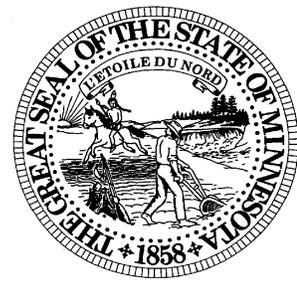


Minnesota

# *Campaign Finance and Public Disclosure Board*



May 17, 2016

Dear House of Representatives Candidate:

The forms and information enclosed in this packet are to assist you in meeting the requirements of Minnesota Statutes Chapter 10A, which governs campaign finance and disclosure in Minnesota. As a candidate for election, you will be required to meet various statutory requirements and deadlines. Please review this letter and the enclosed disclosure calendar for information about other deadlines and requirements.

## **UPCOMING CRITICAL DEADLINES:**

- **WITHIN 14 DAYS AFTER YOU FILE AN AFFIDAVIT OF CANDIDACY** - You must complete and file the Economic Interest Statement. An Economic Interest Statement is required by statute from each candidate filing for state representative. Even incumbent candidates who already have an Economic Interest Statement on file with the Board must file a new statement within 14 days of filing for office.
- **JULY 19, 2016, PUBLIC SUBSIDY AGREEMENT** - The last day you may complete and file the Public Subsidy Agreement if you wish to be eligible to receive a public subsidy payment. Please read the Agreement carefully. Once the Agreement is signed, it may not be rescinded.
- **JULY 25, 2016, AFFIDAVIT OF CONTRIBUTIONS** - The last day you may complete and file the Affidavit of Contributions. In order to file the Affidavit, you must accumulate between January 1, 2015, and July 18, 2016, at least \$1,500 in cash contributions. Only the first \$50 received from individual contributors who are eligible to vote in this state may be counted towards this amount.

Receiving the qualifying contributions and filing the Affidavit are two of the requirements to receive a public subsidy payment. Please note that the deadline for collecting contributions that count towards the qualifying amount is one week earlier than the deadline for filing the Affidavit with the Board. The Affidavit of Contributions must be notarized. In-kind contributions and anonymous contributions may not be counted towards the qualifying amount.

- **WITHIN 14 DAYS AFTER RAISING OR SPENDING MORE THAN \$750** (other than your own personal funds) to influence your nomination or election you must complete and file a Registration and Statement of Organization with the Board. If you have not already formed a principal campaign committee a registration form is included in this packet.
- **JULY 25, 2016, FIRST REPORT OF RECEIPTS AND EXPENDITURES DUE**— This Report of Receipts and Expenditures is the first of two scheduled campaign finance reports filed with the Board during 2016. This report covers the period of January 1, 2016, through July 18, 2016.
- **Electronic Filing Required** All state level candidates are required to file the periodic Report of Receipts and Expenditures electronically. The Board provides at no charge the Campaign Finance Reporter Software. The software may be downloaded at [www.cfboard.state.mn.us/software/index.html](http://www.cfboard.state.mn.us/software/index.html).

- **Candidate/Treasurer Training** – The Board offers classes for committees using Campaign Finance Reporter and general compliance training for all committees. See the Board website at [www.cfbreport.state.mn.us/Train/](http://www.cfbreport.state.mn.us/Train/) for the date and time of classes currently being offered. You may sign up for a class on the website. There is no charge to attend. The Board also offers web based training videos on compliance issues and using the Campaign Finance Reporter Software at [www.cfboard.state.mn.us/training/training.htm](http://www.cfboard.state.mn.us/training/training.htm).

#### **Forms Included in This Packet**

- **2016 Contribution and Expenditure Limits**
- **2016 Disclosure Calendar**
- **Economic Interest Statement**
- **Campaign Committee Registration Form**
- **Affidavit of Contributions**
- **Public Subsidy Agreement**

If you have questions about this packet, please call Joyce Larson, Compliance Officer, at 651-539-1188. You may also call 800-657-3889 or for TTY/TTD communication contact us through the Minnesota Relay Service at 800-627-3529. Board staff may also be reached by e-mail at: [cf.board@state.mn.us](mailto:cf.board@state.mn.us).



