm in which you, your spouse, or any minor child residing with you hold any interest for whom compensated lobbying is done. Explain the terms of any such employment, the subject matters lobbied, and/or the measures to be supported or opposed.

1. If you, your spouse, or minor child residing with you are associated with a compensated lobbyist, you must provide the name(s) of the entities for which the associate lobbies.

2. If you, your spouse, or a minor child residing with you have any interest in any lobbying firm, you must list the name of the entity. Do not report interests in employers of lobbyists, e.g., do not report interests in public corporations or other entities that may engage a lobbyist.

Question 8. Professional Services. List in general terms (by areas of the client's interests) the entities to which professional services are furnished by you or your spouse. For the purpose of this question, you must list the general areas of interests of your clients if you (or your spouse) engage in any profession licensed by the State of Tennessee. You are not, however, required to list your clients or to otherwise furnish personal information about your clients. These professions include, but are not limited to:

Chiropractic	Massage Therapy	Optometry
Dentistry	Medicine	Audiology
Physical Therapy	Midwifery	Nursing
Pharmacology	Podiatry	Architecture
Public Accounting	Veterinary Medicine	Law

This list is not exclusive. If you or your spouse practice a profession that is not listed but that requires a license to practice in the State of Tennessee, you are required to list the general areas of your clients' interests.

Question 9. Retainer Fees. List any retainer fee you receive from any person, firm, or organization who is in the practice of promoting or opposing, influencing, or attempting to influence directly or indirectly, the passage or defeat of any legislation before the Tennessee General Assembly, the legislative committees, or the members thereof.

Question 10. Bankruptcy. List any adjudication of bankruptcy or discharge received in any United States district court within five (5) years of the date of this report.

Question 11. Loans. List any loan or combination of loans for more than one thousand dollars ($1,000) from the same source made in the previous calendar year to you, your spouse, or any minor child residing with you.

Loans need <u>not</u> be disclosed on this report if they are:

1. From your immediate family (spouse, parent, sibling or child);
2. From a federally insured financial institution or made in accordance with existing law in the ordinary course of doing business of making loans. The loan must bear the usual and customary rate of interest, be made on a basis which assures repayment, evidenced by a written instrument and subject to a due date or amortization schedule;
3. Secured by a recorded security interest in collateral, bearing the usual and customary interest rate of the lender made on a basis which assures repayment; evidenced by a written instrument and subject to a due date or amortization schedule;
4. From a partnership in which you have at least ten percent (10%) partnership interest;
5. From a corporation in which more than fifty percent (50%) of the outstanding voting shares are

owned by you or by your immediate family (spouse, parent, sibling or child).

Question 12. Leadership PACs Each member of the Tennessee General Assembly, and each candidate for the Tennessee General Assembly, must disclose the name of any multi-candidate political campaign committee established or controlled by the member or candidate within the immediately preceding five (5) years of the date of the disclosure.

Question 13. Signature Each filer must sign the disclosure statement and acknowledge that the information contained in this statement is submitted under penalty of perjury. The filer's signature must also be attested to by a witness.

ABSENTEE VOTING

1. What is absentee voting?

Absentee voting is a voting method that involves voting on a day earlier than the actual election day. Tennessee has two forms of absentee voting:

1. Absentee in person, which is better known as early voting, and
2. Absentee by mail, which is commonly called by-mail voting.

2. Who may apply to vote absentee by mail?

To vote by mail, a registered voter must fall under one of the following categories:

- You are sixty (60) years of age or older.
- You will be outside the county where you are registered during the early voting period and all day on Election Day.
- You are hospitalized, ill or physically disabled and unable to appear at your polling place to vote
- You are the caretaker of a person who is hospitalized, ill, or disabled person
- You or your spouse are a full-time student in an accredited college or university outside the county where you are registered.
- You reside in a nursing home, assisted living facility or home for the aged outside your county of residence.
- You are a candidate for office in the election.
- You are observing a religious holiday that prevents you from voting in person during the early voting period and on Election Day.
- You serve as an Election Day official or as a member or employee of the election commission.
- You will be unable to vote in-person due to jury duty.
- You have a physical disability and an inaccessible polling place.
- You or your spouse possess a valid commercial drivers license (CDL) or Transportation Worker Identification Credential (TWIC) card and you will be working outside the state or county of registration during the open hours of early voting and Election Day and have no specific out-of-county or out-of-state address to which mail may be sent or received during such time.
- You are a member of the military or are an overseas citizen.
- You are on the permanent absentee list.

