



OFFICIAL NOTICE

2022 FOURTH QUARTER REPORT DUE

To: Political Committee Treasurers

From: Campaign Finance Office

Date: December 19, 2022

When To File

Please be advised that your **2022 Fourth Quarter** Report must be filed no later than **January 11, 2023**. The earliest date you can file the report is **January 1, 2023**.

What To File

The report must include:

All contributions received since the last report filed, through **December 31, 2022**.

All expenditures made since the last report filed, through **December 31, 2022**.

All loans received or made since the last report filed, through **December 31, 2022**.

The treasurer must use best efforts to report all contributor and payee information required by N.C.G.S. § 163-278.11. Please follow the instructions on each form and review the reporting sections of the Campaign Finance Manual available at: <https://www.ncsbe.gov/Campaign-Finance>.

The committee treasurer or assistant treasurer signing the report must certify that the report is true and correct to the best of the treasurer's knowledge. All reports must be signed by a treasurer or assistant treasurer who has completed the free treasurer training available from the North Carolina State Board of Elections. For more information, please visit: <https://www.ncsbe.gov/Campaign-Finance/training>.

How to File: Electronic Filers

All committees are encouraged to file electronically.

The following committees **MUST** file the **2022 Fourth Quarter** Report electronically:

- Candidate for statewide office with contributions, expenditures or loans in excess of \$5,000 since the beginning of the election cycle.
- Party committees supporting candidates for statewide office with contributions or independent expenditures in excess of \$5,000 since the beginning of the election cycle.
- Political committees supporting candidates for statewide office with contributions or independent expenditures in excess of \$5,000 since the beginning of the election cycle.
- Federal committees supporting candidates for statewide office with contributions in excess of \$5,000 since the beginning of the election cycle.
- Any candidate committee, party committee, federal committee, or political committee with contributions, expenditures, independent expenditures, or loans in excess of \$10,000 since the beginning of the election cycle.



Electronic filers produce reports using free campaign finance software downloaded from the State Board of Elections' website. Qualifying third party software may also be used. For more information, visit: <https://www.ncsbe.gov/Campaign-Finance/reporting-software>.

Before filing an electronic report, please check the State Board of Elections' website to make certain you are using the current version of the campaign finance software or that your third party software can generate reports that are capable of import into the State Board's central database.

An electronic report is timely if the electronic file is e-mailed to campaign.reporting@ncsbe.gov **on or before 11:59 p.m. on January 11, 2023**. For each electronic report, the committee must also file a signed cover page with original signatures. Committees required to file reports with the county board of elections will submit the signed cover page to the county board office. Cover pages may be filed by mail, manual delivery or overnight courier. Cover pages filed by mail must have a postmark on or before **January 11, 2023**.

How To File: Paper Filers

Forms for paper filers are available on the State Board's website at: <https://www.ncsbe.gov/Campaign-Finance/reporting-forms>. Reports must be filed by mail, manual delivery, or overnight courier. We suggest, though it is not required, that you use certified mail or overnight courier and retain the receipts as proof of mailing. You cannot submit reports by facsimile. **A report that does not show an original signature is not considered filed.** Paper reports filed by mail must have a postmark on or before **January 11, 2023**. The following addresses may be used to submit paper reports to the State Board of Elections. County filers should contact the county board office for the correct addresses.

Mailing Address:

Union County Board of Elections
P.O. Box 1106
Monroe, NC 28111-1106

Physical Address:

Union County Board of Elections
316-B East Windsor St.
Monroe, NC 28112

Postmarks

Cover pages and paper reports are timely filed if the postmark has a date on or before **January 11, 2023**.

A postage meter date is not the same as a postmark. If a report only bears a meter mark, the report filing date will be the date that the report is received by the State Board or county board office.

Treasurers should not assume that a postmark will be automatically applied by the post office. In order for your cover page or paper report to be considered timely, you must request a postmark from the post office.

Penalties

Electronic reports e-mailed after **January 11, 2023** are considered late and subject to a late filing penalty. Paper reports postmarked after **January 11, 2023** or manually delivered after **January 11, 2023** are considered late and subject to a penalty.

The penalty is \$250 per day (not to exceed \$10,000) for reports affecting statewide elections and \$50 per day (not to exceed \$500) for non-statewide elections.

Penalties are assessed for each day beginning **January 12, 2023** and ending when the report is postmarked or received.