Gary Goldsmith  
Executive Director

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180; 800-657-3889; or through the Minnesota Relay Service at 800-627-3529.

**2015 – 2016 ELECTION CYCLE SEGMENT  
CONTRIBUTION AND CAMPAIGN EXPENDITURE LIMITS**

**All contribution limits apply to the total of cash contributions, in-kind contributions, and loans received during the two-year period from January 1, 2015, through December 31, 2016.**

**Individual and Candidate Contribution Limits.** Applies to the aggregate of contributions received during 2015 and 2016 from an individual, political committee, or a political fund (excluding political party units) and from the candidate's personal funds.

Office	2015 - 2016 Contribution Limit Total Amount for Two-Year Period	2015 - 2016 Candidate's Personal Contribution Limit Total Amount for Two-Year Period (applicable only to candidates who have signed a public subsidy agreement)
Governor/Lt. Governor	\$2,000	\$10,000
Attorney General	\$1,500	\$7,500
Secretary of State and State Auditor	\$1,000	\$5,000
Senate	\$1,000	\$5,000
House of Representatives	\$1,000	\$5,000
Judicial Office	\$2,500	Not applicable

**Aggregate Political Party Unit and Terminating Principal Campaign Committee Contribution Limits.**

Applies to the aggregate of contributions received during 2015 and 2016 from all political party units and terminating principal campaign committees. Party units include a party caucus in the legislature, a state party, and party units in legislative districts, congressional districts, counties, municipalities, and precincts in aggregate.

Office	2015 – 2016 Political Party and Terminating Committee Contribution Limit Total Amount for Two-Year Period
Governor/Lt. Governor	\$20,000
Attorney General	\$15,000
Secretary of State, State Auditor	\$10,000
Senate	\$10,000
House of Representatives	\$10,000
Judicial Office	\$25,000

**Aggregate contribution limits.** All candidates (except judicial candidates) are subject to an aggregate contribution limit. This limit is not dependent on the signing of a public subsidy agreement. The aggregate contribution limit does not increase for first-time candidates or for candidates who do not sign a public subsidy agreement. This limit applies to the aggregate of all contributions and loans from:

- lobbyists,
- political committees or political funds, and
- associations not registered with the Board

Office	Aggregate Limit for 2015 -2016 Election Cycle Segment
Governor/Lt. Governor	\$313,000
Attorney General	\$41,700
Secretary of State, State Auditor	\$20,900
Senate	\$18,900
House of Representatives	\$12,600

## CAMPAIGN EXPENDITURE LIMITS FOR 2015 – 2016 ELECTION CYCLE SEGMENT

**All expenditure limits apply to the total campaign expenditures incurred during the two-year period from January 1, 2015, through December 31, 2016. All expenditure limits apply only to candidates who sign a public subsidy agreement.**

Office	A 2015 - 2016 Base Spending Limit	B 2015 – 2016 Limit for Candidate Running for Office for the First Time	C 2016 Limit for candidate with closely contested primary	D 2016 Limit for first time candidate with closely contested primary
<b>Governor/Lt. Governor</b>	\$1,564,800	\$1,721,280	NA	NA
<b>Attorney General</b>	\$208,700	\$229,570	NA	NA
<b>Secretary of State, State Auditor</b>	\$104,400	\$114,840	NA	NA
<b>Senate</b>	\$94,700	\$104,170	\$113,640	\$125,004
<b>House of Representatives</b>	\$63,100	\$69,410	\$75,720	\$83,292

**Spending limit.** The spending limit includes the total of:

1. Monetary campaign expenditures,
2. In-kind campaign expenditures, and
3. Unpaid campaign expenditures.

**Election Cycle Segments.** The spending limit is higher in a two-year segment during which an election is held for the office sought. For that reason, candidates for a constitutional office or for the Senate will have a dramatically different base spending limit for the two year period 2017 - 2018

