NORTH DAKOTA
SECRETARY OF STATE

Campaign Finance FAQ

NDCC § 16.1-08.1

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Campaign Finance Definitions

Conduit: means a person that is not a political party, political committee, or candidate and which receives a contribution of money and transfers the contribution to a candidate, political party, or political committee when the contribution is designated specifically for the candidate, political party, or political committee and the person has no discretion as to the recipient and the amount transferred. The term includes a transactional intermediary, including a credit card company or a money transfer service that pays or transfers money to a candidate on behalf of another person.

Contribution: a gift, transfer, conveyance, provision, receipt, subscription, loan, advance, deposit of money, or anything of value, made for the purpose of influencing the nomination for election, or election, of any person to public office; or aiding or opposing the circulation or passage of a statewide initiative or referendum petition or measure.

A contribution is not a: loan from a bank or other lending institution, time spent by volunteer campaign or political party workers, money received for commercial transactions including rent, advertising or sponsorships, money received for anything other than a political purpose, products or services for which the actual cost or fair market value are reimbursed by a payment of money, an independent expenditure, the value of advertising paid by a political party, multicandidate political committee, or caucus which is in support of a candidate, in-kind contributions from a candidate to a candidate's campaign.

Expenditure (Expense): a gift, transfer, conveyance, provision, loan, advance, payment, distribution, disbursement, outlay, or deposit of money, or anything of value, made for a political purpose or for the purpose of influencing the passage or defeat of a measure. Includes the transfer of funds by a political committee to another political committee and independent expenditures.

Independent Expenditure: means an expenditure made for a political purpose or for the purpose of influencing the passage or defeat of a measure if the expenditure is made without the express or implied consent, authorization, or cooperation of, and not in concert with or at the request or suggestion of, any candidate, committee, or political party. Independent expenditures must be reported via 48-hour statements.

Multi-Candidate Political Committee: A political committee, including a caucus, established to support multiple groups or slates of candidates seeking public office, which solicits or receives contributions for political purposes.

Person: means an individual, partnership, political committee, association, corporation, cooperative corporation, limited liability company, or other organization or group of persons.

Public Office: every office to which an individual can be elected by a vote of the people under the laws of this state.

Political Action Committee: Political committee not connected to another organization and free to solicit funds from the general public, or derived from a corporation, cooperative corporation, limited liability company, affiliate, subsidiary, or an association that solicits or receives contributions from its employees or members or makes expenditures for political purposes on behalf of its employees or members.

Political Committee: any committee, club, association, or other group of people which receives contributions or makes expenditures for political purposes. Includes: political action committees, candidate committees, political organizations, multicandidate political committee, measure committee.

Political Purpose: activity undertaken in support of or opposition to the election or nomination of a candidate to public office whether the activity is undertaken by a candidate, political committee, political party, or any person. The term does not include activities undertaken in the performance of a duty of a public office or any position taken in an bona fide news story, commentary, or editorial.

Registering a Campaign Finance Account

- When do I need to register an account?
  - Registration must be submitted to the North Dakota Secretary of State within fifteen business days of the receipt of any contribution or expenditure made.
  - Accounts are registered through a North Dakota login which accesses numerous North Dakota online systems.
- When does an account need to be re-registered?
  - Each year the candidate holds public office.
  - Each year the candidate receives contributions, makes expenditures for political purposes, or has a balance in the campaign account.
  - Each year the political committee receives contributions, makes expenditures for political purposes, or has a balance in the campaign account.
- What is the difference between registering as a candidate or candidate committee?
  - A candidate does not need an agent or to provide agent information.
  - A candidate committee needs an agent which can be any individual, including the candidate.
- Is it OK to register using a state issued email address?
  - The email address used cannot be a government email address.

