

Reporting as a Political Action Committee

Texas Ethics Commission – January 2024

Any questions? Call 512-463-5800 or send an email to
reception@ethics.state.tx.us

Political Action Committee (“PAC”) Reporting

Items on website to help you with your reports:

- ① Training videos (Home Page → Training → Online Training for Filers)
- ① Instruction Guide for Form GPAC or SPAC (Home Page → Forms/Instructions → Political Committee → [type of filer you are] → Forms & Instructions)
- ① Campaign Finance Guide for Political Action Committees (Home Page → Resources → Reference Guides)

Topics to Cover

- **Filing Deadlines**
- **Contents of Reports**
- **Contribution Restrictions**
- **Ending Filing Requirements**
- **Common Filing Mistakes**

Filing Deadlines

- Semiannual Reports (**due even if no activity**)
 - January 15th: Covers activity through Dec. 31st; and
 - July 15th: Covers activity through June 30th

- If involved in an election and/or an SPAC that did not sign up for modified reporting:
 - 30 days prior to election; covers activity through 40 days before election
 - 8 days prior to election; covers activity through 10 days before election
 - Special pre-election “daily” reports
 - Runoff reports; covers activity through 10 days before runoff election

- PACs use Form GPAC (general-purpose), MPAC (monthly-filing GPAC) or SPAC (specific-purpose) for all of these reports except daily reports; “Report Type” is indicated on the Cover Sheet

Tex. Elec. Code §§ 254.038, .039, .123, .124, .153, .154; 1 Tex. Admin. Code §§ 20.333. 20.435

Filing Deadline v. Period Covered

- Filing deadline is when the report is due (January 15th, July 15th, 30 days or 8 days before the election, etc.); reported on Form GPAC/SPAC, Cover Sheet, Page 1, Section 9

- Period covered:
 - Begins (typically) on either:
 - January 1 or July 1 for semiannual reports;
 - Date you filed your GTA or STA; or
 - Day after your last report

 - Ends on a specific date (Dec. 31, June 30, 40 days before or 10 days before an election)

 - Reported on Form GPAC/SPAC, Cover Sheet, Page 1, section 10

Daily Reports

Applies to the following:

- GPAC:
 - > \$7,350 in contributions from one person
 - > \$2,150 in **direct** expenditures on one candidate
 - > \$32,280 in **direct** expenditures on a group of candidates

- SPAC (supporting certain C/OHs and ballot measures):
 - > \$2,150 in **direct** expenditures on one candidate

- Report is due the first business day after the activity.

- Activity gets reported again in next regular report.

Tex. Elec. Code §§ 254.038 and 254.039; 1 Tex. Admin. Code §§ 20.333 and 20.435

Annual Adjustments to Reporting Thresholds

Campaign Finance Reports: Section of Election Code	Corresponding TEC Rule	Threshold Description	Original Threshold Amount	2019 Adjusted Amount (eff. 2020)	2020 Adjusted Amount (eff. 2021)	2021 Adjusted Amount (eff. 2022)	2022 Adjusted Amount (eff. 2023)	2023 Adjusted Amount (eff. 2024)
253.031(b)	20.301, 20.303, 20.313, 20.401, 20.405, 22.1	Amount of political contributions or political expenditures permitted by a political committee before a campaign treasurer appointment is required	\$500	\$870	\$910	\$920	\$980	\$1,050
253.031(d)(2)	20.553, 20.555	Amount of political contributions or political expenditures permitted by a county executive party of a political party before a campaign treasurer appointment is required	\$25,000	\$32,320	\$33,750	\$34,220	\$36,630	\$38,990
253.032(a)		Threshold of contributions accepted from an out-of-state political committee above which a certain written statement or a statement of organization is required	\$500	\$900	\$930	\$940	\$1,010	\$1,080
253.032(a)(1)		Threshold of contributions to an out-of-state political committee above which certain information regarding contributions must be included in the written statement required under section 253.032(a), Election Code	\$100	\$180	\$190	No change	\$200	\$220
253.032(e)		Threshold of contributions accepted from an out-of-state political committee at or below which certain information or a statement of organization must be included in a report	\$500	\$900	\$930	\$940	\$1,010	\$1,080
254.031(a)(1)	20.219, 20.279, 20.331, 20.433	Threshold at which contributor information is required to be reported	\$50	\$90	No change	No change	\$100	\$110
254.031(a)(2)	20.219, 20.279, 20.331, 20.433	Threshold at which lender information is required to be reported	\$50	\$90	No change	No change	\$100	\$110
254.031(a)(3)	20.62, 20.219, 20.279, 20.331, 20.433	Threshold at which information on the payee of a political expenditure is required to be reported	\$100	\$180	\$190	No change	\$200	\$220
254.031(a)(5)	20.62, 20.219, 20.279	Threshold below which contributor information is not required to be reported	\$50	\$90	No change	No change	\$100	\$110
254.031(a)(5)	20.62, 20.219, 20.279	Threshold below which payee information is not required to be reported	\$100	\$180	\$190	No change	\$200	\$220

