

**MIAMI-DADE COUNTY ELECTIONS DEPARTMENT  
REPORTING OF SOLICITATION OF CONTRIBUTIONS FOR  
POLITICAL COMMITTEES, ELECTIONEERING COMMUNICATIONS ORGANIZATIONS,  
501(c)(4) ORGANIZATIONS AND POLITICAL PARTIES**

<p><b>Name</b></p> <hr/> <p><b>Address (number and street)</b></p> <hr/> <p><b>City, State, Zip Code</b></p> <hr/> <p><input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED</p>	<p><b>OFFICE USE ONLY</b></p>
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**Filing as:**

Elected Official  
Office: \_\_\_\_\_

Miami-Dade County Candidate  
Office: \_\_\_\_\_

Municipal Candidate \_\_\_\_\_  
*(Name of Municipality)*  
Office: \_\_\_\_\_

**CERTIFICATION**

**It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)**

I certify that I have examined this report and it is true, correct, and complete. **(SECTION APPLICABLE TO CANDIDATES ONLY)**

(Type name)       Treasurer       Deputy Treasurer

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**X** \_\_\_\_\_  
Signature

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\_\_\_\_\_ Date

I certify that I have examined this report and it is true, correct, and complete. **(FOR BOTH ELECTED OFFICIALS AND CANDIDATES)**

(Type name)       Elected Official       Candidate

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**X** \_\_\_\_\_  
Signature

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\_\_\_\_\_ Date



# INSTRUCTIONS FOR REPORTING OF SOLICITATION OF CONTRIBUTIONS FOR POLITICAL COMMITTEES, ELECTIONEERING COMMUNICATIONS ORGANIZATIONS, 501(C)4 ORGANIZATIONS AND POLITICAL PARTIES

In accordance with Ordinance No. 16-46 and 16-75, codified in Sections 12-14.2 and 12-14.2.1 of the Code of Miami-Dade County, Florida, respectively, Miami-Dade County and Municipal Elected Officers and Candidates must file this form to publicly disclose their fundraising activities for Political Committees or Electioneering Communications Organizations.

## **Sec. 12-14.2. County and Municipal Elected Officer and Candidate Reporting Requirements for Political Committee and Electioneering Communication Organization Solicitations.**

- (1) Effective January 1, 2017, each candidate for County or municipal office in Miami-Dade County shall insure that their designated campaign treasurer shall, within five (5) days of commencing solicitation activities, either directly or indirectly, on behalf of a political committee or electioneering communications organization, file a one-time report with the Supervisor of Elections or other applicable filing officer indicating that the candidate is undertaking solicitation activities on behalf of such political committee or electioneering communications organization. The report shall identify the name of the political committee or electioneering communications organization on behalf of whom such funds are being solicited and a description of the relationship between the candidate and the political committee or electioneering communications organization. The report shall be filed on a form created by the Supervisor of Elections for such purpose.
- (2) Effective January 1, 2017, upon commencement of any solicitation activities undertaken on behalf of any political committee or electioneering communications organization, each County or municipal elected officer in Miami-Dade County who is not also a candidate for another County or municipal office shall, within five (5) days of commencing solicitation activities, either directly or indirectly, on behalf of a political committee or electioneering communications organization, file a one-time report with the Supervisor of Elections or other applicable filing officer indicating that the officer is undertaking solicitation activities on behalf of such political committee or electioneering communications organization. The report shall identify the name of the political committee or electioneering communications organization on behalf of whom such funds are being solicited and a description of the relationship between the officer and the political committee or electioneering communications organization. The report shall be filed on a form created by the Supervisor of Elections for such purpose.
- (3) Any County or municipal elected officer or candidate who fails to file a report as required by this section on the designated due date shall, for the first violation, be sent a letter of reprimand and instruction regarding the provisions of this Section, and for each subsequent violation, be subject to a fine of \$50 per day for the first three (3) days and, thereafter, \$500 per day for each day late not to exceed \$5,000. Such fine shall not be an allowable campaign expense and shall be paid only from the personal funds of the candidate or officer. Any candidate or officer may appeal or dispute the fine to the Miami-Dade County Commission on Ethics and Public Trust based upon, but not limited to, unusual circumstances surrounding the failure to file on the designated due date, and may request, and shall be entitled to, a hearing before the Commission on Ethics and Public Trust, which shall have the authority to waive the fine in whole or in part. Any such appeal or dispute shall be made within twenty (20) days after receipt of notice from the Supervisor of Elections that payment is due or such appeal or dispute shall be waived.

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### **FILING OUT ALL THE REQUIRED FIELDS:**

- (1) Type name and I.D.# of candidate. The I.D.# only applies to Miami-Dade County candidates.
- (2) Type page numbers (e.g., 1 of 3).
- (3) Type the row number. Each detail line shall have a row number assigned to it.
- (4) Type name of Political Committee, Electioneering Communications Organization, 501(c)(4) Organization or Political Party.
- (5) Select the type of organization from the drop-down menu.
- (6) Describe the relationship between the Candidate or Official and the organization.
- (7) Enter the date solicitation activities commenced.

Once form is completed, print it, sign it, and submit an electronic copy to the appropriate office. County Officials/Candidates are to submit completed forms to the Miami-Dade County Elections Department via email at [campaigns@miamidade.gov](mailto:campaigns@miamidade.gov). Municipal Officials/Candidates are to submit completed forms to their [municipal clerk](#).