Account Troubleshooting

- What is a North Dakota Login?
  - A North Dakota Login is a combination of a unique username and password that allows access to various North Dakota Online Services. By having a common North Dakota Login you will only need to remember one username and password to access numerous online services.
- How do I create a North Dakota Login?
  - To create a new North Dakota Login return to the login page and click on the "Register Now!" button or "Create an account" link.
- What if I forgot my North Dakota Login or not sure I already have an account?
  - You can have your North Dakota Login emailed to you by using the "Forgot Login" link on the login page, this will use the information you used when creating your North Dakota Login.
- What if I forgot my password?
  - You can reset your password by verifying access to the email or cell phone you verified when creating your North Dakota Login. This can be accessed by clicking on the "Forgot Password" link on the login page and providing your login name.
- How do I confirm my email address for my North Dakota Login?
  - Confirm your account by following the directions in the email you received when you registered for your North Dakota Login. If you do not have the original email, you can return to the login page. Once you attempt to login, an activation screen will appear.
- What if I never received an Activate Account message or entered my email incorrectly?
  - If you registered for a new North Dakota Login, but never received the confirmation email to activate your account, check you junk mail and/or confirm it hasn't been blocked by a spam blocker. The message will be from donotreply@nd.gov. You may verify the email address you used by returning to the login page. You will be able to login and will be prompted to verify your

email, you will have the options of resending to the email address listed or the option to change the email address.

- How do I change my North Dakota Login Profile information?
    - Edit your profile to update your information. You will be able to update the following details by selecting the appropriate option:
        - Name
        - Address
        - Email
        - Telephone
        - Change your password
        - Change your security information
        - What do I do if my phone number or email address has changed?
    - If you still have access to the previous email address or phone number, edit your profile to update your information.
    - If you do not have access to the previous email or phone number, contact the Service Desk for assistance.

Candidate Filings

Applicable to Statewide, Judicial, and Legislative District Candidates who currently hold public office or are seeking public office. This section also applies to individuals who have a balance in their campaign account even if they no longer hold office or are seeking office.

- When do campaign reports need to be filed?
    - Pre-election reports, also referred to as pre-primary or pre-general reports, cover from January 1 through 40 days before an election. You have from the 39th day through the 32nd day before the election to file.
    - Year-end reports cover from January 1 of the reporting year through December 31st. You have from January 1st through January 31st the following year to file this report.
- Do campaign reports need to be filed online?
    - Yes, statements must be filed electronically within the prescribed time and in the format established by the Secretary of State.
- Is a treasurer required?
    - There's no requirement in law to have a treasurer.
    - The individual completing the filing can however choose to have a treasurer, which can be any individual, including the person completing the filing.
- What is the process for changing a treasurer?
    - Changing a treasurer can be completed in the online system.
    - After logging-in, click "update information" and make necessary changes.
- When does a candidate need to itemize contributions?
    - When the aggregated contribution from a single contributor is over $200.
- What information does a candidate need to track when receiving money?
    - Name and mailing address of contributor.
    - Total aggregated amount of contribution.
    - Date used is the date of the last contribution received from that contributor.

- What extra information is needed if I receive a contribution of $5,000 or more?
  - The occupation.
  - The employer.
  - Principle place of business of the individual.
- What candidates report beginning and ending balances in their account?
  - Statewide candidates.
  - Legislative and judicial candidates do not need to report beginning and ending fund balances.
- Do personal funds need to be reported on candidate filings?
  - Yes, you would enter your name and address in the report and how much of your personal money you have given to your own campaign.
- Can contributions from corporations, limited liability companies, and non-profits be accepted?
  - These entities cannot contribute directly to a candidate.
  - These entities can establish a political action committee to contribute money for a political purpose.
- What can campaign funds be spent on?
  - Political purposes.
- What are the expenditure categories?
  - Advertising
  - Campaign loan repayment
  - Operations
  - Travel
  - Miscellaneous.
- Does the law have definitions for what each expenditure category consists of?
  - No, it does not.
- What can left-over campaign funds be spent on?
  - Loan repayment.
  - Political purposes.
- Can a collection basket be used to collect campaign funds?
  - North Dakota Century Code requires the tracking of name, address, date, and amount of each contribution and contributor. If you pass around a collection basket you would not be able to track this information.
- How is a contribution from joint account holders reported?
  - If the contributors state it is a joint contribution, both names, address, and contribution is reported as a single contribution.
  - If the contributors state it is a separate contribution, the names are listed separately along with address, and separate contribution amounts.
- What category do political contributions from another campaign account fall under?
  - You would account for these contributions like any other. Examples would be Jane Doe Legislative 2 Committee, 123 Street or District 33 Republican or Democratic-NPL, 123 Street.
- Does the media have full access to everything that is reported?
  - The media has access to campaign finance reports once the report is submitted.
  - Note, expenditures are not reported until the year-end report.