1 Tex. Admin. Code § 18.31

For full chart with threshold history: [link](#)

Where do you File Your Reports?

Same place you filed your GTA or STA:

- ① All GPACs file their reports with the TEC. You will use the TEC's electronic filing application to file your campaign finance reports (found here: <https://www.ethics.state.tx.us/TECFileWeb/pages/login/statewideLogin.jsf>) unless you qualify for paper filing - go here to see if you qualify: https://www.ethics.state.tx.us/filinginfo/elf_filing_who.php
- ① If you filed your STA locally, file your campaign finance reports locally. Check with your local filing authority to see if they accept reports electronically
- ① Local SPAC filers have the option to use TEC's electronic filing application to **draft** their campaign finance reports (found here: <https://www.ethics.state.tx.us/TECFileWeb/pages/login/localLogin.jsf>)

Where do you File Your Reports? School Bonds

The only exception is an SPAC supporting or opposing a school bond. They do the following:

- ⦿ file the STA (and any ASTAs, if applicable) with the school district;
- ⦿ Obtain a file-stamped copy of the STA from school district;
- ⦿ Send the file stamped copy of STA to TEC, along with Form Security-CF, via email at treasappoint@ethics.state.tx.us; then
- ⦿ File all campaign finance reports with the TEC

Tex. Elec Code § 254.130(b)

Penalties for Filing Violations

- \$500 for late semiannual unless it is filed right after a primary or general election
- \$500 for 30-day and special pre-election (daily) reports
- For 8-day pre-election and semiannual reports due after an election: **\$500 the 1st day, \$100 each additional day, up to \$10,000**
- PAC treasurer is personally liable for any fines, but fine may be paid from PAC contributions.
- You can ask for a reduction or waiver by filing a Statement of Defense

Tex. Elec. Code § 254.042

Corrections to Reports

- ◎ Corrections to most reports filed with the TEC can be made without penalty if:
 - any error or omission in the report as originally filed was made in good faith;
and
 - the corrected report is filed within 14 business days of learning of the error
- ◎ In addition to the requirements above, corrections to 8 day reports must also meet the substantial compliance standards in 1 Tex. Admin. Code Chap. 18
- ◎ Corrections to reports filed with TEC are filed through the electronic filing application. Corrections to locally-filed reports are done using a Correction Affidavit found here: https://www.ethics.state.tx.us/data/forms/pacs/cor_pac.pdf

Tex. Gov't Code § 571.0771; 1 Tex. Admin. Code Chap. 18.

Statement of Defense

- Used to ask the Commissioners to reduce/waive a penalty for a report that is filed late
- Process and form are detailed under the “Administrative Fines” section of our website:
<https://www.ethics.state.tx.us/enforcement/>
- TEC cannot consider the Statement of Defense until after the missing report is filed

Tex. Gov't Code § 571.0771; 1 Tex. Admin. Code Chap. 18.