NOTE: If you reside in a licensed nursing home, assisted living facility, home for the aged, or an independent living facility on the same property as a licensed nursing home, assisted living facility, or home for the aged inside your county of residence, you may not vote absentee by-mail. Election officials will come to the facility to vote eligible residents, or you may vote during early voting or on Election Day.

Check out website at www.dekalbelections.com or https://sos.tn.gov/elections for any updates to the above.

3. What is the process for requesting the by-mail ballot?

The voter must submit a written request containing the information below to the DeKalb County Election Office by the tenth day before Election Day.

The voter can use the absentee ballot request form to make sure all required information is provided. Contact the DeKalb County Election Office on how to obtain a form and for additional information. Our number is 615-597-4146.

The voter can submit their written request for an absentee ballot by mail, fax, or e-mail. If e-mailing your request, be sure the attached document contains the information below and your scanned signature.

1. Name of the registered voter
2. Address of the voter's residence
3. Voter's social security number
4. Voter's date of birth
5. Address to mail the ballot
6. The election in which the voter wishes to participate. If the election involves a primary, the political party in which the voter wishes to participate.
7. Reason the voter wishes to vote absentee. If applicable, a copy of the CDL containing the CDL number or the TWIC card must be included in the voter's request.
8. Voter's signature

A request that contains this information will be processed and a ballot will be mailed to the voter.

NOTICE: ***A person who is not an employee of an election commission commits a Class E felony if such person gives an application for an absentee ballot to any person or commits a Class A misdemeanor if such person gives an unsolicited request for application for absentee ballot to any person. T.C.A. § 2-6-202(c)(3) and (4).***

4. Is any additional information required for individuals who have registered to vote by mail?

If an individual has registered to vote by mail and is voting for the first time, they can appear to vote in person or provide a copy of a valid photo ID to request an absentee ballot.

5. How can a person who possesses a valid commercial driver license (or the spouse of a person possessing a valid commercial driver license) or a transportation worker identification credential and who will be working outside the county of registration during the early voting period and all day on election day vote? If the voter (or spouse) possesses a valid commercial driver license or the voter possesses a valid transportation worker credential card and does not have a specific out-of-county or out-of-state location to which mail may be sent or received during the early voting or election day hours, the voter may:

1. Complete an application to vote absentee by mail at the voter's county election commission office; or
2. Send a written request that contains the information discussed in the question above; and
3. Provide a copy of the current commercial driver license which contains the commercial driver license number or a copy of the current transportation worker credential card;
4. Provide the voter's current residential address and any mailing address to which the ballot shall be mailed.

6. When may a registered voter apply to vote by mail?

A registered voter may request an application for by-mail ballot no earlier than ninety (90) days before the election and no later than ten (10) days before the election. To be processed for the next election, the application must be received by the election commission no later than ten (10) days before the election.

7. To be counted, when must the ballot be received by the election commission?

The county election commission must receive the ballot by mail no later than the close of polls on election day.

8. What if I do not receive or ruin my ballot and can no longer use it?

If a voter notifies the election commission that he or she has "spoiled" a ballot or has not received the ballot, the election commission shall note on the records that subsequent supplies have been sent and supply the voter with subsequent voting supplies.

9. What if I do not provide all the information required on the by-mail ballot application?

The county election commission will reject the application and return the application to the voter immediately by mail to be completed and returned again. If time permits, any rejected application must be corrected and returned to the County Election Commission by the tenth (10th) day before the Election.

10. Can the ballot be hand delivered?

No. The by-mail ballot must be received by the county election commission office through the postal mail.

Candidate Manual

DeKalb County Election Commission

Loree Hall, Chairman
Kim Luton, Secretary
Ron Sifford, Member
Marty Jacoby, Member
Yvette Carver, Member
Dustin Estes, Administrator of Elections

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