



# CITY OFFICE - WRITE IN DECLARATION OF INTENT

## OFFICE INFORMATION

<b>Write-In For the Office Of:</b>	<b>City:</b>	<b>Term Length:</b>

## CANDIDATE INFORMATION

<b>Candidate Name</b> <i>(As it appears on your voter registration record.)</i>				
First	MI	Last	Suffix	
<b>Residence Address</b> <i>(As it appears on your voter registration record.)</i>				
Street Address	City	State	Zip Code	County

## CAMPAIGN FINANCE INFORMATION

I do hereby certify that I am a registered elector of the State of Idaho and appoint myself as treasurer for my campaign. If any campaign finance contributions or expenditures reach or exceed \$500, I will create a Campaign Finance account with the Secretary of State, and may at that time, appoint another person as Treasurer or remain as my own Treasurer.

## CERTIFICATION

I, the undersigned, being a resident of the State of Idaho and of the City listed above, do hereby declare myself a candidate for the office entered above to be voted on at the Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and I certify that the information on this Declaration is true and accurate.

I further certify that I possess the legal qualifications to hold said office, that I am a qualified elector of the City listed above, and that I have resided in the city for at least thirty (30) days.

Dated:	Candidate Signature:
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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

Notary Public in and for the State of Idaho, residing at

\_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## OFFICIAL USE ONLY

### CITY CLERK

Before accepting this Declaration of Intent, the City Clerk (or designee) must verify that the person submitting this declaration is a qualified city elector as defined in Idaho Code 50-402(c) and that the residence address provided above matches the address on the individual's voter registration.

This declaration was accepted by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.

Name, Title Date Time

A copy of this form must be transmitted to the County Clerk as soon as possible after it is filed.

### COUNTY CLERK

Upon receipt of this Declaration of Intent, stamp the date and time of receipt on the front of this document.

## WHERE TO BEGIN

### ✓ Treasurer Appointment & Reporting



Once a candidate has raised or spent \$500, a candidate must file the appointment of a political treasurer

and begin reporting the campaign finances, including the sources and expenses for the first \$500.

The Declaration of Candidacy filed to run for office designates the candidate as the default political treasurer, for those who have not met the \$500 threshold, until an alternate is appointed.

## FILING DEADLINES

**10<sup>TH</sup>** of each month in the year of the election

Annual report due January 10th following non-election years

**\$50 FINE**

each day after 48 hours late

Campaign Finance Laws  
I.C. Title 67 Chapter 66

### ✓ Disclosures



All campaign material (signs, flyers, mailings, TV ads, etc.) should contain a disclosure statement. For

example: "Paid for Yosemite Sam for Governor, Elmer Fudd Treasurer".



A GUIDE FOR CANDIDATES

# CAMPAIGN FINANCE

CITIES, SCHOOLS & LOCAL OFFICIALS

## REPORTING BASICS

All money raised or spent in relation to a campaign must be accounted for and tracked. This includes the use of the candidate's personal money.

### ✓ Where to Report

All candidates for all offices now report online via the Secretary of State's Campaign Finance Portal. The portal may be found at <https://sos.idaho.gov/elections-division/campaign-finance-filing/>

For local officials, all assistance, oversight and enforcement will be done by the County Clerk of the home county for the city, school or local district.



**Remember: no one was ever fined for over-reporting**

### ✓ Donation Limits

Maximum contribution is \$1,000 per individual, business\* or political committee per election. Any single contribution of \$1,000 must be reported within **48 hours** of receipt.

\*Businesses sharing controlling ownership may only contribute \$1,000 combined.





# CITY OFFICE - WRITE IN CERTIFICATION OF CANDIDATE FILING TO COUNTY CLERK

## CITY CLERK

Upon receipt of the Declaration of Intent:

1. Stamp or write the date and time of receipt on the front of the Declaration of Intent.
2. Complete the fields and statement below.
3. Transmit **a copy of this Certification** along with **a copy of the Declaration of Intent** to the County Clerk for election preparation.

## CANDIDATE NAME BEING CERTIFIED TO THE COUNTY CLERK

**Candidate Name** *(As it will appear on the ballot.)*

## OFFICE INFORMATION FOR BALLOT PLACEMENT

<b>Filing for the Office of:</b>	
<b>City Name:</b>	
<b>Term length, seat or position (if applicable):</b>	

## CERTIFICATION

I, \_\_\_\_\_, certify that the qualifications of the candidate listed above have been verified, and that the individual meets the requirements to run for the office indicated above and on the attached Declaration of Intent to be voted on at the Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Signature of the Clerk or Representative of the District:

Dated:

## IMPORTANT

1. Verification of the candidate's qualifications should occur immediately upon receipt of the filing. This allows the candidate time to correct any errors in the filing.
2. Certification to the County Clerk should occur upon the verification of the candidate's qualifications. **To assist the County Clerk in election preparation, do not HOLD these until the last day of filing.**