**First-Time Candidate.** A candidate is eligible for a 10% increase in the base campaign expenditure limit if the following conditions are met:

1. The candidate has not previously held the same office. For the legislature the office is House of Representatives or State Senate, without regard to any specific district.
2. The candidate has not previously been on the primary or general election ballot for that office.
3. The candidate has not in the past 10 years raised or spent more than \$750 in a run for any other office whose territory now includes a population that is more than one-third of the population in the territory of the office the candidate is now seeking.

**Closely Contested Primary election.** A candidate is eligible for a 20% spending increase for having a closely contested primary election if the following conditions are met:

1. The candidate won the primary election, and had at least one opponent in the primary election,
2. The candidate received fewer than twice as many votes as any one of the opponents in the primary. The closely contested primary spending increase is available for use only after the primary election.

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180; 800-657-3889; or for TTY/TDD communications contact us through the Minnesota Relay Service at 800-627-3529.

**2016 Disclosure Calendar**  
**State Senate, House of Representatives Candidates and District Court Judicial Candidates**

<b>Please Note:</b>	This calendar does not apply to constitutional office candidates or legislative or judicial candidates who are not filing for office in 2016.
March 8 through end of regular session	Legislative session. Senate and House candidates may not accept contributions from political committees, political funds, lobbyists, or unregistered associations. This prohibition applies to incumbent and non-incumbent legislative office candidates, but does not apply to judicial and special election candidates.
May	Publication of estimates of election year 2016 public subsidy amounts available for legislative candidates.
May 17	Candidate filing period opens to run for office. Senate and House candidates must file a Statement of Economic Interest within 14 days after filing for office. Judicial candidates must file a Statement of Economic Interest within 60 days of taking the oath of office.
May 31	Last day for candidates to file to run for office.
June 14	Notification to Senate and House candidates of the minimum amount of public subsidy they may expect to receive.
TBD	60 <sup>th</sup> day after the legislature adjourned. Constituent services by Senate and House candidates (incumbents only) after this date are reported as 100% campaign expenditures.
July 18	Last day for Senate and House candidates to raise contributions to qualify for public subsidy.
July 18	Last day of transactions included in the First Report of Receipts and Expenditures.
July 19	Last day for Senate and House candidates to sign and file a Public Subsidy Agreement.
July 19 through August 8	<b>24 Hour Reporting of Large Contributions – Pre-Primary Election</b> Contributions and loans from any one source totaling more than \$500 for Senate and House candidates and more than \$400 for district court candidates must be reported to the Board in person by the end of the next business day after receipt or by electronic means within 24 hours after receipt and also on subsequent Reports of Receipts and Expenditures for the year. Failure to file the notice on time will result in a \$50 per day late filing fee. <b>Note:</b> Candidates who are unopposed at the primary election do not need to report large contributions during this period.
July 25	Last day to file an Affidavit of Contributions to qualify for public subsidy.
July 25	<b>First Report of Receipts and Expenditures due.</b> Period covered: 1/1 through 7/18/2016.
July 26	\$50 per day late filing fee begins for failure to file the First Report of Receipts and Expenditures.
August 9	PRIMARY ELECTION
August 23	Public subsidy payment distributed to eligible candidates not later than one week after the canvassing board certification of the primary election.

