

LOCAL CANDIDATE HOW TO GUIDE

STATE ETHICS COMMISSION



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Forms Filed at the Local Level


There are five forms that a local filer must file with the local filing officer:

1. **DOI** – Declaration of Intention to Accept Campaign Contributions.
2. **CCDR** – Campaign Contribution Disclosure Report (This also includes the Final Report and Termination Statement).
3. **Affidavit of Exemption** – Affidavit of a Candidate's Intent Not to Exceed 2,500 in Contributions and/or Expenditures.
4. **TBDR** – Two Business Day Report.
5. **PFDS** – Personal Financial Disclosure Statement.

DOI

- Anyone who is not already a public officer and who plans to run for public office must file a Declaration of Intention to Accept Campaign Contributions before accepting or spending campaign contributions—Ga. Comp. R. & Regs. R. 189-6-.10.
- There is NO grace period for filing the Form DOI.
- **Filing the Form DOI triggers the reporting requirement for filers to file campaign contribution disclosure reports.**
 - As soon as the Form DOI is filed with the Local Filing Officers, filers are required to start reporting their contributions and/or expenditures following the filing schedule.
- There is no expiration date for the Form DOI. The Form DOI is valid until the candidate and/or public official disposes of all campaign funds and terminates the account—O.C.G.A. §§ 21-5-33, 21-5-34(m).

CFC Form DOI Rev 02/2020 LOCAL Filer ID: _____

 Georgia Government Transparency & Campaign Finance Commission
200 Piedmont Avenue S.E. | Suite 1416 - West Tower | Atlanta Georgia, 30334

DECLARATION OF INTENTION TO ACCEPT CAMPAIGN CONTRIBUTIONS (FORM DOI) – COUNTY/MUNICIPAL LEVEL FILERS
INCOMPLETE FORMS WILL NOT BE PROCESSED • If form is handwritten, it must be legible.

1	Today's Date: _____	
2	Candidate (full name): _____ Address: _____ City, State, Zip: _____ Telephone (optional): _____ Email: _____	
3	Name County/City: _____ Name of Office Sought or Held: _____ <small>(include office, district, post, or judicial seat)</small>	Party Affiliation (optional): <input type="checkbox"/> Democrat <input type="checkbox"/> Non-Partisan <input type="checkbox"/> Republican <input type="checkbox"/> Other
4	Next Election Year: _____	
<small>Complete sections 5 and 6 ONLY if you have a campaign committee. This information does not register a campaign committee. (Please use Form RC to register.)</small>		
5	Campaign Committee Chairperson (full name): _____ Address: _____ City, State, Zip: _____ Email: _____	
6	Treasurer (full name): _____ Address: _____ City, State, Zip: _____ Email: _____	
I CERTIFY THAT THIS STATEMENT IS COMPLETE, TRUE AND ACCURATE.		
_____ Signature of Candidate		_____ Date

COUNTY/MUNICIPAL FILERS: File this form directly with the Local Filing Officer in your county and/or municipality
LOCAL FILING OFFICERS: Send a copy via email to localreports@ethics.ga.gov

CAMPAIGN CONTRIBUTION DISCLOSURE REPORTS

- The CCDR is filed directly with the local filing officer.
- If the county or municipality offers a way for filers to file electronically, that is permitted. If that option is not available, all filers will file the CCDR form manually.
- The CCDR form must be filed in its entirety. That means a filer must file all ten pages regardless of whether or not the information is on the page.
- There is a **five-day grace period** for all CCDR filings.
- Runoff elections have a grace period of only two days.

