



Tennessee Registry of Election Finance
WRS Tennessee Tower, 26th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 741-7959

APPOINTMENT OF POLITICAL TREASURER AND OFFICERS INSTRUCTIONS FOR MULTICANDIDATE POLITICAL CAMPAIGN COMMITTEES (PACs)

GENERAL INSTRUCTIONS. Pursuant to the Campaign Financial Disclosure Act (T.C.A. § 2-10-105), as amended by Public Chapter 1087 (2022), all multi-candidate political campaign committees (otherwise known as PACs) are required to certify the name and address of the committee's political treasurer to the Registry of Election Finance, or the county election commission where appropriate, before the committee may receive a contribution or make an expenditure in a state or local election. In addition, all multi-candidate political campaign committees (PACs) registered with the Registry of Election Finance must also certify the name and address of all officers of the committee and all persons with direct control over expenditures. Further, a multi-candidate political campaign committee (PAC) must have at least one (1) officer, not including the treasurer of such committee, and must have at least one (1) person who directly controls expenditures.

READ THE INSTRUCTIONS IN THIS BOOKLET CAREFULLY. PACs should ALSO review the applicable campaign finance laws, rules, and regulations for more information regarding permissible and prohibited political activities in Tennessee.

This form must be used to appoint a political treasurer and officers by all political campaign committees, other than single-candidate campaign committees, filing with the Registry of Election Finance. Do **NOT** use this form if your organization is a tax-exempt organization under United States Internal Revenue Service Code 501(c)(4), 501(c)(5), or 501(c)(6) (26 USC 504(c)(4)-(6)) unless you intend to register as a multi-candidate political campaign committee (PAC) in Tennessee.

No funds may be received or expended by a PAC for a future election until a political treasurer has been appointed. Failure to timely register may result in the assessment of civil penalties by the Registry of Election Finance. A new form must be filed if any change to the appointment of a treasurer or officers occurs.

Committees that make participate in elections only for state public office must file this form with the Registry of Election Finance, 404 James Robertson Parkway, Suite 104, Nashville, TN 37243-1360. Committees that participate only to candidates for local public office must file with the local county election commission in the county where the contributions are made. Committees giving to both state and local candidates should file the original with the Registry and a copy with the county election commission in any county the committee is making contributions.

ADDITIONAL IMPORTANT INFORMATION. Effective July 1, 2022, the following legislative changes will become effective, pursuant to Public Chapter 1087 (2022):

- Every PAC must certify the name and address of all officers of the PAC and all persons who directly control expenditures. Each PAC must have at least one (1) officer, not including the treasurer, and must have at least one (1) person who directly controls expenditures.
- Any PAC that registers with the Registry of Election Finance after July 1, 2022 must also submit evidence of identification for each officer, each person who directly controls expenditures, and the treasurer of the PAC prior to the PAC making any expenditures or receiving any contributions. For any PAC already registered with the Registry of Election Finance as of April 28, 2022, the PAC must submit this evidence of identification to the Registry no later than January 31, 2023.
- Any changes to appointments for officers, treasurers, or persons who directly control expenditures must be reported to the Registry by filing a new Appointment of Political Treasurer and Officers form within thirty (30) days of the change.
- Each individual who directly controls expenditures for a PAC and each candidate who was named as an officer or who directly or constructively controlled expenditures for a PAC **will be personally liable** for any civil penalty assessed by the Registry of Election Finance.
- Any civil penalty for a Class 2 Offense cannot be paid using PAC funds.
- All PAC funds must be maintained in a separate account segregated from other funds (i.e., corporate funds, charitable funds, etc.). Any comingling of fund is a Class 2 offense subject to assessment of a civil penalty.
 - Corporations will need to establish a dedicated bank account for Tennessee PAC funds to ensure that PAC are not commingled with other corporate/organizational funds. However, PACs registered at both the state and federal levels do not need a dedicated bank account for PAC funds that may be distributed in Tennessee. For more information on how to avoid comingling of funds, contact the Registry's Office.
- All PACs **MUST** retain copies of all checks, money orders, wire or account transfer statements, withdrawal statements, credit or debit statements, bank statements, vendor receipts, and other documentation directly resulting from a financial transaction involving the receipt or disbursement of any PAC funds for campaign expenses for two (2) years after the date of the election to which the records refer.
- All PACs are also required to submit Interim Reports to either the Registry of Election Finance or the local county election commission, as appropriate, beginning at 12:00 AM of the tenth day prior to a primary, general, runoff or special election or a referendum through 12:00 AM of election day (including election day), if the PAC receives a contribution or makes an expenditure equal to or greater than the following limits: \$5,000 in the election of a candidate for statewide office; \$3,000 in the election of a candidate for the Tennessee Senate; or \$1,000 in the election of any other State or local public office. Each report must be filed by the end of the next business day following the day on which the contribution was received, or the expenditure was made. **These reports must be filed on a rolling basis.** For more information on how and when to submit this report, review the instruction booklet for this form.