October 24	Last day of transactions included in the Second Report of Receipts and Expenditures.
October 25 through November 7	<b>24 Hour Reporting of Large Contributions – Pre-General Election</b> Contributions and loans from any one source totaling more than \$500 for Senate and House candidates and more than \$400 for district court candidates must be reported to the Board in person by the end of the next business day after receipt or by electronic means within 24 hours after receipt and also on subsequent Reports of Receipts and Expenditures for the year. Failure to file the notice on time will result in a \$50 per day late filing fee. <b>Note:</b> Candidates who lost the primary election do not need to report large contributions during this period.
October 31	<b>Second Report of Receipts and Expenditures due.</b> Period covered: 1/1 through 10/24/2016. <b>Note:</b> Candidates who lost at the primary election do not need to file this report.
November 1	\$50 per day late filing fee begins for failure to file the Second Report of Receipts and Expenditures.
November 8	GENERAL ELECTION
December 31	Public Subsidy agreements expire.
<b>2017</b>	
January 31	<b>2016 Year-end Report of Receipts and Expenditures due.</b> Period covered: 1/1/2016 through 12/31/2016.
February 1	\$25 per day late filing fee begins for failure to file the Year-end Report of Receipts and Expenditures.

# Campaign Finance & Public Disclosure Board

190 Centennial Office Building, 658 Cedar St, St Paul, MN 55155

www.cfboard.state.mn.us



## Original Statement of Economic Interest for Candidates for Elective Office

### Filing Instructions

(General instructions for completing the form are on page 2)

- The statement must be received by the Campaign Finance and Public Disclosure Board within 14 days after a candidate signs an affidavit of candidacy.
- Late fees will accrue for a statement not received by the due date.
- This form may be filed by mail to the address above, by email to [cfb.eis@state.mn.us](mailto:cfb.eis@state.mn.us), or by fax to 651-539-1196 or 800-357-4114. **Fax filers:** Keep the original and a fax confirmation notice as proof of timely filing.
- All information on this statement is public information and may be published on the Board's website.
- It is unlawful to use information filed with the Board for commercial purposes.
- Board staff may be reached by telephone at 651-539-1184 or 800-657-3889 or by email at [cfb.eis@state.mn.us](mailto:cfb.eis@state.mn.us).

### Candidate Information

### Employment Information

Name		Occupation
Address at which you wish to receive mail from the Board (You may use either a home or business address)		Name of Employer (Indicate if self-employed or unemployed. Include any employer as a source of compensation on page 3)
City, state, zip		Business address (This address will be posted on the Board's website)
Telephone (Daytime)		Business city, state, zip
Office sought	District #	Email address

### Certification

I, \_\_\_\_\_, certify that the information contained on this form, including information  
(Print or type name) on the schedules on page 3, is complete, true, and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Notice: Any person who signs and certifies to be true a statement which the person knows contains false information or omits required information is subject to a civil penalty imposed by the Board of up to \$3,000 and is subject to criminal prosecution for a gross misdemeanor.**

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180 or 800-657-3889 or through the Minnesota Relay Service at 800-627-3529.

## General Instructions

### Occupation

Your occupation is your usual trade, profession, or employment. It includes categories such as homemaker, student, and retired.

### Reporting period

If this is your first statement, the reporting period is the calendar month before the date you filed your affidavit of candidacy.

### Reporting Sources of Compensation

Based on the definitions below, list all businesses from which you received more than \$50 in compensation in any month during the reporting period.

"Business" means an association, corporation, partnership, limited liability company, limited liability partnership, or other organized legal entity. An individual acting alone in the individual's own capacity, such as in the form of a sole proprietorship, is not a business for purposes of this statement.

"Compensation" means any payment for labor or personal services as a director, officer, owner, member, partner, employer, or employee of a business. Compensation also includes payment of honoraria. Compensation does not include payments that do not result from the performance of services, such as rental income, social security payments, unemployment compensation, workers' compensation, pension benefits, or insurance benefits.

### Reporting Business or Professional Activity categories

List the following information:

- 1) The business or professional activity category of each business from which you received more than \$50 in any month as an employee if you also own 25% or more of that business; and
- 2) Any business or profession activity category in which you received compensation of more than \$2,500 in the past 12 months as an independent contractor.

The business and professional activity categories are listed on page 4. You may abbreviate a word as long as the abbreviation sufficiently identifies the category that you are reporting.

### Reporting Securities

"Securities" means stocks, shares, bonds, warrants, options, pledges, notes, debentures, leases, and commercial paper.