Don't Let Form GPAC/SPAC Intimidate You!!!

- Most PACs will only use a few of the Schedules
- If you have no information to include on a Schedule, skip it and do not include it with your filing
- There is an Instruction Guide on our website that will walk you line by line through the entire form
(https://www.ethics.state.tx.us/data/forms/pacs/GPAC_ins22.pdf
or
https://www.ethics.state.tx.us/data/forms/pacs/SPAC_ins22.pdf);
these instructions also have examples of how to report certain activities
- Call or email us! [512-463-5800](tel:512-463-5800) or reception@ethics.state.tx.us

Cover Sheet, Page 1

- ⦿ For TEC filers, many parts of Form GPAC/SPAC will be automatically filled in by the electronic filing application
- ⦿ Filer ID (Section 1): For TEC filers only; local SPACs do not have this
- ⦿ Report Type (Section 9): This is where you indicate what type of report you are filing – a semiannual, 30 day before election, 8 day before election, etc. Choose one.
- ⦿ Only difference on this page: SPACs – report type includes “Exceeded Modified Reporting Limit” option

Tex. Elec. Code § 254.183

Cover Sheet, Page 1, continued

Period Covered (Section 10):

- ⦿ Beginning date is either:
 - January 1 or July 1 (for most semiannual reports);
 - Date of your campaign treasurer appointment; or
 - Day after the last report ended, whichever applies to your PAC
- ⦿ The ending date for “Period Covered” is not the same as the filing deadline. The only time the ending date for the period covered is the same as the filing deadline is for a dissolution report. Otherwise, the ending date for the period covered is always days or even weeks before the filing deadline

1 Tex. Admin. Code §§ 20.323 - 20.327, 20.423 – 20.427

Contributions, generally

- ⦿ Keep corporate and non-corporate contributions in separate bank accounts
- ⦿ Must gather information on the name, address, date and amount (and sometimes occupation and employer) of each contribution even if it does not need to be itemized on Schedules A1 or A2.
- ⦿ No anonymous contributions
- ⦿ No cash contributions over \$100 to SPACs
- ⦿ Must report true source of the contribution
- ⦿ Date reported is date of acceptance, which can be different than receipt

Tex. Elec. Code §§ 253.001, .033, 254.031, .034, .121, .1211, .151; 1 Tex. Admin. Rules §§ 20.53, 20.55, 22.35

Electronic Contributions

- Includes:
 - online contribution platforms such as GoFundMe, ActBlue, PayPal, Stripes, Venmo, CashApp, Stripes, etc.
 - Donate buttons on website or social media page
 - Contributions received using a “square” or something attached to a tablet
 - Payroll deductions
- Must gather and report the name, address, date and amount (and sometimes occupation and employer) of every electronic contribution.
- Must report true source of the contribution
- Must always be itemized on Schedule A1, regardless of amount

Tex. Elec. Code § 254.031(a)(1-a); 1 Tex. Admin. Code § 20.53

Reporting Processing Fees for Electronic Contributions

- If the contributor does not pay the processing fee and you are charged for the processing fee separately:
 - Report the full amount of the contribution on Schedule A1
 - Report the processing fee as an expenditure to the online contribution platform on Schedule F1 – can combine all processing fees into one entry

- If the contributor pays the processing fee:
 - Report the amount of the contribution, not including the processing fee, on Schedule A1
 - Do not report the processing fee at all

Tex. Elec. Code § 254.044

Corporate Contributions

- ◎ PACs, unlike candidates and officeholders, can accept corporate contributions
- ◎ However, PACs are limited in what they can do with those contributions:
 - All GPACs can use them for the establishment and administration of their PAC
 - All GPACs can use them to solicit contributions from certain contributors
 - If your PAC signed the last page of your STA or GTA, you may also use them to make direct campaign expenditures to support/oppose a candidate (without the candidate's knowledge or consent); called a hybrid PAC
 - PACs that have one or more candidates or officeholders as a decision maker may not make direct campaign expenditures