- Do the entries accumulate and attribute to the same contributor?
    - Not automatically, contributions from a single contributor are accumulative. However, when reporting additional contributions in a report you need to manually find the contributor within the report and update the date and amount contributed.
    - When reporting additional contributions in a report via upload, the new upload replaces the entire report.
        - Note: ensure all 48-hour reports are included in new uploads so they are reported correctly.

Political Action Committees

Applicable to political action committees.

- When do campaign reports need to be filed?
    - Pre-election reports, also referred to as pre-primary or pre-general reports, cover from January 1 through 40 days before an election. You have from the 39th day through the 32nd day before the election to file.
    - Year-end reports cover from January 1 of the reporting year through December 31st. You have from January 1st through January 31st the following year to file this report.
- Do campaign reports need to be filed online?
    - Yes, statements must be filed electronically within the prescribed time and in the format established by the Secretary of State.
- Is a treasurer required?
    - There's no requirement in law to have a treasurer.
    - An agent needs to be designated at the time of registration. This person serves as the contact for the committee.
- What is the process for changing a treasurer?
    - Changing a treasurer can be completed in the online system.
    - After logging-in, click "update information" and make necessary changes.
- When does a Political Action Committee need to itemize contributions and/or expenditures?
    - When the aggregated contributions received and/or expenditures made from a single source is <u>over</u> $200.
- What information does the committee need to track when receiving or expending money?
    - Name and mailing address.
    - Total amount of the contribution and/or expenditure.
    - Date used is the date of the last contribution received, or expenditure made.
- What extra information is needed if a committee receives a contribution of $5,000 or more?
    - The occupation.
    - The employer.
    - Principle place of business of the individual.
- What can campaign funds be spent on?
    - Political purposes.
- What can left-over campaign funds be spent on?
    - Political purposes.

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    - If the contributors state it is a separate contribution, the names are listed separately along with address, and separate contribution amounts.
- Do the entries accumulate and attribute to the same entity?
    - Not automatically, contributions and/or expenditures from a single source are accumulative however when reporting additional contributions and/or expenditures in a report you need to manually find the contribution or expenditure within the report and update the date and amount.
    - When reporting additional contributions and/or expenditures in a report via upload, the new upload replaces the entire report.
- What category do political contributions from another campaign account fall under?
    - You would account for these contributions like any other. Examples would be Jane Doe Legislative 2 Committee, 123 Street or District 33 Republican or Democratic-NPL, 123 Street.
- Does the media have full access to everything that's reported?
    - The media has access to campaign finance reports once the report is submitted.

Multi-Candidate Committees

Applicable to multicandidate political committees, including a caucus, established to support multiple groups or slates of candidates seeking public office.

- When do campaign reports need to be filed?
    - Pre-election reports, also referred to as pre-primary or pre-general reports, cover from January 1 through 40 days before an election. You have from the 39th day through the 32nd day before the election to file.
    - Year-end reports cover from January 1 of the reporting year through December 31st. You have from January 1st through January 31st the following year to file this report.
- Do campaign reports need to be filed online?
    - Yes, statements must be filed electronically within the prescribed time and in the format established by the Secretary of State.
- Is a treasurer required?
    - There's no requirement in law to have a treasurer.
    - An agent needs to be designated at the time of registration. This person serves as the contact for the committee.
- What is the process for changing a treasurer?
    - Changing a treasurer can be completed in the online system.
    - After logging-in, click "update information" and make necessary changes.