List all businesses in which you individually or jointly held securities valued at more than \$2,500 during any month in the reporting period. Use the definition of business in the compensation section above. For securities in a business, list the complete legal name of the business, not the business's stock market abbreviation. Do not list the value of the securities.

Include securities held in Individual Retirement Accounts, deferred compensation plans, 401(k) accounts, or similar plans. Do not include securities held in pension plans.

Mutual fund interests held outside of a pension plan are securities and must be listed by fund name. Do not report the names of the individual stocks held by the mutual fund.

### Reporting Real Property

Do not report your homestead. Report interests in all other real property located in Minnesota that you held individually or jointly during the reporting period if the interest was valued at more than \$2,500. You must report the following interests: a fee simple interest (you are an owner, even if you owe a mortgage), a mortgage that you hold as a seller, or a contract for deed as a buyer or seller.

Report an option to buy if the value of the option is more than \$2,500 or if the fair market value of the optioned property is more than \$50,000 even if the value of the option itself is \$2,500 or less.

For each property list the county in which the property is located. Also list the complete property address. The complete property address is the street address and city, or if the property does not have a street address, the section, township, and range where the property is located and the approximate acreage.

### Waiver of Reporting of Second Residence

Upon written request and for good cause shown, the Board may waive the requirement that a candidate disclose the address of real property that serves as a secondary residence of the candidate. Contact Board staff if you want to request this waiver.

### Reporting Pari-Mutuel Horseracing interests

Report any investment, ownership, or interest in property connected with pari-mutuel horse racing in the United States or Canada, including a race horse. Include any direct or indirect, partial or full interest held by you or an immediate family member.

Attach additional pages if necessary to complete any of these schedules.

### Sources of Compensation

----- Check each applicable box -----

Name of source	Director	Officer	Owner	Member	Partner	Employer	Employee	Honorarium

### Business or Professional Activity Categories

----- Check the applicable box -----

Business or Professional activity category (See page 4)	Employee - \$50 in income in a month and owns 25% or more of business	Independent Contractor - More than \$2,500 in compensation

### Securities

Name of business in which security is held or name of mutual fund	Name of business in which security is held or name of mutual fund

### Real Property

----- Check one -----

County	Street address and city; or section, township, and range	Own	Mortgage (Held as seller)	Contract for deed (As buyer or seller)	Option to buy - option value greater than \$2,500	Option to buy - property value greater than \$50,000	Acreage if applicable

### Pari-Mutuel Horse Racing Interests

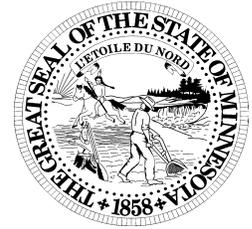
----- Check one -----

	Partial interest	Full interest	Description of interest (Horse, stable, etc.)
Official direct interest			
Official indirect interest			
Family interest			

## Business and Professional Activity Categories

Use these categories for the Business or Professional Activity Category section on page 3. If you need more information to decide which category to use, please see the chart on the Internal Revenue Service website at <http://www.irs.gov/instructions/i1040sc/ch02.html#d0e1929>.

