



WILLIAM C. CAMPBELL  
DIRECTOR

THE COMMONWEALTH OF MASSACHUSETTS  
**OFFICE OF CAMPAIGN & POLITICAL FINANCE**  
ONE ASHBURTON PLACE, ROOM 411  
BOSTON, MASSACHUSETTS 02108

TEL: (617) 979-8300  
FAX: (617) 727-6549  
OCPF@CPF.STATE.MA.US

**M-95-07**

Revised: February 3, 2022

**MEMORANDUM**

Procedure to Transfer a Candidate's Political Committee  
from the Municipal Level to the State Level

---

Massachusetts General Law Chapter 55, Section 5 states in part: "The statement of a political committee organized on behalf of a candidate shall also include the written consent of said candidate. *No candidate shall give his consent to more than one such committee.*" (Emphasis added).

Therefore, if you are a candidate whose political committee is currently filing with a city or town clerk or election commission, and you wish to seek an office requiring filing with OCPF<sup>1</sup>, you must:

1. File a new Form CPF 101 (Statement of Organization Candidate's Committee) with OCPF.
2. File with OCPF a copy of your last CPF M102 (Campaign Finance Report) submitted to your local election official. The next filing with OCPF will report activity from the date following the ending date of such report.
3. E-file a Transition-In Report with OCPF. The committee first contacts OCPF to authorize the report. Once the report is authorized, the committee then enters the data into the online reporting system. The report discloses contributions received or expenditures made outside of the depository account, as well as in-kind contributions received and liabilities incurred, prior to the committee's first filing with OCPF but after the closing date of the most-recently filed local report (CPF M102 paper form). The reporting period is the day after the last campaign finance report filed with the local election official, through the date the depository bank is opened. If the ending balance on the final CPF M102 paper report filed locally is different from the starting

---

<sup>1</sup> Candidate committees that file with OCPF are in the depository system of reporting. Depository candidates include state, county, and mayoral candidates and candidates for city council in cities with a population of 65,000 or more (currently Boston, Cambridge, Lowell, Springfield, Worcester, New Bedford, Brockton, Quincy, Lynn, Fall River, Newton, Lawrence, Somerville, Framingham, Haverhill, Malden and Waltham).

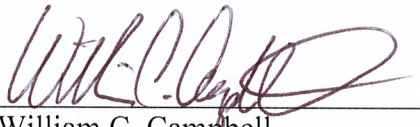
balance reported to OCPF by your bank, contact OCPF for guidance. An OCPF tutorial on how to transition to OCPF is available by typing "transition-in" into the search engine at [www.ocpf.us](http://www.ocpf.us)

If you continue to seek office at both the state and municipal level, your committee will have reporting requirements at both levels. OCPF should be contacted for assistance in such an instance.

If you are not initially required to appoint a depository bank and you decide to seek an office which causes you to be required to appoint a depository in accordance with M.G.L. c. 55, § 19, you will become subject to depository reporting requirements on whichever of the following dates is the earliest:

- (a) on the date you file a new statement of organization form; or
- (b) on the day you file a change of purpose form; or
- (c) on the date you first raise or spend money for the purposes of influencing the nomination or election for such office.

For more information on transferring a political committee, please contact OCPF.

  
\_\_\_\_\_  
William C. Campbell  
Director