- When does a Multicandidate Committee need to itemize contributions?
  - When the aggregated contributions received from a single source is over $200.
- What information does the committee need to track when receiving money?
  - Name and mailing address.
  - Total amount of the contribution.
  - Date used is the date of the last contribution received.
- What extra information is needed if a committee receives a contribution of $5,000 or more?
  - The occupation.
  - The employer.
  - Principle place of business of the individual.
- Can contributions from corporations, limited liability companies, and non-profits be accepted?
  - These entities cannot contribute directly to a committee.
  - These entities can establish a political action committee to contribute money for a political purpose.
- What can campaign funds be spent on?
  - Political purposes.
- What are the expenditure categories?
  - Advertising
  - Campaign loan repayment
  - Operations
  - Travel
  - Miscellaneous.
- Does the law have definitions for what each expenditure category consists of?
  - No, it does not.
- What can left-over campaign funds be spent on?
  - Political purposes.
- Can a collection basket be used to collect campaign funds?
  - North Dakota Century Code requires the tracking of name, address, date, and amount of each contribution and contributor. If you pass around a collection basket you would not be able to track this information.
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  - If the contributors state it is a separate contribution, the names are listed separately along with address, and separate contribution amounts.
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  - Not automatically, contributions and/or expenditures from a single source are accumulative however when reporting additional contributions and/or expenditures in a report you need to manually find the contribution or expenditure within the report and update the date and amount.
  - When reporting additional contributions in a report via upload, the new upload replaces the entire report.

- What category do political contributions from another campaign account fall under?
  - You would account for these contributions like any other. Examples would be Jane Doe Legislative 2 Committee, 123 Street or District 33 Republican or Democratic-NPL, 123 Street.
- Does the media have full access to everything that's reported?
  - The media has access to campaign finance reports once the report is submitted.

District Political Party Filings

Applicable to the Democratic-NPL and Republican District Committees.

- When do campaign reports need to be filed?
  - Pre-election reports, also referred to as pre-primary or pre-general reports, cover from January 1 through 40 days before an election. You have from the 39th day through the 32nd day before the election to file.
  - Year-end reports cover from January 1 of the reporting year through December 31st. You have from January 1st through January 31st the following year to file this report.
- Do campaign reports need to be filed online?
  - Yes, statements must be filed electronically within the prescribed time and in the format established by the Secretary of State.
- Is a treasurer required?
  - There's no requirement in law to have a treasurer.
  - The individual completing the filing can however choose to have a treasurer, which can be any individual, including the person completing the filing.
- What is the process for changing a treasurer?
  - Changing a treasurer can be completed in the online system.
  - After logging-in, click "update information" and make necessary changes.
- When does a district party need to itemize contributions?
  - When the aggregated contribution from a single contributor is over $200.
- What information does a district party need to track when receiving money?
  - Name and mailing address of contributor.
  - Total aggregated amount of contribution.
  - Date used is the date of the last contribution received.
- What extra information is needed if the district receives a contribution of $5,000 or more?
  - The occupation.
  - The employer.
  - Principle place of business of the individual.
- Can contributions from corporations, limited liability companies, and non-profits be accepted?
  - These entities cannot contribute directly to a candidate.
  - These entities can establish a political action committee to contribute money for a political purpose.
- What can campaign funds be spent on?
  - Political purposes.
- What are the expenditure categories?
  - Advertising
  - Campaign loan repayment