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CFC-CCDR

Campaign Contribution Disclosure Report
Georgia Government Transparency and Campaign Finance Commission
 200 Piedmont Avenue S.E. | Suite 1416 West Tower | Atlanta, GA 30334 | 404-463-1980 | www.ethics.ga.gov

1. Report Type <small>(Select One)</small> <input type="checkbox"/> Original <input type="checkbox"/> Amendment Amendment # _____	2. Filing is being made on behalf of (Select One): Candidate or Public Official Office Held or Sought _____ <small>(Include county, municipality, district, post or judicial seat)</small> Filer ID _____ <small>(Filer ID that begins with the letter "C")</small> Organization or Person Other than Candidate's Campaign Committee Committee Name: _____ Filer ID: _____ <small>(Filer ID that begins with the letter "NC")</small>	Use Earliest of Post Mark or Hand-Delivered Date _____
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3. Identifying and Contact Information

(1) _____ (2) _____
Full Name of Candidate or Other Than Candidate Campaign Committee Name Today's Date

(3) _____
Mailing Address City State Zip Code

(4) _____ and/ or _____
Primary Contact Phone Number E-Mail

(5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign or file the reports? Yes No

(6) If yes, is the committee registered with the Commission? Yes No

(7) If yes, complete the following: _____
Name of Committee Chairperson Name of Committee Treasurer

4. Period for which you are Reporting
 You Must Check Only One Box

My Non-Election Year	My Election Year	Run-Offs <small>(Report required only if you are in a Run-Off Election)</small>	Special Election
<input type="checkbox"/> June 30, _____ (year) <input type="checkbox"/> December 31, _____ (year)	<input type="checkbox"/> January 31, _____ (year) <input type="checkbox"/> April 30, _____ (year) <input type="checkbox"/> June 30, _____ (year)	<input type="checkbox"/> 6 days before Primary Run-Off _____ (year) <input type="checkbox"/> 6 days before General Run-Off _____ (year) <input type="checkbox"/> 6 days before Special Primary Run-Off _____ (year) <input type="checkbox"/> 6 days before Special Run-Off _____ (year)	<input type="checkbox"/> 15 days before Special Primary, _____ (year) <input type="checkbox"/> 15 days before Special, _____ (year) <input type="checkbox"/> Dec. 31, _____ (year)
Supplemental Reporting <input type="checkbox"/> June 30, _____ (year) <input type="checkbox"/> December 31, _____ (year)	<input type="checkbox"/> September 30, _____ (year) <input type="checkbox"/> October 25, _____ (year) <input type="checkbox"/> Dec. 31, _____ (year)		

*Supplemental reports are required of candidates who have unsuccessfully campaigned for office or have resigned from office. See O.C.G.A. § 21-5-34.

State of _____ County of _____

I, _____, being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.

Sworn to and subscribed before me on _____, 20____.

Signature of Notary Public

Commission Expiration

a. Signature of Candidate

b. Organization Chairperson/Treasurer

Public Officer/Candidate/Other Than Candidate Committee Name _____ Page _____ of _____

AFFIDAVIT OF EXEMPTION

- This is a document candidates and/or public officials can file if they DO NOT intend on accepting a combined total of \$2,500 in contributions and/or expenditures during an election cycle.
- The affidavit allows a filer to be “exempt” from filing campaign contribution disclosure reports if they remain under the aggregate (combined) threshold of \$2,500.
- The affidavit is filed directly with the local filing officer.
- The affidavit does not apply to the Personal Financial Disclosure Statement (PFDS). All elected officials and candidates must file PFDS regardless of whether they have an affidavit on file.
- The affidavit is only valid for one election cycle.
 - What is an election cycle? An election cycle is the day after the November General Election to the next November General Election when that person will be on the ballot for the same race—Reference O.C.G.A. § 21-5-3(10).
 - A new affidavit must be filed for every election cycle.

TWO BUSINESS DAY REPORT

- This report is used to report contributions received, including loans, of a \$1,000 or more. This report is only filed during certain times of the year.
- This report is due during the time period between when the last CCDR is due before an election and the election date for which a candidate has qualified.
- This report is not filed every time a filer receives \$1,000 or more.
- The contributions MUST be reported within two business days of receipt and MUST be reported on the next scheduled CCDR.
- There is NO grace period for the two business day report—Reference O.C.G.A. § 21-5-34(c)(2)(C).
- If the filer has an affidavit of exemption on file, they are not required to file this report unless the threshold is crossed.

