

### **1S-2.017 Reporting Requirements for Campaign Treasurer's Reports.**

#### **(1) General Reporting Requirements.**

(a) All reports filed with the Division of Elections (Division) must be filed in electronic format by means of the internet by either keying in the detail data via the web pages or uploading an electronic file that meets the Division's file specifications, Form DS-DE 111, Campaign Finance Reporting File Specifications (version 05/23/11) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-00122>). All data submitted must comply with the instructions in Forms DS-DE 110A, Candidate EFS User's Guide (eff. 01/11) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-00123>), DS-DE 110B, Political Committee EFS User's Guide (eff. 01/11) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-00124>), DS-DE 110C, Committee of Continuous Existence EFS User's Guide (eff. 05/11) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-00125>), or DS-DE 110D, Electioneering Communications Organization EFS User's Guide (eff. 03/11) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-00126>), as applicable.

(b) Prior to filing the first campaign treasurer's report in electronic format, each person or political party must obtain credentials for a secure sign-in to the Division's electronic filing system.

(c) The Division shall issue credentials for a secure sign-in when a person or political party files a completed Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates (Eff. 10/10), incorporated by reference in Rule 1S-2.0001, F.A.C.; or a completed Form DS-DE 5, Statement of Organization of Political Committee (Eff. 06/11) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-00422>); or a completed Form DS-DE 103, Electioneering Communication Statement of Organization (Eff. 06/11) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-0042>). The Division shall issue credentials for a secure sign-in upon request to candidates and their treasurers or deputy treasurers and to chairpersons, treasurers, and deputy treasurers of committees, organizations, and political parties.

(d) Each individual who receives secure sign-in credentials will also furnish the Division with confidential personal information, which involves supplying the answer to a personal question relating to the particular individual, that shall be used by the Division to allow access by the individual in the event that credentials are forgotten or lost. Examples of confidential personal information shall include mother's maiden name, date of birth, child's name, pet's name, etc.

(e) Electronic reports must be completed and filed through the Division's electronic filing system no later than midnight, Eastern Time, of the due date. In the event that the electronic filing system is inoperable on the date a report is due, the report will be accepted as timely filed if filed no later than midnight, Eastern Time, of the first business day the electronic filing system becomes operable again. No fine will be levied during the period the electronic filing system was inoperable.

(f) A report shall be deemed filed through the electronic filing system upon the issuance of an electronic receipt indicating and verifying that the report was filed.

(2) All forms and filing specifications contained in this rule are incorporated by reference and are available from the Division of Elections, Room 316, R.A. Gray Building, Tallahassee, Florida 32399-0250, from the Division's website at <http://election.dos.state.fl.us>, or by calling (850) 245-6240.

*Rulemaking Authority 106.0705 FS. Law Implemented 106.04, 106.07, 106.0703, 106.0705, 106.29 FS. History—New 11-13-88, Formerly 1C-7.017, Amended 2-28-90, 9-5-93, 1-1-96, 3-5-96, 7-20-98, 7-31-02, 1-1-05, 6-2-05, 8-4-11.*