  - Operations
  - Travel
  - Miscellaneous.
- Does the law have definitions for what each expenditure category consists of?
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- What can left-over campaign funds be spent on?
  - Political purposes.
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  - If the contributors state it is a joint contribution, both names, address, and contribution is reported as a single contribution.
  - If the contributors state it is a separate contribution, the names are listed separately along with address, and separate contribution amounts.
- What category do political contributions from another campaign account fall under?
  - You would account for these contributions like any other. Examples would be Jane Doe Legislative 2 Committee, 123 Street or District 33 Republican or Democratic-NPL, 123 Street.
- Does the media have full access to everything that is reported?
  - The media has access to campaign finance reports once the report is submitted.
  - Note, expenditures are not reported until the year-end report.
- Do the entries accumulate and attribute to the same contributor?
  - Not automatically, contributions from a single contributor are accumulative however when reporting additional contributions in a report you need to manually find the contributor within the report and update the date and amount contributed.
  - When reporting additional contributions in a report via upload, the new upload replaces the entire report.
    - Note: ensure all 48-hour reports are included in new uploads so they are reported correctly.

State Party Filings

Applicable to Democratic-NPL State Party and the Republican State Party

- What filings do State Parties have?
  - Building Fund
  - Post-convention Statement
  - Year-end Convention Statement
  - Pre-election Reports (also referred as pre-primary or pre-general report)
- When do campaign reports need to be filed?
  - Pre-election reports, also referred to as pre-primary or pre-general reports, cover from January 1 through 40 days before an election. You have from the 39th day through the 32nd day before the election to file.

- Year-end reports cover from January 1 of the reporting year through December 31st. You have from January 1st through January 31st the following year to file.
- Building Fund reports cover from January 1 of the reporting year through December 31st. You have from January 1st through January 31st the following year to file.
- Post-Convention Statements covers from January 1st of the reporting year and ends thirty days after the close of the state nominating convention. You have from the 31st day after the convention to the 60th day after the convention to file.
- Year End-Convention Statements covers January 1st through December 31. You have from January 1st through January 31st the following year to file.

- When does a state party need to itemize contributions and/or expenditures on their pre-election and year-end reports?
  - When the aggregated contribution and/or expenditure from a single contributor is <u>over</u> $200.
- What information does the party need to track when receiving and/or expending money for a pre-election report?
  - Name and mailing address.
  - Total amount of the contribution and/or expenditure.
  - Date used is the date of the last contribution received, or expenditure made.
- What extra information is needed if a party receives a contribution of $5,000 or more?
  - The occupation.
  - The employer.
  - Principle place of business of the individual.
- What information needs to be disclosed on a post-convention report and a year-end convention report?
  - Balance at the start and close of the reporting period.
  - Total of all revenue received, and expenditures made of $200 or less.
  - Total of all revenue received more than $200.
    - Name of person.
    - Mailing address.
    - Date of most recent receipt of revenue from each person.
    - Purpose or purposes for which the aggregated revenue was received from each person.
  - Total of all expenditures made more than $200.
    - Name of person or entity.
    - Mailing address of each person or entity.
    - Date of most recent expense made to each person or entity.
    - Purpose or purposes for which the aggregated expenditure was disbursed to each person or entity.
- What information needs to be disclosed on building fund report?
  - Balance at the start and close of the reporting period.
  - Total of all donations received from a single donor no matter the amount.
    - Name of person or entity.
    - Mailing address.
    - Date of most recent donation.
    - Amount of aggregated donation.

- Do campaign reports need to be filed online?
    - Yes, any statement must be filed electronically within the prescribed time and in the format established by the Secretary of State.

Ballot Measure Filings

Applicable to Measure Committees whose petition has been approved for the ballot.

