

# CF-18 TERMINATION OR RESIGNATION REQUEST FORM NO-ACTIVITY REPORT FORM

NEW YORK STATE BOARD OF ELECTIONS  
THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

Treasurer/Candidate Name: \_\_\_\_\_ Filer ID#: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Please check the applicable box(es) in Sections A, B and C:

A. I am the committee treasurer [ ] -or- I am the candidate [ ]

B. I am submitting this form for the following purpose(s):

1.  Requesting termination of the candidate's filing obligation as of the report indicated below.
2.  Requesting termination of the committee as of the report indicated below.
3.  Requesting resignation as treasurer of the committee as of the report indicated below.
4.  Filing a No-Activity Report for the period indicated below.

In order to qualify to file a No-Activity Report, there cannot have been any activity (i.e., receipts and/or expenditures, including interest, dividends and bank charges or outstanding loans or liabilities) during the reporting period and, therefore, there are no transactions to report. Filing a No-Activity Report may be done via the NYSBOE website, or by checking this box and the applicable reporting period indicated below.

C. For the purpose(s) indicated in section B above, I am either submitting with this form on computer diskette, CD, DVD; or have submitted via e-mail, or via the NYSBOE website; or via this form through a No-Activity Report, the candidate/committee treasurer's campaign financial disclosure termination or resignation report or No-Activity Report for the period indicated below:

- |  |   |
|--|---|
| 1. <input type="checkbox"/> 32 Day Pre-Primary   | 7. <input type="checkbox"/> 32 Day Pre-Special  |
| 2. <input type="checkbox"/> 11 Day Pre-Primary   | 8. <input type="checkbox"/> 11 Day Pre-Special  |
| 3. <input type="checkbox"/> 10 Day Post-Primary* | 9. <input type="checkbox"/> 27 Day Post-Special*  |
| 4. <input type="checkbox"/> 32 Day Pre-General   | 10. <input type="checkbox"/> January Periodic, 20____   |
| 5. <input type="checkbox"/> 11 Day Pre-General   | 11. <input type="checkbox"/> July Periodic, 20____  |
| 6. <input type="checkbox"/> 27 Day Post-General* | 12. <input type="checkbox"/> Off-Cycle Report (A report which does not correspond to any specific filing period.) |

\*Campaign material or a disclaimer must be submitted with post election reports.

I state that the information contained in the electronically filed disclosure report referenced above is in all respects true and complete to the best of my knowledge, information and belief, or I have no transactions to report for this period.

Name- print or type

Candidate/Committee Treasurer Signature\*\*

Title

Date Signed

Contact Phone Number

\*\*Copies of signatures, including those on faxes, PDFs, or other electronic files, are not acceptable.

Knowingly including false information in the disclosure report identified above or on this form constitutes a Class A Misdemeanor, punishable by a fine and/or imprisonment. See Penal Law §210.45.

# FORM CF-18 INSTRUCTIONS

This form must contain original signature(s) in ink .  
Copies of signatures, including those on faxes, PDFs, or other electronic files, are not acceptable.

A candidate or committee treasurer must file this form at each board of elections where the candidate or committee is required to file campaign financial disclosure reports. Please provide name(s) and Filer ID# and check the applicable box (es) in Sections A, B and C.

## **To request termination of the committee or candidate's filing obligation:**

- Electronic filers with NYSBOE must submit this fully completed paper request form (CF-18) when submitting a final campaign financial disclosure termination report.
- A final itemized campaign financial disclosure report must be filed using the Electronic Filing System (EFS) Software, whether filed as an attachment to an email, filed by mail on diskette, CD or DVD, **or** a non-itemized campaign financial disclosure report (i.e., No-Activity Report) must be filed online at **www.elections.ny.gov** or by paper using this CF-18 form, if applicable.
- All previously required campaign financial disclosure reports must have been filed to date.
- The committee bank account must have an ending cash balance of \$0, which also must be reflected in the filer's final financial disclosure report.
- All outstanding loans or liabilities must have been repaid or forgiven, and required letters of forgiveness/indebtedness must have been submitted to the appropriate board(s).

**Notes about termination:** Termination can be requested with Periodic, Post-Primary, Post-General and Post-Special Election report filings. Termination can also be requested with an Off-Cycle report, which is defined as a report which does not correspond to any specific filing period. All applicable reports must continue to be filed until termination is approved by NYSBOE. Termination with a local board of elections does not constitute termination with NYSBOE.

## **To request resignation as treasurer of the committee:**

- Electronic filers with NYSBOE must submit this fully completed paper request form (CF-18) when submitting a final campaign financial disclosure treasurer resignation report.
- A treasurer's final itemized campaign financial disclosure report created using the Electronic Filing System (EFS) Software, whether filed as an attachment to an email, or filed by mail on diskette, CD or DVD, **or** a non-itemized campaign financial disclosure report (i.e., No-Activity Report) must be filed online at **www.elections.ny.gov** or by paper using this CF-18 form, if applicable.
- A campaign financial disclosure report submitted electronically that is intended to be a resignation report cannot be processed as a resignation report unless a completed CF-18 form is submitted as well.
- Attach the treasurer's letter of resignation to the CF-18 form. Treasurers should also submit their letter to any board where they are required to file, and to the candidate of an authorized committee.
- All previously required campaign financial disclosure reports must have been filed to date.

**Notes about resignation:** A treasurer can request resignation with Periodic, Primary, General or Special Election report filings. A treasurer can also request resignation with an Off-Cycle report, which is defined as a report which does not correspond to any specific filing period. The new treasurer must submit amended CF-02, CF-03 and CF-16 forms, as applicable.

## **To file a No-Activity Report (non-itemized campaign financial disclosure report):**

The Electronic Filing System (EFS) Software does not accommodate the filing of No-Activity Reports. Therefore, electronic filers with NYSBOE can either submit this fully completed paper request form (CF-18) to file a No-Activity Report — **or** — submit a No-Activity Report online at **www.elections.ny.gov**.