Accommodation  
Administrative and Support Services  
Agriculture, Forestry, Hunting, & Fishing  
Agriculture & Forestry Support Activities  
Amusement, Gambling, & Recreation Industries  
Broadcasting (except Internet) & Telecommunications (including internet service providers)  
Construction of Buildings  
Construction - Heavy and Civil Engineering  
Construction – Specialty Trade Contractors  
Credit Intermediation & Related Activities  
Data Processing Services (including internet publishing)  
Educational Services  
Food Services & Drinking Places  
Health Care - Ambulatory Health Care Services  
Health Care – Hospitals  
Health Care - Nursing & Residential Care Facilities  
Information (publishing industries except internet)  
Insurance Agents, Brokers, & Related Activities  
Manufacturing - Chemical  
Manufacturing - Food  
Manufacturing - Leather & Allied Product  
Manufacturing - Nonmetallic Mineral Product  
Manufacturing - Other  
Mining  
Motion Picture & Sound Recording  
Museums, Historical Sites, & Similar Institutions  
Performing Arts, Spectator Sports, & Related Industries  
Personal & Laundry Services  
Professional, Scientific, & Technical Services (Architectural, Engineering, & Related Services)  
Professional, Scientific, & Technical Services (Computer Systems Design & Related Services)  
Professional, Scientific, & Technical Services (Legal, Accounting, Payroll, & Tax Preparation Services)  
Professional, Scientific, & Technical Services (Specialized Design Services)  
Professional, Scientific, & Technical Services (Other)  
Real Estate  
Religious, Grantmaking, Civic, Professional, & Similar Organizations  
Rental & Leasing Services  
Repair & Maintenance Services  
Retail - Building Material & Garden Equipment & Supplies Dealers  
Retail - Clothing & Accessories Stores  
Retail - Electronic & Appliance Stores  
Retail - Food & Beverage Stores  
Retail - Furniture & Home Furnishing Stores  
Retail - Gasoline Stations  
Retail - General Merchandise Stores  
Retail - Health & Personal Care Stores  
Retail - Motor Vehicle & Parts Dealers  
Retail - Sporting Goods, Hobby, Book, & Music Stores  
Retail - Miscellaneous Store Retailers  
Retail - Nonstore Retailers  
Securities, Commodity Contracts, & Other Financial Investments & Related Activities  
Social Assistance  
Transportation  
Transportation (couriers and messengers)  
Unclassified Establishments (unable to classify)  
Utilities  
Warehousing & Storage Facilities  
Waste Management & Remediation Services  
Wholesale Trade – Merchant Wholesalers - Durable Goods  
Wholesale Trade – Merchant Wholesalers - Nondurable Goods  
Wholesale Electronic Markets and Agents & Brokers



## Registration and Statement of Organization Principal Campaign Committee

under Minn. Stat. §§ 10A.14 and 10A.19

### Instructions

- This statement is due at the Campaign Finance and Public Disclosure Board office within 14 days after the Candidate raises or spends in excess of \$750, or within 10 days after any change in previously filed information.
- All required sections must be filled in before the committee can be registered.
- This form may be emailed to [cf.board@state.mn.us](mailto:cf.board@state.mn.us) or faxed to 651-539-1196; 800-357-4114
- All information on this form or report is public information and may be published on the Board's website at [www.cfboard.state.mn.us](http://www.cfboard.state.mn.us)
- It is unlawful to use this information for commercial purposes.
- Do not use pencil or red ink.
- Board staff may also be reached by phone at 651-539-1187 or 800-657-3889 or by email at [cf.board@state.mn.us](mailto:cf.board@state.mn.us)

### Registration

New Registration

Amendment: Registration No. \_\_\_\_\_

### Candidate



Candidate name	
Address (line 1)	
Address (line 2)	
City, state, zip	
Telephone (daytime)	Email address (Required or write No Email)

### Office sought

- Constitutional office (specify) \_\_\_\_\_  Senate, Distr # \_\_\_\_\_  House of Representatives, Distr # \_\_\_\_\_  
 Supreme Court  Appeals Court  District Court Distr # \_\_\_\_\_ Seat # \_\_\_\_\_

### Party affiliation

- Democratic Farmer Labor  Grassroots Party  Independence Party Minnesota  Libertarian Party of Minnesota  
 Republican Party Minnesota  Green Party  Legal Marijuana Now Party  Other \_\_\_\_\_

**Committee (Required)****Chair (Required)**

Committee name		Chair name
Address (line 1)		Address (line 1)
Address (line 2)		Address (line 2)
City, state, zip		City, state, zip
Telephone (daytime)	Fax number	Telephone (daytime)
Committee website address		Email address (Required or write No Email)