- When does a committee move from being an initiated sponsoring committee to a ballot measure committee?
    - When the petition has been reviewed and accepted to be on the next statewide ballot.
- When does a ballot measure committee need to itemize contributions or expenditures?
    - When the aggregated contribution received, or expenditures made from a single source is over $100.
- What information does the measure committee need to track when receiving and/or expending money for a pre-election or year-end report?
    - Name and mailing address.
    - Total amount of the contribution and/or expenditure.
    - Date used is the date of the last contribution received, or expenditure made.
- What extra information is needed if a committee receives a contribution of $5,000 or more?
    - The occupation.
    - The employer.
    - Principle place of business of the individual.
- Does a ballot measure committee need to report information on sub-contributors?
    - Yes. When receiving a contribution from a contributor, the report must include information on each sub-contributor making up the total contribution, if that sub-contributor has stated their contribution is for the express purpose of furthering the passage or defeat of that ballot measure.
- What information needs to be disclosed regarding sub-contributors?
    - Name and mailing address of each sub-contributor that contributed over $100 of the total contribution.
    - The total amount of each disclosed sub-contributor.
    - The occupation, employer, and address of the employer's principal place of business of each disclosed sub-contributor.
- When do campaign reports need to be filed?
    - Pre-election reports, also referred to as pre-primary or pre-general reports, cover from January 1 through 40 days before the election. You have from the 39th day through the 32nd day before the election to file.
    - Year-end reports cover from January 1 of the reporting year through December 31st. You have from January 1st through January 31st the following year to file.

Initiated Petition Sponsoring Committee Filings

Applicable to Initiate Petition Sponsoring Committees whose petition has not yet been approved for the ballot.

- When does a committee move from an initiated sponsoring committee to a ballot measure committee?
  - When the petition has been reviewed and accepted to be on the next statewide ballot.
- When does an initiated petition sponsoring committee need to itemize contributions and/or expenditures?
  - When the aggregated contribution received, or expenditures made from a single source is over $100.
- What information does the committee need to track when receiving and/or expending money for a pre-election or year-end report?
  - Name and mailing address.
  - Total amount of the contribution and/or expenditure.
  - Date used is the date of the last contribution received, or expenditure made.
- What extra information is needed if a committee receives a contribution of $5,000 or more?
  - The occupation.
  - The employer.
  - Principle place of business of the individual.
- When do campaign reports need to be filed?
  - Pre-election reports, also referred to as pre-primary or pre-general reports, cover from January 1 through 40 days before the election. You have from the 39th day through the 32nd day before the election to file.
  - Year-end reports cover from January 1 of the reporting year through December 31st. You have from January 1st through January 31st the following year to file.
  - Drafting reports cover from the date the committee starts their petition process up to the day they turn in the petition papers for approval.
  - Circulating reports cover from when the petition is approved for circulating through the date the petitions containing the required number of signatures are submitted to the Secretary of State for review.

Contributions by Corporations, Cooperative Corporations, LLCs, Affiliates, Subsidiaries, and Associations

Applicable to corporations, cooperative corporations, LLCs, affiliates, subsidiaries, and associations.

- Can corporations, cooperative corporations, limited liability companies, affiliates, subsidiaries, or associations make contributions or expenditures for political purposes?
  - No.
- Can corporations, cooperative corporations, limited liability companies, affiliates, subsidiaries, or associations make contributions or expenditures at any point?
  - They may make expenditures and contributions for promoting any general political philosophy or belief deemed in the best interest of the employees, stockholders, patrons, or members of the corporation, cooperative corporation, limited liability company, affiliate, subsidiary, or association other than a "political purpose".

  - They may donate property or money to a state political party or nonprofit entity affiliated with or under the control of a state political party for deposit in a separate and segregated building fund.
  - They may make an expenditure to a measure committee for the purpose of promoting the passage or defeat of an initiated or referred measure or petition or make an expenditure to any other person that makes an independent expenditure.
  - They may make an independent expenditure for a political purpose, including political advertising in support of or opposition to a candidate, political committee, or a political party, or for the purpose of promoting passage or defeat of initiated or referred measures or petitions.
- Do Independent Expenditures need to be reported?
  - Yes, within 48 hours of making the expenditure.

48-Hour Statements

Applicable to filers who received contributions more than $500 between 39 days prior to Election Day through the day before Election Day.

- What is the start and end dates for 48-hour statements?
  - 48-hour statements need to be filed beginning 39 days before the election through the day before the election.
- When does a 48-hour statement need to be filed?
  - When the contribution is <u>more than</u> $500.
- Are contributions that are made before the 48-hour timeline added to contributions received within the 39 days before the election to reach the $500 threshold?
  - No, contributions made in the 48-hour filing timeline do not include previous contributions.

