

# 2021 Guide to Campaign Finance Registration and Reporting

Candidates for public office in New York State must register with the New York State Board of Elections and if not exempted must make periodic reports. This is a twostep process. First is registration and second is meeting reporting requirements, if necessary

Guidance from the State is found at:

<https://www.elections.ny.gov/NYSBOE/download/finance/hndbk2019.pdf>

Further guidance and assistance can be obtained at the County Board of Elections.

Candidates can no longer register with or file reports with the County Board of Elections. Instead you will register by mail to:

New York State Board of Elections  
Compliance Unit  
40 North Pearl Street, Suite 5  
Albany, NY 12207-2729

In Yates County, candidates for countywide offices are most affected by reporting requirements. Most candidates for town offices are generally exempted from making periodic reports. ALL CANDIDATES MUST REGISTER.

## **REGISTERING:**

As soon as you declare an intent to run for office, and certainly by the time you file your petitions for candidacy, you must register.

If you are running for countywide offices (spending more than \$50) and Town offices (spending more than \$1000):

- Registering and Reporting as a candidate without an election committee that will be raising and spending money for the candidate. This candidate must register with the CF-04. See this website for blank forms

- Registering and Reporting as a candidate with an election committee that will be raising and spending money for the candidate. This candidate and committee treasurer will file a CF-02 and a CF-16. For forms, see the NYSBOE Campaign Finance Guide (above)

If you are running for countywide offices (spending less than \$50) and Town offices (spending less than \$1000):

- Register with a CF-05 and claim the appropriate exemption. There will be no Reporting so long as the candidate stays below the allowable limit. If the limit is exceeded then the candidate must immediately start reporting. See this website for blank forms

### **REPORTING:**

This is now completed entirely on the web. Go to: <https://efs.elections.ny.gov/> .

Guidance from the State is found at:

[https://www.elections.ny.gov/NYSBOE/finance/efsguide/EFSUserManual\\_V2.4.pdf](https://www.elections.ny.gov/NYSBOE/finance/efsguide/EFSUserManual_V2.4.pdf)

Training videos can be view starting at:

[https://www.youtube.com/watch?v=i5Ug2MPDqB0&list=PL8\\_UzRFUbjmVOctY9sq4VN3KjaNFDcrnh&index=1](https://www.youtube.com/watch?v=i5Ug2MPDqB0&list=PL8_UzRFUbjmVOctY9sq4VN3KjaNFDcrnh&index=1)

Further guidance and assistance can be obtained at the Yates County Board of Elections.

### **NOTE:**

By the 54<sup>th</sup> day before the Primary or General Elections, the Board of Elections must notify the State Board of Elections Campaign Finance Compliance Unit of your candidacy.

Campaign Finance Law is quite extensive and contains many regulations regarding how money can be raised or spent. There are contribution limits and expenditure rules. Candidates who must report are encouraged to download the state guide.