**Treasurer (Required)****Deputy Treasurer (Optional)**

Treasurer name	Deputy Treasurer name
Address (line 1)	Address (line 1)
Address (line 2)	Address (line 2)
City, state, zip	City, state, zip
Telephone (daytime)	Telephone (daytime)
Email address (Required or write No Email)	Email address

**Committee Bank Account(s) (Must be opened before registering committee)**

1. Name of bank	2. Name of bank
Address of bank (line 1)	Address of bank (line 1)
Address of bank (line 2)	Address of bank (line 2)
City, state, zip of bank	City, state, zip of bank

**Certification**

I, \_\_\_\_\_, certify that this statement represents the single registration for this candidate for this office and that the statement is complete, true, and correct.  
(print or type name)

\_\_\_\_\_  
 Signature of treasurer or candidate

\_\_\_\_\_  
 Date

**Any person who signs and certifies to be true a report or statement which the person knows contains false information, or who knowingly omits required information, is subject to a civil penalty imposed by the Board of up to \$3,000 and is subject to criminal prosecution for a gross misdemeanor.**



## AFFIDAVIT OF CONTRIBUTIONS

### 2016 General Election

#### INSTRUCTIONS

This affidavit of contributions must be completed and filed by the candidate or the treasurer of a principal campaign committee to establish eligibility for receipt of public subsidies in the 2016 general election.

- In-kind contributions may not be counted towards the amount required to file an Affidavit of Contributions.
- Anonymous contributions may not be counted towards the amount of contributions received to file an Affidavit of Contributions.
- A contribution may be counted towards the amount required to file an Affidavit of Contributions only if the committee has recorded the name and address of the contributor.
- This affidavit must be signed by the candidate or treasurer, dated, and notarized.
- All information on this form is public.
- Please retain a copy of this affidavit for your records.
- Refer your questions to Campaign Finance and Public Disclosure Board staff at 651-539-1189, 800-657-3889, or for TTY/TDD communication contact us through the Minnesota Relay Service at 800-627-3529.

#### **General**

**Deadline** An Affidavit of Contributions must be filed by **July 25, 2016** to receive the payment based on the results of the primary election.

**Filing** This affidavit may be filed with the Board by:

- mail,
- delivery in person or by messenger to the Board office,
- fax transmission to 651-539-1196 or 800-357-4114
- email to [cfb.reports@state.mn.us](mailto:cfb.reports@state.mn.us)

Mailed documents are considered timely filed if they are received in the Board office or postmarked on or before the required filing date.

Personally delivered or faxed documents must be received by 4:30 p.m. to be considered timely filed. A filing received in the Board office after 4:30 p.m. on a business day is considered received on the next business day.

# Minnesota Campaign Finance and Public Disclosure Board

## PUBLIC SUBSIDY AGREEMENT

### House of Representatives

Candidate's Name	
Office Sought <b>House of Representatives</b>	District
Telephone with area code	Email address
Committee registration number	

#### Terms of Agreement:

As a candidate for the House of Representatives, I wish to participate in Minnesota's public subsidy system, which consists of a political contribution refund program and a program of direct payments to candidates. I understand that signing this agreement does not guarantee that I will receive direct payments under that portion of the public subsidy system. As a condition of participating in the public subsidy programs, I hereby agree:

1. That I and my principal campaign committee will abide by the statutory campaign expenditure limit for a House of Representatives candidate through December 31, 2016. I understand that campaign expenditures includes the total of my committee's monetary campaign expenditures, in-kind campaign expenditures, and unpaid campaign expenditures during the two-year election cycle and that the base expenditure limit for my committee during the 2015 - 2016 election cycle is currently \$63,100.
2. That I will not contribute to my principal campaign committee more than \$5,000 in total during the two-year period from January 1, 2015, through December 31, 2016. I understand that my contribution total includes my cash and in-kind contributions and the outstanding balance of any loans I make to my principal campaign committee.
3. That my principal campaign committee will return with its 2016 year-end Report of Receipts and Expenditures the amount of public subsidy received (if any) that exceeds my actual campaign expenditures.
4. That I and my principal campaign committee will make no independent expenditures.
5. That I and my principal campaign committee will comply with Minnesota Statutes section 10A.38, which relates to closed captioning for deaf and hard-of-hearing persons.

