

Campaign Jumpstart for State & Local Races

Decide on Committee Name

- Candidates typically use “Name for Legislature” or “Friends for Name”. Ex: Jane Smith for Legislature or Friends for Jane Smith.

Find a Treasurer

- Treasurer **MUST** be a registered voter in the state of Nebraska (but do not have to live in the district).
- The Treasurer role is mentioned in statute so all parties must be in agreement as to the specific role the Treasurer will play.
- Assistant Treasurers are allowed and can be the primary person that compiles the information for the reports.
- Treasurer must be able to approve reports (electronic approval is allowed).
- You are allowed to be your own campaign treasurer, as is a spouse.

Decide on a Bank

- It is typically easiest to start with your own bank that you have a relationship with. But you can also use a bank in your district. It must be a Nebraska bank and campaign funds **MUST** be kept completely separate from any personal funds. All campaign contributions **MUST** be deposited into the account and campaign expenditures should be made from this account (or accurate and timely in-kind or reimbursement records kept).
- Every bank has slightly differing requirements for opening a bank account. You will need to bring ID and they usually want to verify the committee is registered with a governmental entity. An EIN should be obtained and the draft NADC Statement of Organization can be submitted. Those two items usually suffice for bank requirements.
- When setting up the account, make sure you have online access to the account and be sure to order checks and a debit card. The opening deposit amount will vary from bank to bank - you can use personal funds (that then becomes a personal donation to your campaign) or a campaign contribution from a donor.

Obtain an EIN (Employer Identification Number)

- Aside from bank requirements, some PACs will need this in order to donate. It is best to obtain one when getting started so you'll have it.
- Link to IRS website: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- It is a **FREE** service - if for some reason the link doesn't work - make sure you're on an IRS.GOV site before proceeding.

- Step 1: What legal structure? - click on "view additional types" - pick "political organization". Confirm. Why are you requesting an EIN? - check "banking purposes"
- Step 2: Who is the responsible party? - choose individual (you) Enter your information and check "I am a responsible and duly authorized officer or board member..."
- Step 3: Addresses - use your home address
- Step 4: Details - Legal Name - Name as filed with NADC
 - Start Date - month/day announced/filed with NADC
 - Closing month of accounting year - December
 - Will you file form 8871? - No - political candidate committees are not required to do so b/c all activity is reported through a state election commission (NADC)
- Confirm - and it should give you a PDF of the form with the new EIN number. Save the PDF form with your campaign documents. Do not just write it down or screenshot the page - save the PDF.
- You will get some letters from the IRS after filing the form but the PDF is the official letter you will want to keep. The letter regarding EFTPS will only apply if you hire employees.

Filing with the Nebraska Accountability & Disclosure Commission

- Forms are here: <http://nadc.nebraska.gov/cf/forms.html>
- You will need to file Form A-1 with NADC within 10 days of raising or spending \$5000. You can file prior to that threshold if you are confident you will be reaching the \$5000 amount. Once you file your committee with NADC; you will be required to file periodic campaign statements.
 - There is a \$100 filing fee that must be submitted with the Form A-1.
 - The first campaign statement will be due Jan 31, 2024 and will cover the start of your committee until Dec 31, 2023. NADC considers a campaign cycle to be based on a calendar year.
 - In 2024; you will file reports 30 days prior to the Primary Election, 10 days prior to the Primary Election, and one in June after the Primary Election.
 - Assuming your primary campaign is successful and you head into the General Election you will have the same type of schedule. 30 days prior to the General Election, 10 days prior to the Primary Election and one post-Election that covers until the end of the year and will be due mid-January 2025.
- There is also a Late Contribution Period where you are required to report contributions received of \$1000 or more within 48 hours. This Late Contribution Period is typically about two weeks prior to Election Day (both primary and general). These are short, one page forms that just list the donor, date of receipt and contribution amount.

Start talking to voters and raising money!

- Talk with campaign staff/mentors to get going with a press announcement, kickoff and strategy moving forward.

Officially filing your statement of candidacy with the Secretary of State or county

Election Commissioner isn't possible until January 2024 and the deadline to file is in February if you are currently an elected official and March 2024 if not. You will need to file this and a personal statement of financial interests in order to be on the ballot. Contact Jessica at She's Electable with questions.