Personal Financial Disclosure Statement

- When are PFDS due?
 - During non-election years, PFDS are due between January 1st and July 1st in which such public officer holds office.
 - During election years, each person who qualifies as a candidate for election as a public officer, as defined in subparagraphs (F) through (g) of paragraph (22) of Code Section 21-5-3, shall file no later than the fifteenth day following the date of qualifying as a candidate.
- There is no grace period for the PFDS
 - The PFDS is a document filed by each public official and each person who qualifies as a candidate for election as a public officer as defined in subparagraphs (F) and (G) of O.C.G.A. § 21-5-3 that discloses information about financial activity for the preceding calendar year.

CFC PFD 1/14

STATE OF GEORGIA
PERSONAL FINANCIAL DISCLOSURE STATEMENT
200 Piedmont Avenue S.E. | Suite 1402 West Tower | Atlanta, GA 30334
| 404-463-1980 | www.ethics.ga.gov

Use Earlier of Post Mark
or Hand Delivered Date

Original Amendment (Enter date of statement being amended) _____

Date of this Statement: _____ Covering Calendar Year: _____

Name of Public Officer or Candidate: _____
First Middle Last

Mailing Address: _____
Street or P.O. Box City County State Zip code

Telephone Number: (Office/Home) _____ (E-Mail) _____

Name of Public Office Held or Sought: _____ Filer ID: _____
(If the ID does not begin with the letter "F")

Check One:
 Elected City or County Officer Candidate for City or County Office

WHO FILES A FINANCIAL DISCLOSURE STATEMENT:
Each public officer holding office in Georgia, and each person who qualifies as a candidate for election as a public officer for one of the offices listed below, and all others on the following list.
(A) Every constitutional officer;
(B) Every elected state official;
(C) The executive head of every state department or agency, whether elected or appointed;
(D) Each member of the General Assembly;
(E) Every elected county official, every elected county or area school superintendent, and every elected member of a county or area board of education; and
(F) Every elected municipal officer.

WHEN TO FILE A FINANCIAL DISCLOSURE STATEMENT:
Public Officer: A Financial Disclosure Statement is filed not before January 1 and not later than July 1 of each year that a public officer holds office (except the year of election). The information to be provided shall be that from the preceding calendar year.
If the public officer chooses not to run for re-election or for another public office no Financial Disclosure Statement need be filed in the year qualifying to succeed him takes place. A public officer shall not be deemed to hold the office in a year in which the public officer holds office for less than 15 days.
Candidate for Public Office: A Financial Disclosure Statement covering the period of the preceding calendar year shall be filed no later than the fifteenth day following the date of qualifying as a candidate. Candidates for state wide office file not later than seven days after qualifying for office. Only one Financial Disclosure Statement is required per calendar year.
Special requirements for State Wide Candidates: Candidates for a public office elected state wide must file their Financial Disclosure Statements not later than seven days after qualifying or filing a notice of candidacy. State wide candidates must disclose more information than other candidates for public office and the additional disclosure sections required of state wide candidates must be completed in the year of election filing.

WHERE TO FILE A FINANCIAL DISCLOSURE STATEMENT:
State /Statewide Office: Georgia Government Transparency & Campaign Finance Commission
County: County Election Superintendent
Municipality: City Clerk or Chief Executive Officer

FINAL REPORT AND TERMINATION STATEMENT

- This is the final report filers must file to terminate their campaigns.
- This report can only be filed when the filer has a net balance on hand of \$0 and has \$0 in campaign debt.
- All filers file this report to terminate their campaign.
 - If a filer has an affidavit of exemption on file, they will still file this report when it is time to terminate.
- The final report and termination statement is filed directly with the local filing officer.

