



Forming a Candidate Committee

A candidate or prospective candidate who has received contributions or made expenditures (in any combination) of at least \$500 in connection with his or her candidacy is required to register as a Candidate Committee within 10 days of reaching that threshold.

How to register as a Candidate Committee:

- Complete a Statement of Organization using the City of Tempe Campaign Finance eFiling System, at <https://campaignfinance.tempe.gov/>.
- Print the completed Statement of Organization from the eFiling System and obtain the signatures of the Chairperson, Treasurer and Candidate.
- File the signed Statement of Organization in the Tempe City Clerk's Office, by email to clerk@tempe.gov or by mail to or in person at 31 East Fifth Street, Tempe, AZ 85281.

Notes:

- The committee's name must contain the candidate's first or last name.
- The candidate may serve as the chairperson and/or treasurer.
- If there is a change to *any* of the information in the Statement of Organization, an Amended Statement of Organization must be filed within 10 days after the change.

For related information, see Campaign Finance and Campaign Contribution Limits.

These materials are being provided to you to assist you in preparing your candidate papers. The City Clerk's Office has attempted to provide you with materials that are current. However, since the state statutes and case law are subject to constant change and interpretation, it is recommended that you review them with your attorney to ensure compliance with current legal requirements. It is not appropriate for city staff to provide legal advice to candidates for office. Please take time to thoroughly review the election materials and to comply with all current statutes.