



**Board of  
Elections**

# **Winding Down the Campaign**

**November 29, 2022**

# Election Day Is Over. What's Next?

File applicable post-election report:

- July Periodic (for Post-Primary)
- 27 Day Post-General Election
- 27 Day Post-Special Election

Submit campaign materials by mail or upload to EFS Web Application.

Keep committee open OR request termination to end filing obligation?



# Common Misconceptions

Filing a post-election report does NOT end the candidate/committee's filing obligation.

Having a \$0 cash balance in the bank account does NOT end the candidate/committee's filing obligation.

Closing a bank account does NOT end the candidate/committee's filing obligation.

# Looking to Terminate?

The only way to end a candidate/committee's filing obligation is to request termination.

# Statewide/State Legislative Candidates

If a candidate wishes to participate in the newly-launched Public Campaign Finance Program, the candidate/treasurer must terminate any existing authorized committee for the same office.

Please see <http://pcfb.ny.gov> for more information about the Public Campaign Finance Board.

Statewide: Governor, Lieutenant Governor, Attorney General, Comptroller

State Legislative: State Senate, State Assembly

# Step 1 to Terminate

File all required financial disclosure reports.

- January and July Periodic reports are required of all registered committees.
- Election reports:
  - All candidates and/or their committees must file whenever the candidate's name appears on the ballot.
  - Committees supporting or opposing candidates for election must file all applicable election reports.

# Step 1 to Terminate (cont'd)

File a final financial disclosure report covering all activity from last submitted report through the date the termination request is made.

If requesting termination between required filings, the final report is an Off-Cycle report.

Submit final report via EFS Web Application.

Select “Termination” from left sidebar navigation when creating report.

# Step 1 to Terminate (cont'd)

## View your committee's disclosure reports:

[Board of Elections](#)
[Home](#)
[Campaign Disclosure ▾](#)
[Ballot Access ▾](#)
[County Board Roster](#)
[Elected Officials](#)
[Help ▾](#)
[Contact us](#)
[Release Notes](#)

### Search Candidates and Campaign Disclosures

The New York State Board of Elections (NYSBOE) makes this reporting system available as an UNOFFICIAL resource for information related to candidates and their respective ballot access and campaign disclosure filings.

The NYSBOE Public Reporting system logs and tracks the disclosure reports of candidate, ballot access documents including petitions, certificates of nomination, related documents, and their status.

**Note:** Reports for candidates running for certain New York City offices, namely Mayor, City Council, Public Advocate, Comptroller, and Borough President, for campaigns beginning in 2020, are available exclusively at the [NY Campaign Finance Board website](#).

Available Searches:

| Campaign Disclosure   | Campaign Disclosure :<br>Independent Expenditure   | Campaign Disclosure :<br>Contributions  | Campaign Disclosure :<br>Expenditures   | Other :  |
|---|--|---|---|--|
| <p>Search:</p> <ul style="list-style-type: none"> <li>List of Filers</li> <li>Public Campaign Finance Candidate List</li> <li>Candidate / Committee Disclosures</li> <li>24 Hour Notification</li> <li>Bulk Download</li> </ul> | <p>Search:</p> <p>24 Hour / Weekly Notices:</p> <ul style="list-style-type: none"> <li>Contributions and Loans</li> <li>Expenditures / Payments</li> <li>Liabilities Incurred</li> <li>Expenditure - PIDA</li> </ul> | <p>Search:</p> <ul style="list-style-type: none"> <li>Contributions by Contributor</li> <li>Contributions by Recipient</li> </ul> | <p>Search:</p> <ul style="list-style-type: none"> <li>Expenditures</li> <li>Aggregated Contributions and Expenditures by Office and District</li> </ul> | <p>Search:</p> <ul style="list-style-type: none"> <li>Ballot Access: Who Filed</li> <li>County Board Roster</li> <li>Elected Officials</li> <li>Contact us</li> <li>Release Notes</li> </ul> |



**Board of  
Elections**



# Step 1 to Terminate (cont'd)

View your committee's disclosure reports:

**Board of Elections** Home Campaign Disclosure ▾ Ballot Access ▾ County Board Roster Elected Officials Help ▾

**Filter** ^

\* marks required fields

Filer Type

All ▾

Status

Active ▾

\* Search By

- Select - ▾

- Select -

Filer ID

Candidate

Committee

Office

Home > Candidate/Committee Disclosures Search

## Candidate/Committee Disclosures Search

# Step 1 to Terminate (cont'd)

View your committee's disclosure reports:

The screenshot displays a web interface for viewing disclosure reports. On the left is a sidebar titled "Disclosure Reports" with a help icon and a dropdown arrow. It contains three main sections for filing years: "2022 Filing Year", "2021 Filing Year", and "2020 Filing Year". Under "2022 Filing Year", there are three sub-sections: "General 11/08/2022 11-Day Pre-General" (with a "No-Activity Report State/Local 10/24/2022 01:29:55 PM" link), "July Periodic" (with "Itemized Amended State/Local 09/20/2022 04:44:37 PM" and "Itemized Original State/Local 07/14/2022 04:52:30 PM" links), and "January Periodic" (with an "Itemized Original State/Local 03/07/2022 12:11:12 PM" link). The main content area on the right shows a breadcrumb trail "Home > Candidate/Committee Disclosures Search" and a heading "Candidate/Committee Disclosures Search".

