



Tennessee Registry of Election Finance
WRS Tennessee Tower, 2nd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 741-7959

APPOINTMENT OF POLITICAL TREASURER AND OFFICERS INSTRUCTIONS

For State and Local Candidates and Single Candidate Committees

GENERAL INSTRUCTIONS. Pursuant to the Campaign Financial Disclosure Act (T.C.A. § 2-10-105), as amended by Public Chapter 1087 (2022), candidates for state and local public office, as well as single candidate committees, are required to certify the name and address of the candidate or committee's political treasurer to the Registry of Election Finance, or the county election commission where appropriate, before the candidate or committee may receive a contribution or make an expenditure in a state or local election.

READ THE INSTRUCTIONS IN THIS BOOKLET CAREFULLY. All candidates 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 by all candidates for state public office, and single candidate committees participating in an election for state public office, filing with the Registry of Election Finance. This form may also be used by candidates for local public office, and single-candidate committees participating in an election for local public office, filing with the local county election commission. Do **NOT** use this form to register as a Multi-Candidate Political Campaign Committee (PAC). 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 candidate for public office, or a single candidate committee, 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.

Candidates for state public office, and single candidate committees participating in an election for state public office, must file this form with the Registry of Election Finance, WRS Tennessee Tower, 26th Floor, 132 Rosa L. Parks Avenue, Nashville, TN 37243. Candidates for local public office, and single candidate committees participating in an election for local public office, must file with the local county election commission in the county where the election will be held.

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- ITEM 1.** Enter the date the registration is completed.
- ITEM 2.** Enter the name of the candidate or single-candidate committee.
- ITEM 3.** Enter the candidate or committees email address.
- ITEM 4.** Enter the Candidate or Committee's primary campaign mailing address and a valid contact phone number.
- ITEM 5.** Enter the Candidate or Committee's home mailing address and a valid contact phone number. (Check the box if this is the same as Item 4.)
- ITEM 6.** Enter the details of the public office to which the candidate is seeking election or of the candidate the single-candidate committee is supporting or opposing. Include the title of the office sought, the district number, municipality, or county where the office is located, the candidate's party affiliation (if any), and the applicable election year (the year the candidate is seeking to be on the ballot).
- ITEM 7.** Enter the name of the candidate or committee's selected political treasurer. A candidate can serve as his/her own political treasurer.
- ITEM 8.** Enter a valid electronic mail address for the candidate or committee's selected political treasurer. It is the candidate or committee's responsibility to maintain up-to-date contact information with the Registry and/or the local election commission.
- ITEM 9.** Enter the mailing address and phone number for the candidate or committee's selected political treasurer.. It is the candidate or committee's responsibility to maintain up-to-date contact information with the Registry and/or the local election commission.
- ITEM 10.** 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 number.
- ITEM 15.** Both the candidate and the appointed political treasurer must sign the form under penalty of perjury. Both signatures must be witnessed. The appointed treasurer cannot witness the candidate's signature. This form does **NOT** need to be notarized.

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.