

CHECKING IN

Monthly Informational Mailer for Local Election Officials

617-979-8300

What can local election officials do when candidates don't file their campaign finance reports?

The campaign finance deadline has passed and some candidates have not filed their reports. What can you do?

It's usually helpful to call or e-mail the candidates and remind them to file. If the report is still not filed, you can, at your discretion, follow these steps:

1. Send a notice by mail or e-mail informing the candidate or committee that the report must be filed within 10 days. We call this a "10-day notice."
2. Indicate in the notice that the issue may be referred to OCPF if the report is not filed within 10 days, and that fines may be assessed.
3. If a report is not filed after 10 days, you can refer the candidate or committee to OCPF. The process for referring a candidate or committee is outlined in OCPF memo [M-94-07](#). Referrals can be sent by e-mail.
4. Fines are \$25 per day up to \$5,000, assessed by OCPF from the date the report was originally due.
5. When a report is eventually filed by a candidate, please contact OCPF so we can calculate the correct amount.

Request: Collect e-mail addresses for municipal candidates who file with OCPF

OCPF strongly encourages local election officials to collect e-mail addresses for all candidates, especially during the nomination paper process.

This year, we will ask you for e-mail addresses for all city candidates who e-file with OCPF. These e-mails help us reach municipal candidates who are not yet organized with us, but should be.

Who files with OCPF? All mayoral candidates, as well as city council candidates in cities with populations of 65,000 or more.

[Click here](#) for a guide that can be distributed to municipal candidates who file locally (with you).



Contact Jason Tait at jtait@cpf.state.ma.us to schedule a candidate or ballot question seminar.

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Who files the pre-preliminary report in cities? [Click here](#) for the answer. (Town's usually don't have preliminary elections).