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CFC-CDDR

Campaign Contribution Disclosure Report
Georgia Government Transparency and Campaign Finance Commission
 200 Piedmont Avenue S.E. | Suite 1416 West Tower | Atlanta, GA 30334 | 404-463-1980 | www.ethics.ga.gov

1. Report Type <small>(Select One)</small> <input type="checkbox"/> Original <input type="checkbox"/> Amendment Amendment # _____	2. Filing is being made on behalf of (Select One): Candidate or Public Official Office Held or Sought: _____ <small>(Include county, municipality, district, post or judicial seat)</small> Filer ID: _____ <small>(Filer ID that begins with the letter "C")</small> Organization or Person Other than Candidate's Campaign Committee Committee Name: _____ Filer ID: _____ <small>(Filer ID that begins with the letter "OC")</small>	Use Earliest of Post Mark or Hand-Delivered Date _____
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3. Identifying and Contact Information

(1) _____ (2) _____
Full Name of Candidate or Other Than Candidate Campaign Committee Name Today's Date

(3) _____
Mailing Address City State Zip Code

(4) _____ and/ or _____
Primary Contact Phone Number E-Mail

(5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign or file the reports? Yes No

(6) If yes, is the committee registered with the Commission? Yes No

(7) If yes, complete the following: _____
Name of Committee Chairperson Name of Committee Treasurer

4. Period for which you are Reporting
 You Must Check Only One Box

My Non-Election Year	My Election Year	Run-Offs <small>(Report required only if you are in a Run-Off Election)</small>	Special Election
<input type="checkbox"/> June 30, _____ (year) <input type="checkbox"/> December 31, _____ (year)	<input type="checkbox"/> January 31, _____ (year) <input type="checkbox"/> April 30, _____ (year) <input type="checkbox"/> June 30, _____ (year)	<input type="checkbox"/> 6 days before Primary Run-Off _____ (year) <input type="checkbox"/> 6 days before General Run-Off _____ (year) <input type="checkbox"/> 6 days before Special Primary Run-Off _____ (year) <input type="checkbox"/> 6 days before Special Run-Off _____ (year)	<input type="checkbox"/> 15 days before Special Primary, _____ (year) <input type="checkbox"/> 15 days before Special, _____ (year) <input type="checkbox"/> Dec. 31, _____ (year)
Supplemental Reporting <input type="checkbox"/> June 30, _____ (year) <input type="checkbox"/> December 31, _____ (year)			

*Supplemental reports are required of candidates who have unsuccessfully campaigned for office or have resigned from office. See O.C.G.A. § 21-6-34.

State of _____ County of _____

I, _____ being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.

Sworn to and subscribed before me on _____, 20____

Signature of Notary Public

Commission Expiration

a. Signature of Candidate

b. Organization Chairperson/Treasurer

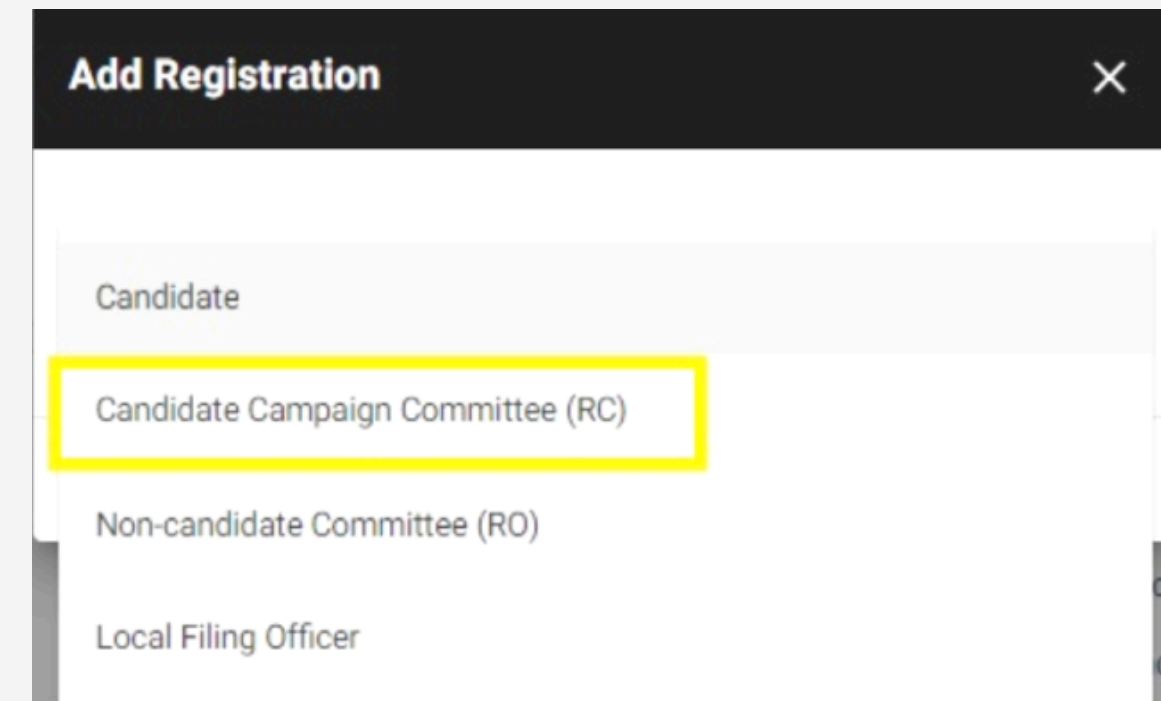
Public Officer/Candidate/Other Than Candidate Committee Name _____ Page _____ of _____