48-Hour Statements Independent Expenditures

Applicable to reporting independent expenditures.

- When do independent expenditures need to be reported?
  - Independent expenditures must be reported within 48 hours of the expenditure being made.
- What is the threshold for reporting independent expenditures?
  - Any dollar amount must be reported related to independent expenditures.
- What needs to be included in the report?
  - Full name and address
  - Name of the recipient of expenditure
  - What the expenditure is related to (title of measure or petition, opposition or support)
  - Date the measure will be on the ballot, if applicable
  - Amount of expenditure
  - Cumulative total of expenditures since the beginning of the calendar year.
  - Name, signature, phone number of individual completing the statement.

Filing Statement Troubleshooting

- Can campaign finance contributions and expenditures be uploaded?
  - Yes, however the upload needs to be in the exact format as required, see below.

File Upload Format

To upload reportable contributions and expenditures (if necessary) via Excel, tab delimited, or comma delimited files, please organize the data in the manner outlined below.

Spreadsheet Column	Data Description
A	* Amount
B	* Name Type (Individual or Organization)
C	* Last Name (if individual)
D	* First Name(s) (if individual)
E	* Organization Name (if organization)
F	* Transaction Date (date only, e.g., 2/1/2020)
G	* Address
H	Address 2 e.g., Suite or Apt #
I	* City
J	* State ID (See list of US states or Canadian provinces)
K	* Zip
L	* Country (See list of countries)
M	* In-Kind Contribution (enter a Yes or No)
N	** Occupation (if individual)
O	** Employer Name
P	** Employer Address
Q	Employer Address 2 e.g., Suite or Apt #
R	** Employer City
S	** Employer State ID (See list of US states or Canadian provinces)
T	** Employer Zip
U	** Employer Country ID (See list of countries)

"*" = Required
"**" = Required if amount is equal to or greater than $5000

Note: The upload process is not available for 48-Hour or Independent Expenditure statements.

Contribution Example and Template Files:

Excel:	Example Excel File Template Excel File	
Tab Delimited:	Example Tab Delimited File Template Tab Delimited File	**Right click and select "save link/target as..." to use these files.**
Comma Delimited:	Example Comma Delimited File Template Comma Delimited File	**Do Not use commas in any field. (e.g. Address: 120 Front St, Apt 100)**

Expenditure Example and Template Files:

Excel:	Example Excel File Template Excel File	
Tab Delimited:	Example Tab Delimited File Template Tab Delimited File	**Right click and select "save link/target as..." to use these files.**
Comma Delimited:	Example Comma Delimited File Template Comma Delimited File	**Do Not use commas in any field. (e.g. Address: 120 Front St, Apt 100)**

Post-Convention and Year-End-Convention Template Files:

Excel:	Template Revenue Excel File Template Expenditures Excel File
Tab Delimited:	Template Revenue Tab Delimited File Template Expenditures Tab Delimited File
Comma Delimited:	Template Revenue Comma Delimited File Template Expenditures Comma Delimited File

Report Filing Troubleshooting

- Why is the submit button greyed out?
    - The date the report covers has not passed. A report cannot be filed until the coverage dates for that report have passed.
- How can a previous report be amended?
    - Sign-in to the online system and click on the bullet point under the committee's name that says "financial disclosures".
    - On the next page look for the heading "Submitted Election and Year-End Statements".
    - Click the link that says "Amend".
- How do I know that my report has been submitted?
    - An email will be sent (check junk or spam folder).
    - Or go to the campaign finance tab at Vote.ND.gov and search the records to see the filed reports.
        - If the report is not in the filed records, it means that it has not yet been submitted.
- What is the process for editing or amending a report once a filing deadline has passed?
    - The process to amendment process is the same and does not change dependent on filing deadlines.
    - Sign-in to the online system and click on the bullet point under the committee's name that says "financial disclosures".
    - On the next page look for the heading "Submitted Election and Year-End Statements".
    - Click the link that says "Amend".