



# Form CPF D103: Appointment of Depository Bank

## Office of Campaign and Political Finance

**Committee Name:** \_\_\_\_\_

**Office Sought/District:** \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Candidate E-Mail: \_\_\_\_\_

Treasurer Name: \_\_\_\_\_

Treasurer E-Mail: \_\_\_\_\_

**ACTIVITY PRIOR TO ESTABLISHING DEPOSITORY BANK ACCOUNT**

By checking this box, I certify that prior to establishing this bank account, no money (including the candidate's own) was raised or spent for any political purpose. (If money was raised or spent prior to opening this bank account, please contact OCPF for information about how to disclose the activity)

I certify that the bank named below has been designated as the depository for campaign funds and I authorize said bank to submit to the Director of the Office of Campaign and Political Finance the reports required by M.G.L. Chapter 55. **I agree that all financial activity following the date the bank account is opened shall be conducted through the depository account.**

SIGNED UNDER THE PENALTIES OF PERJURY:

\_\_\_\_\_  
Signature of Candidate                      Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Treasurer                      Date: \_\_\_\_\_

*(Below to be completed by bank)*

**BANK ACKNOWLEDGMENT**

The undersigned bank is authorized to transact business and has its main office, or a branch office, in Massachusetts. The bank hereby acknowledges that it has been designated as the depository for campaign funds of the above named candidate or committee and agrees to file campaign finance reports with OCPF as required by c. 55 until such time as OCPF notifies the bank that its reporting requirements are no longer required.

**Bank Name:** \_\_\_\_\_

**Date Account Opened:** \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bank Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Employee's Signature**      Date: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING FORM CPF D103

### 1. WHO MUST FILE:

Newly organized political action committees or state political party committees are required to designate, on Form CPF D103, Appointment of Depository Bank (this form), an authorized financial institution as a depository for the committee's campaign funds on the day the committee is organized. Independent Expenditure PACs file reports as required by M.G.L. c. 55, s. 18A(e) and do not have to file a Form CPF D103 or designate a depository bank. (See M.G.L. c. 55, ss. 1 and 18A(e) and 970 CMR 2.17(3) for the definitions of these committees.)

A candidate for nomination or election to one of the offices listed below (and his or her candidate's committee, if one is organized) must file either a Form CPF D103 (this form) or a Form CPF D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF. The designation of the depository bank, or the certification that no financial activity will occur, must be made on the day the individual becomes a candidate for one of the offices specified below. (See M.G.L. c. 55, s. 1 for the definition of "candidate.")

1. Statewide Office: Governor, Lieutenant Governor, Attorney General, State Secretary, State Treasurer and State Auditor;
  2. The Governor's Council;
  3. County Office: Clerk of Courts, County Commissioner, County Treasurer, District Attorney, Register of Deeds, Register of Probate, Sheriff, Suffolk Co. Superior Court-Civil, Suffolk Co. Superior Court-Criminal, and Supreme Judicial Clerk of Courts (Suffolk Co.); and
  4. The offices of mayor, city council and alderman in cities with a population over 75,000 (Boston, Brockton, Cambridge, Fall River, Lawrence, Lowell, Lynn, New Bedford, Newton, Quincy, Somerville, Springfield and Worcester).
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### 2. WHEN TO FILE:

This form must be filed with OCPF before funds are raised or spent and no later than the third business day following such appointment. An initial campaign finance report, Form CPF D102, must also be filed with OCPF within three days of the candidate or committee organizing. An authorized employee of the financial institution must sign the acknowledgment of the depository bank printed on the form.

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### 3. NOTES FOR CANDIDATES AND CANDIDATE COMMITTEES:

**Form CPF D103**, Appointment of Depository Bank (this form), is used by the candidates listed above to designate an authorized financial institution as a depository for the campaign funds of the candidate and/or the candidate's committee.

**Form CPF D104**, Statement of Candidate Not Raising or Expending Campaign Funds, is used by the candidates listed above to certify that he or she does not plan to receive contributions, make expenditures (including expenditures of his or her own funds) or incur liabilities.

#### A CANDIDATE WHO HAS A COMMITTEE

Complete all information requested on the D103 form. Check the box at the top of the form indicating the existence of the committee and fill in the committee information. Both the candidate and committee treasurer must sign the form.

#### A CANDIDATE WHO DOES NOT HAVE A COMMITTEE

In this case, the candidate should check the box at the top of the form indicating that he/she does not have a committee. The committee information may be left blank, but the rest of the form should be completed. Only the candidate and financial institution employee must sign the form.

A candidate who does not plan to receive contributions, make expenditures (including expending his or her own funds) or incur liabilities does not have to open a depository bank account and may instead complete and file a Form D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF.

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### 4. NOTE FOR BANKS

The authorized employee's signature acknowledges notice of the candidate and/or committee's appointment of the bank as a depository for campaign funds. The bank should indicate the date the account was opened and will be subject to the reporting provisions of M.G.L. c. 55, s. 19 from that date. OCPF provides an online e-filing application to file the requisite reports at [www.ocpf.us](http://www.ocpf.us).

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Please contact the Office of Campaign and Political Finance at (617) 979-8300 or by e-mail at [ocpf@cpf.state.ma.us](mailto:ocpf@cpf.state.ma.us), or visit OCPF's website at [www.ocpf.us](http://www.ocpf.us) for further information.