FORMS FILED WITH THE COMMISSION

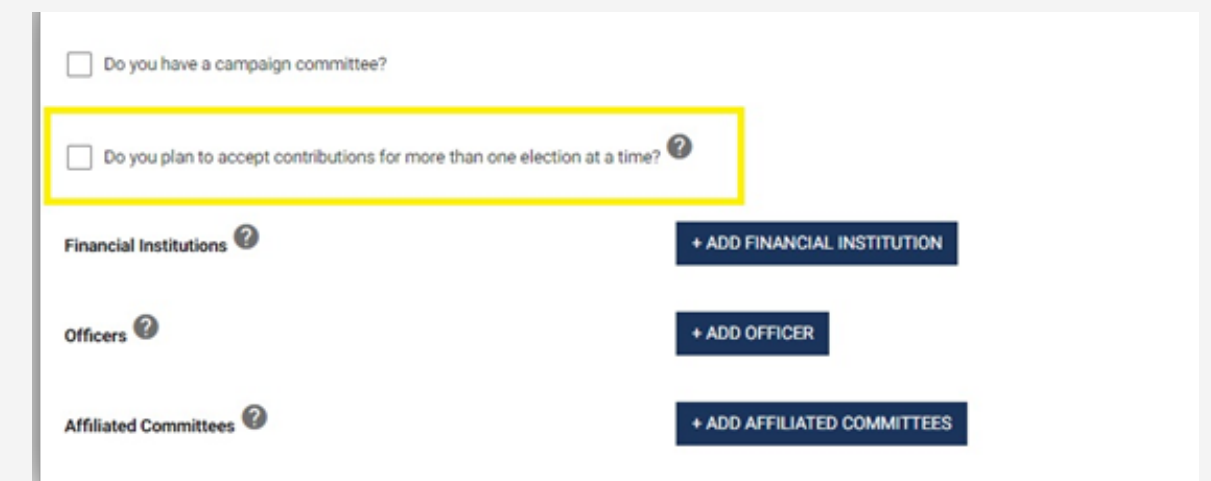
There are two forms that a local filer must file with the Commission:

1. Form RC – Registration of a Candidate Campaign Committee.
2. COOSA Form – Choosing the Option of Separate Accounting.

Forms filed with the Commission are filed electronically using our new e-filing system: efile.ethics.ga.gov



The screenshot shows a dropdown menu titled "Add Registration" with a close button (X) in the top right corner. The menu lists four options: "Candidate", "Candidate Campaign Committee (RC)", "Non-candidate Committee (RO)", and "Local Filing Officer". The "Candidate Campaign Committee (RC)" option is highlighted with a yellow rectangular border.



The screenshot shows a registration form with the following elements:

- Checkbox: Do you have a campaign committee?
- Checkbox: Do you plan to accept contributions for more than one election at a time? [?]
- Section: Financial Institutions [?] with a button: + ADD FINANCIAL INSTITUTION
- Section: Officers [?] with a button: + ADD OFFICER
- Section: Affiliated Committees [?] with a button: + ADD AFFILIATED COMMITTEES

The checkbox for "Do you plan to accept contributions for more than one election at a time?" is highlighted with a yellow rectangular border.