## Step 2 to Terminate

Confirm committee has no reports reflecting a negative balance.

If a negative balance has been reported, check for reporting errors:

- Was a contribution/expenditure entered twice?
- Were all amounts entered correctly?
- Were any contributions/expenditures omitted?
- Was the candidate's money included?

## Step 3 to Terminate

Confirm committee has an ending cash balance of \$0, as reflected in your final NYSBOE campaign finance report.

If funds remain:

- Contribute to a charity recognized by the IRS
- Contribute to a political committee/candidate, subject to limits (*IE committees cannot do this*)
- Transfer the funds, if eligible
- Refund on a pro-rated basis to all contributors
- Turn over funds to the NYS General Fund



## Step 4 to Terminate

Confirm committee has no outstanding loans or liabilities.

Confirm committee has submitted letters of indebtedness and/or forgiveness for any applicable loans or liabilities.

# Step 4 to Terminate (cont'd)

## Loans: Sample Evidence of Indebtedness

*Filer ID: 12345*

*May 1, 2022*

*I loan my committee \$2,000.*

*Gary Government*

# Step 4 to Terminate (cont'd)

## Loans: Sample Evidence of Forgiveness

*Filer ID: 12345*

*November 7, 2022*

*I forgive the loan to my committee of \$2,000.*

*Gary Government*

## Step 5 to Terminate

Complete and submit a CF-18 form requesting termination.

**The form must be submitted in a hard copy version with an original signature in ink. Electronic copies are not accepted.**



# Step 5 to Terminate (cont'd)

## CF-18 Form

| CF-18 TERMINATION OR RESIGNATION REQUEST FORM<br>NO-ACTIVITY REPORT FORM  |   |                      |
|---|---|----------------------|
| <small>NEW YORK STATE BOARD OF ELECTIONS<br/>THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL.</small>  |   |                      |
| 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 <input type="checkbox"/> -or- I am the candidate <input type="checkbox"/>   |   |                      |
| B. I am submitting this form for the following purpose(s):  |   |                      |
| 1. <input type="checkbox"/> Requesting termination of the candidate's filing obligation as of the report indicated below.   |   |                      |
| 2. <input type="checkbox"/> Requesting termination of the committee as of the report indicated below.   |   |                      |
| 3. <input type="checkbox"/> Requesting resignation as treasurer of the committee as of the report indicated below.  |   |                      |
| 4. <input type="checkbox"/> Filing a No-Activity Report for the period indicated below.   |   |                      |
| <small>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.</small> |   |                      |
| 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.) |                      |
| <small>*Campaign material or a disclaimer must be submitted with post election reports.</small>   |   |                      |
| 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 |
| <small>**Copies of signatures, including those on faxes, PDFs, or other electronic files, are not acceptable.</small>   |   |                      |
| <small>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.</small>  |   |                      |
| CF-18 11/12   |   |                      |



# What Now?

Once your CF-18 has been submitted, your committee will be reviewed to ensure steps one through five have been completed properly.

If there are issues that will hold up termination, you will be notified by the Compliance Unit.

# Await Approval

Once you have submitted the request, you will receive a letter from NYSBOE indicating:

- Your committee termination has been approved or
- You have additional requirements to fulfill before termination is approved

**Your filing obligation does not end until a successful termination letter has been issued.**



# Looking to Resign as Treasurer?

The only way to resign as a committee treasurer is to request resignation.

# Step 1 to Resign as Treasurer

File all required financial disclosure reports.

- January and July Periodic reports are required of all registered committees.
- Election reports
  - All candidates and/or their committees must file whenever the candidate's name appears on the ballot
  - Committees supporting or opposing candidates for election must file all applicable election reports

# Step 1 to Resign as Treasurer (cont'd)

File a final financial disclosure report covering all activity from last submitted report through the date the resignation request is made.

If requesting resignation between required filings, the final report is an Off-Cycle report.

Submit final report via EFS Web Application.

Select “Resignation” from left sidebar navigation when creating report.



## Step 2 to Resign as Treasurer

Confirm committee has no reports reflecting a negative balance.

If a negative balance has been reported, check for reporting errors:

- Was a contribution/expenditure entered twice?
- Were all amounts entered correctly?
- Were any contributions/expenditures omitted?
- Was the candidate's money included?