I have read and understand this Agreement and I understand that it is a binding legal contract. I know that once I sign and file it, I may not cancel or rescind it even if I do not meet the other requirements to receive direct payments of public subsidy.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date signed

**Statement of qualification for first-time candidate campaign expenditure limit increase (see instructions).** I have reviewed the requirements for a first-time campaign expenditure increase and by signing below; I claim eligibility for this increase.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date signed

## **PUBLIC SUBSIDY AGREEMENT**

### **House of Representatives**

**Why file this agreement.** This agreement must be completed and filed by candidates for state legislative and constitutional office as a condition of eligibility for the political contribution refund program and the direct payments program of the Minnesota public subsidy system.

**How to file this agreement.** This agreement may be filed by mailing it to: Campaign Finance and Public Disclosure Board, 658 Cedar St, Suite 190, St. Paul, MN 55155. It may also be filed by fax to 651-539-1196 or 800-357-4114 or by email to [cf.board@state.mn.us](mailto:cf.board@state.mn.us).

**You must confirm the filing of this agreement.** An agreement that is lost in the mail or is the subject of a failed or unreceived fax or email is not a filed agreement. After you file this agreement, you should confirm its receipt and filing by the Board. You may do this by checking the candidate information link on the Board's website at [www.cfboard.state.mn.us](http://www.cfboard.state.mn.us) or by calling 651-539-1187.

**Deadline: To qualify for participation in the direct payments portion of the public subsidy system, this agreement must be signed and filed with the Board no later than July 19, 2016.**

**For assistance:** Questions may be directed to Board staff at 651-539-1189 or 800-657-3889.

#### **Additional requirements to qualify for direct payments of public subsidy**

Signing and filing this public subsidy agreement is just one step in qualifying for direct public subsidy payments. To be eligible to receive direct payments of public subsidy funds you must also:

1. Raise at least \$1,500 in monetary contributions between January 1, 2015, and July 18, 2016, from persons eligible to vote in Minnesota. To count a contribution in this total:
  - You must have the name and address of the contributor, no matter how small the contribution;
  - You may count only the first \$50 received from each contributor; and
  - You may not count in-kind contributions.
2. File, not later than July 25, 2016, a sworn and notarized Affidavit of Contributions verifying that the required amount of qualifying contributions was received.
3. Be on the general election ballot either because you won the primary election or you had no opponent in the primary election.

#### **Spending limit increase for candidates running for office for the first time**

The spending limit is increased by 10% for a candidate who has not previously held the same office, whose name has not previously been on the primary or general election ballot for that office, and who has not in the past 10 years raised or spent more than \$750 to run for any other office whose territory now includes a population that is more than one-third of the population in the territory of the new office.

If you meet the above requirements for a spending limit increase, sign the statement of qualification for the first-time candidate campaign expenditure limit increase at the bottom of the public subsidy agreement form.

#### **Closed captioning**

As a condition of eligibility for the public subsidy programs, you agree to provide closed captioning for deaf and hard-of-hearing persons, as required by Minnesota Statutes section 10A.38. This statute requires closed captioning on all professionally produced visual or audio recordings of two minutes or less produced for the purpose of influencing the nomination or election of the candidate by broadcast television, cable television, candidate's web site, and radio. For radio spots, the captioning may be posted on the candidate's website. If the candidate cannot or chooses not to provide closed captioning, the candidate must file a statement with the Board setting forth the reasons for not doing so before the advertisement is disseminated.

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180 or 800-657-3889; or for TTY/TDD communications contact us through the Minnesota Relay Service at 800-627-3529.