

# Getting started:

## Filing a contribution report (C-3)



You must deposit a campaign contribution to your bank account **within five business days**.

A C-3 discloses the identity of your campaign contributors, and how much they gave.

**Each C-3 is a record of contributions deposited to your account on one day.**

### Do I need to file this report?

**Full-reporting candidates and committees must file C-3s with the PDC.** If you receive no contributions during a reporting period, you do not owe a C-3.

However, if you are planning to **raise or spend** no more than \$7,000 and accept no more than \$500 from each contributor (other than the candidate themselves), you qualify for a simpler form of reporting. **Mini-reporters do not file C-3 reports, but must keep records of all of their transactions.** Consider amending your candidate registration (C-1) to become a mini-reporter if you qualify.

**CAUTION:** If you need to switch from mini to full reporting, you must file all past reports and get PDC approval. Exceeding mini limits before approval can lead to enforcement action.

### When is it due?

#### Prior to June 1

Deposits made prior to June 1 are reported monthly. Candidates and committees submit C-3 reports by the **10th of the month** after the deposit was made. (If the 10th falls on a weekend or holiday, the deadline shifts to the next business day).

Each date you deposited contributions to your bank account will be represented on a separate C-3 report. A C-3 may include numerous contributions, provided they were all deposited on the same day. **All of your deposits for a given month must be reported on a C-3 by the 10th of the following month.**

#### **For example:**

- **C-3s for deposits made in May must be filed by June 10.** If you make three deposits in May on three different days, you should turn in one C-3 for each deposit no later than June 10.

- Early reporting is encouraged. If you deposited a contribution on May 15, filed a C-3 on May 16 and deposited no other contributions that month, **you owe no further C-3s for that reporting period.**

#### Starting June 1

Candidates and committees participating in this year's primary and/or general election begin weekly C-3 reporting June 1. Campaigns must file C-3s each **Monday for deposits made in the preceding seven days.**

This means active campaigns will be filing C-3 reports at least once a week.

#### **For example:**

- **If you make a deposit on June 5, you must report those contributions in a C-3 no later than June 9.** This schedule lasts through the general election.

#### **Contact us:**

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