## Step 3 to Resign as Treasurer

Confirm committee has submitted letters of indebtedness and/or forgiveness for any applicable loans or liabilities reported.



# Step 4 to Resign as Treasurer

Complete and submit a CF-18 form requesting resignation.

**The form must be submitted in a hard copy version with an original signature in ink. Electronic copies are not accepted.**

# Step 5 to Resign as Treasurer

Attach a signed letter of resignation and submit with the CF-18 form.

Sample letter is below.

*Filer ID: 12345*

*December 1, 2022*

*Effective immediately, I hereby resign as treasurer of the ABC Committee.*

*Gary Government*



# What Now?

Once your CF-18 has been submitted, your committee will be reviewed to ensure steps one through five have been completed properly.

If there are issues that will hold up your resignation, you will be notified by the Compliance Unit.

# Await Approval

Once you have submitted the request, you will receive a letter from NYSBOE indicating:

- Your resignation as treasurer has been approved or
- You have additional requirements to fulfill before your resignation can be approved

**Your filing obligation does not end until a successful resignation letter has been issued.**

# Question

“When can I request committee termination or treasurer resignation?”

# Answer

You can request committee termination with the following reports:

- January / July Periodic Report
- 27 Day Post-General / Special Report
- Off-Cycle Report

You can request treasurer resignation with any report.

# Question

“What is the newly-launched Public Campaign Finance Board (PCFB) and how can I learn more?”

# Answer

The PCFB launched on November 9, 2022.

The Program allows statewide and state legislative candidates the ability to qualify for public matching funds for their campaigns.

The first elections for which candidates can receive public matching funds are 2024 (state legislative) and 2026 (statewide).

Check out <http://pcfb.ny.gov> for more information.



# Question

“How do I amend one of my reports?”

# Answer

Reports are amended using the EFS Web Application.

- Under the File A Disclosure Report page, filter to the report you wish to amend.
- Make all applicable changes.
- Under the View/Submit Disclosure page, filter to the report you have corrected.
- Select “Amend Disclosure Report.”
- Confirm submission with date and time stamp within EFS Web Application or on NYSBOE Public Reporting page.



# Question

“What are campaign materials and how do I submit them?”

# Answer

*Campaign Materials* include all political communication purchased and/or produced – including, but not limited to, brochures, flyers, mailers, letterheads, pamphlets, printed materials, billboards, broadcast scripts/schedules, internet advertisements (i.e. social media boosts) & text messages. For electronic communication, any statements or information published to 500 or more members of the general public audience qualify as Campaign Materials. For more information, see <https://www.elections.ny.gov/CFaboutWebBasedEFS.html>.

## Answer (cont'd)

*Campaign Materials* can be submitted in one of two ways:

- Uploaded by the filer into the EFS Web Application
- Mailed / delivered to the NYS Board of Elections

Take photos of large, unwieldy items.

If no campaign materials were produced, submit disclaimer in EFS Web Application or in writing to NYSBOE.

# Question

“What if I filed my report and it’s not on the NYSBOE Public Reporting website?”

# Answer

Reports are posted immediately upon submission from the EFS Web Application.

If you do not see your report on the NYSBOE Public Reporting webpage:

- Confirm you submitted the report within your EFS account by referring to the date and time stamp of submission.
- If problem remains, call NYSBOE IT Help Desk at (518) 473-4803.

# Question

“I’m ready to resign as treasurer.  
Do I have to find a new treasurer first?”



# Answer

No - however, it is a “best practice” to have a new treasurer register at the same time.

The new treasurer must file an amended CF-02 and/or CF-03 and/or CF-16 as applicable.

The committee may not raise or spend money until a new treasurer is chosen (*exception*: party/constituted committees).

# Question

“What if I want to terminate my committee and my lender / creditor will not forgive an outstanding loan / liability?”

# Answer

You must continue to file disclosure reports to show the Outstanding Liabilities/Loans transaction type entries until the issue is resolved.

Holding a fundraiser to pay off outstanding loans/liabilities is permitted.

# Question

“Can I use campaign money to pay for a post-election party for staff and volunteers?”

# Answer

Yes, you may have a post-campaign election party paid for with campaign funds.

*Note: judicial candidates may have additional requirements/restrictions (see [www.nycourts.gov](http://www.nycourts.gov))*

# Question

“What do I do with committee records after committee termination or treasurer resignation?”

# Answer

NYS Election Law 14-118 requires retention of records for a period of five years.

# How to Find Us

New York State Board of Elections

[www.elections.ny.gov](http://www.elections.ny.gov)

1-800-458-3453 –OR– (518) 474-8200

Email: [cfinfo@elections.ny.gov](mailto:cfinfo@elections.ny.gov)