

Statement of Organization-Candidate Committee [CRO-2100A]

Form Description

All candidate committees will complete this form. In addition to the *Statement of Organization*, those committees that do not file under the \$1000 threshold (committees that plan on raising or spending more than \$1000 during the election cycle) must complete an **Organizational Disclosure Report** within 10 days of organizing the committee.

All committees must complete a **Certification of Financial Account Number Information** (CRO-3500) form and a **Certification of Treasurer** (CRO-3100) form along with the *Statement of Organization*. For those committees who pledge not to raise or spend more than \$1000 during an election cycle, a **Certification of Threshold** (CRO-3600) form must be completed with the *Statement of Organization*.

Additional assistant treasurers and bank accounts may be listed on the **Statement of Organization Addendum** (CRO-2110) form and the **Additional Committee Funds** (CRO-2120) form.

The *Statement of Organization* is used to show any changes in committee information. The entire form must be completed and resubmitted with the new information in order for an amendment to be correctly documented. Check the "Yes" box at the top of the page if this report is an amendment.

Line-by-Line Instructions

LINE 1. Committee Information

- a. Provide the full name of the committee.
- b. Provide the committee's complete mailing address (including city, state and zip code).
- c. Provide the ID number of the committee. If this is a new committee, this field may be left blank.
- d. Provide the date that the committee was organized.
- e. Provide the telephone number (including area code) of the committee.

LINE 2. **Candidate Information**- If this is the Candidate's primary committee, then check the box that is part of Line 2.

- a. Provide the first and last name of the candidate. This should be listed as it appears on the candidate filing form.
- b. Provide the mailing address of the candidate if it is different from the committee's mailing address.
- c. Provide the telephone number (including area code) of the candidate.
- d. Provide the email address for the candidate. Indicate below if the candidate would like to receive an email copy of report due notices sent to the committee.
- e. Provide the candidate's ID number. This will be assigned during candidate filing.
- f. Provide the party affiliation of the candidate. If the office sought is nonpartisan, then put "Nonpartisan" in this field.
- g. Provide the office the candidate is seeking.
- h. Provide the next election year for the candidate.

- i. Provide the jurisdiction (district, county or municipality) of the office the candidate is seeking, if it is not a statewide office.

LINE 3. Treasurer Information

- a. Provide the first and last name of the treasurer of the committee.
- b. Provide the treasurer's complete mailing address (including city, state, and zip code).
- c. Provide the telephone number (including area code) of the treasurer.
- d. Provide the email address of the treasurer. Indicate below if the treasurer would prefer to receive report due notices via email rather than US mail.

LINE 4. Custodian of Books Information

- a. Provide the first and last name of the custodian of books of the committee.
- b. Provide the custodian of books' complete mailing address (including city, state and zip code).
- c. Provide the telephone number (including area code) of the custodian of books.
- d. Provide the email address of the custodian of books. Indicate below if the Custodian of Books would like to receive an email copy of report due notices sent to the committee.

LINE 5. **Assistant Treasurer Information** – The two checkboxes ("Add" and "Remove") are only used in amendments when a new assistant treasurer must be added or removed.

- a. Provide the first and last name of the assistant treasurer of the committee.

- b. Provide the assistant treasurer's complete mailing address (including the city, state and zip code).
- c. Provide the telephone number (including area code) of the assistant treasurer.
- d. Provide the email address of the assistant treasurer. Indicate below if the assistant treasurer would like to receive an email copy of report due notices sent to the committee.

LINE 6. **Account Information** – List each account separately. The 2 checkboxes (“Add” and “Remove”) are only used in amendments when a new account must be disclosed for this fund, or an old account removed.

- a. Provide the complete name of the financial institution providing this account.
- b. Provide the purpose for which this account is used.

- c. List the code that corresponds to the account for the committee. Remember to leave all account numbers off of the statements in order to preserve confidentiality. Use the code(s) provided on the **Certification of Financial Account Information** (CRO 3500) form. The committee must assign each bank account a different code.
- d. Provide the type of account (such as checking, savings, CD, money market, etc). If a credit card is specified, please list the type of card.

CERTIFICATION– The treasurer (or candidate if a candidate committee) must certify by signing and dating this form.