How can I use my campaign funds?

O.C.G.A. 21-5-3(18)

"Ordinary and necessary expenses" shall include, but shall not be limited to, expenditures made during the reporting period for qualifying fees, office costs and rent, lodging, equipment, travel, advertising, postage, staff salaries, consultants, files storage, polling, special events, volunteers, reimbursements to volunteers, repayment of any loans received except as restricted under subsection (i) of Code Section 21-5-41, contributions to nonprofit organizations, flowers for special occasions, which shall include, but are not limited to, birthdays and funerals, attorney fees connected to and in the furtherance of the campaign, and all other expenditures contemplated in Code Section 21-5-33.

Legislative Changes SB 199

2025 **2026** **2027**

All filing requirements will remain the same until **December 31, 2025**

Beginning **January 1, 2026** the filing schedule will change for all filers. Local filers will still file all required documents with their local filing officer

Beginning **January 1, 2027** all local filers will file directly with the state and no longer have filing obligations with their local filing officer.

Legislative Changes SB 199

Beginning **January 1, 2026** their CCDC and PFDS filing schedule will change for all filers to the following. **All local filers will continue to file with their local filing officer following this schedule until December 31, 2026.**

Election and Non-Election year schedules will now be the same regardless of election year or non-election year going forward.

Campaign Contribution Disclosure Reports (CCDC):

January 31

April 30

July 31

October 20

Personal Financial Disclosure Statement (PFDS):

All County Officials and Local Boards of Education- **April 1**

All Municipal Officials- **September 1**

Legislative Changes SB 199

Beginning January 1, 2027 all local filers will begin filing directly with the state and will no longer file any documents or reports with their local filing officer.

What forms will I file with the commission?

All forms

DOI, Declaration of Intent

RC, Candidate Campaign Committee

COOSA, Choosing Option of Separate Accounting

CCDR, Campaign Contribution Disclosure Report

PFDS, Personal Financial Disclosure Statement

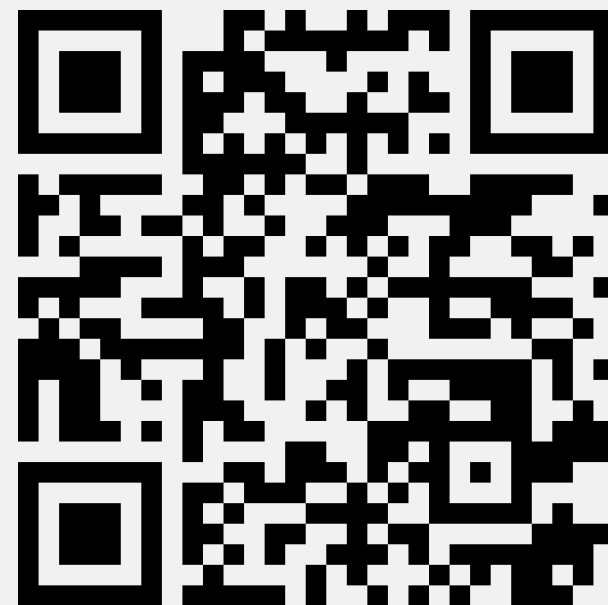
Affidavit not to Exceed \$2,500

Final Report and Termination



Registration is now open! Follow the link below to register.

****Currently, registration is only needed at the local level if you plan on filing an RC or COOSA****



IMPORTANT LINKS

- All Forms: <https://ethics.ga.gov/forms-and-publications/>
- Form RO Registration: <https://efile.ethics.ga.gov/#/index>
- County and Municipal Level Elected Officials & Candidates Filing Schedule: <https://ethics.ga.gov/candidate-information-local/>

G E O R G I A

Questions

Feel free to contact the Education Department at gaethics@ethics.ga.gov or 404-463-1980.
The education help desk is available from 8:30 am – 4:30 pm.

Thank You!