

IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD

An Independent Agency of the Executive Branch

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BOARD MEMBERS:
James Albert, Chair
Jonathan Roos, Vice Chair
Saima Zafar
Carole Tillotson
John Walsh
Mary Rueter

TO: LOCAL CANDIDATES, PARTIES, AND LOCAL PACS
FROM: IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD
Re: CAMPAIGN FINANCE ISSUES

The Iowa Ethics and Campaign Disclosure Board administers the campaign laws in Iowa Code chapter 68A.

1. The Board's Web site has campaign finance information at <http://www.iowa.gov/ethics>. Click on **Campaigns** on the main menu and then select your committee type.
2. Contact information:

| Executive Director | Statewide PACs and County Central Committees | County/Local Candidates And Committees |
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| Megan Tooker (515) 281-3489 megan.tooker@iowa.gov | Jason Hacker (515) 281-4411 jason.hacker@iowa.gov | Tim Annee (515) 281-4104 tim.annee@iowa.gov |

3. A committee is registered by filing a statement of organization (DR-1). The form must be filed within 10 days of receiving contributions, making expenditures, or incurring debts in excess of \$1000 (a debt is incurred when an item is ordered). If you are not going to cross the \$1000 threshold but want to use the shorter "paid for by" attribution (see #7 below) you can file Form DR-SFA prior to distributing political material.
4. Know your campaign report due dates. Once you have filed a DR-1, you must start and continue filing reports until you dissolve your committee. Penalties are assessed for late reports. All reports for Statewide PACs and County Central Committees are required to be filed electronically via the Board's Web Reporting System. County/Local Candidates and Committees must file electronically beginning January 1, 2016. All committees required to file electronically must submit their reports by 4:30 on the due dates. All reports due 5 days or less prior to an election must be physically received by the Board by 4:30 p.m. on the day the report is due.
5. Remember that if an organization gives your committee a contribution in excess of \$1000 it has separate filing requirements and it should immediately contact the Board for assistance.
6. Do not accept contributions from corporations, insurance companies, or financial institutions (NOTE: This prohibition does not apply to ballot issue PACs).
7. Put the words "paid for by" on printed political materials (see Iowa Code section 68A.405 and rule 351-4.38). A "paid for by" must be placed even if a committee is not registered (the "paid for by" then includes name and address). If the material is paid for by a registered committee or by filing Form DR-SFA, only the name of the committee needs to be part of the "paid for by." Some campaign signs and other items are exempt, so read the law and rules carefully.
8. Review the campaign laws in Chapter 68A and the Board's rules found in Chapter 351 of the Iowa Administrative Code.