**APPOINTMENT OF POLITICAL TREASURER AND OFFICERS
For Multicandidate Political Campaign Committees (PACs)**

- ITEM 1.** Enter the date the registration is completed.
- ITEM 2.** Enter the Committee's chosen name. If you would like to select a short name or abbreviation, enter it as well. Any name can be selected, provided that it is not already in use by another Committee.
- ITEM 3.** Enter the Committee's primary mailing address and a valid contact phone number.
- ITEM 4.** Enter the Committee name as it appears on the Committee's checks. This name should match either the Committee's full name or the Committee's short name.
- ITEM 5.** Select the type of candidates supported and/or opposed. If participating in an election for state public office, select "State Candidate". If participating only in an election for a local public office, select "Local Candidate". If participating in both elections for state and local public office, select both options.
- ITEM 6.** Enter the name of the Committee's selected political treasurer and attach proof of this individual's identification. *See below for more information on proper proof of identification.*
- ITEM 7.** Enter a valid electronic mail address for the Committee's selected political treasurer. It is the Committee's responsibility to maintain up-to-date contact information with the Registry.
- ITEM 8.** Enter the mailing address and phone number for the Committee's selected political treasurer. It is the political treasurer's responsibility to maintain up-to-date contact information with the Registry.
- ITEM 9.** Select the appropriate political party if your committee is controlled by a political party on the national, state, or local level or by a caucus of a political party established by the members of either house of the general assembly.
- ITEM 10.** Select the appropriate box if your committee is affiliated with any other multicandidate committee as defined by Tenn. Code Ann. § 2-10-102(1).
- ITEM 11.** If your committee is affiliated with another multicandidate committee, as defined by Tenn. Code Ann. § 2-10-102(1), list the name and address of each committee.
- ITEM 12.** Enter the name and address of all officers of the committee. Provide a phone number and/or electronic mail address for each officer. Each committee must designate at least one (1) officer in addition to the appointed treasurer. Each committee must have at least one (1) officer, not including the treasurer of such committee. For each officer, attach proof of this individual's identification. If additional space is needed, attach an additional page. *See below for more information on proper proof of identification.*
- ITEM 13.** Enter the name and address of each individual who directly controls the expenditures of the committee. Provide a phone number and/or electronic mail address for each responsible individual. Each committee must designate at least one (1) individual who directly controls expenditures. For each responsible

individual, provide a copy of the individual's proof of identification. If additional space is needed, attach an additional page. *See below for more information on proper proof of identification.*

ITEM 14. Enter the name of each banking institution where campaign funds are deposited. Include the last 4 digits of each bank account number where campaign funds are deposited. **DO**

NOT include the complete account numbers.

ITEM 15. Both the appointing authority (appointing officer) and the appointed political treasurer must sign the form under penalty of perjury. Both signatures must be witnessed. The appointed treasurer cannot witness the appointing authority's signature. This form does **NOT** need to be notarized.

PROPER PROOF OF IDENTIFICATION

Proper proof of identification includes any document identified by Tenn. Code Ann. 2-7-112(c), including a Tennessee driver's license, a valid identification card issued by the State of Tennessee or the United States (provided that such identification includes a photograph of the individual), a valid identification card issued pursuant to Tenn. Code Ann. § 55-50-336 (photo identification licenses), a valid U.S. Passport, a valid employee identification card issued by the State of Tennessee or the United States (provided that such identification includes a photograph of the individual), a valid US military identification card, an employee identification card for retired state employees authorized pursuant to Tenn. Code Ann. § 8-50-118, **OR** any other equivalent identification issued by another state of the United States.

ELECTRONIC FILING

If you are interested in filing your campaign financial disclosure statements with the Registry electronically, then you will need an ID and password. You may go to <https://apps.tn.gov/tncamp> to see a demonstration of the electronic filing system.

If you check the box at the bottom of this form, the Registry will send you an ID and password along with instructions on how to get started on the electronic filing system.

If you have any questions about any of the information included in this booklet, please feel free to contact the Registry office at (615) 741-7959.