Tex. Elec. Code §§ 252.003(a)(4), 252.0031(a)(2), 253.100

Importing Information

- ⦿ Can import contribution and/or expenditure information using TEC-created Excel templates
- ⦿ Website (www.ethics.state.tx.us) → Filing Reports (top of page) → TEC Filers → Campaign Finance Reports → Political Committees → Importing Contributions and Expenditures from a Spreadsheet into the Application (bottom of page)

Notice from PACs to Candidates and Officeholders

- ⦿ Sent to candidates and officeholders when accepting contributions for them or making expenditures on their behalf
- ⦿ Notice must include:
 - Full name of PAC and PAC's treasurer;
 - Address of PAC and PAC's treasurer;
 - Statement that you are a GPAC/SPAC; and
 - Statement that your PAC has either accepted political contributions or made political expenditures on behalf of the candidate or officeholder
- ⦿ Notice must be received by the candidate/officeholder no later than the end of the reporting period in which the reportable activity occurs

Tex. Elec. Code §§ 254.128, 254.161; 1 Tex. Admin. Code §§ 20.319, 20.421

Cover Sheet, Page 2

Committee Activity/Purpose (Section 14): List the candidate(s) and/or measure(s) that your PAC supported or opposed, and any officeholder(s) you assisted during the period covered by your report

Tex. Elec. Code § 254.1512(4), (5), 1 Tex. Admin. Code §§ 20.319, 20.421

Cover Sheet, Page 2, Section 15

- ⦿ **Box 1 (Total Unitemized Political Contributions):**
 - If the contribution is \$110 or less and was not received electronically, you have the option to either (1) add all of these contributions together and put that amount in Box 1, or (2) you can itemize every contribution on Schedule A1 or A2, and put \$0.00 in Box 1
 - Box 1 cannot include any electronic contributions; these **must** be itemized on Schedules A1 or A2, regardless of amount
 - \$110 is an aggregate limit for what you receive from each contributor during the period covered by that report
 - \$110 threshold is \$220 for any GPACs that maintained less than \$31,190 in total contributions as of the last day of the preceding reporting period
- ⦿ **Box 2 (Total Political Contributions):** total of Box 1 and Schedules A1, A2, C1, C2, C3 and C4 (C3 and C4 are only for GPACs)

Tex. Elec. Code §§ 254.031(a)(1), (1-a), 254.1541; 1 Tex. Admin. Code §§ 20.331(27), 20.433, 20.434; 20.433(25)

Cover Sheet, Page 2, Section 15, cont'd

- ⦿ For example, if you get ten checks for \$50 each from ten different contributors, you have a choice to either put \$500 on the Cover Sheet on p. 2, section 15, Box 1, or list each contribution separately on Schedule A1. Don't do both.
- ⦿ If you get an electronic contribution for \$50, even though it is under the \$110 threshold, you must report it on Schedule A1.

Tex. Elec. Code §§ 254.031(a)(1), (1-a), 254.034

Cover Sheet, Page 2, Section 15, cont'd

- ⦿ **Box 3 (Unitemized Political Expenditures):** if the expenditure is \$220 or less, you have the option to either add all of these expenditures together and put that amount in Box 3, or you can itemize every expenditure on Schedules F1, F2, and/or F4 and put \$0.00 in Box 3. Do not do both.
- ⦿ **Box 4 (Total Political Expenditures):**
 - Total of Box 3 and Schedules F1, F2 and F4
 - Can include the same transaction multiple times, and look like double reporting in Box 4
- ⦿ **Box 5 (Total Contributions Maintained):** Straight bank account balance in your campaign account(s) as of the last day of the reporting period
- ⦿ **Box 6 (Outstanding Loans):** whatever loan amount remains outstanding, if you have partially paid the loan back

Tex. Elec. Code § 254.031(a)(3), (8); 1 Tex. Admin. Code §§ 20.331(27); 20.433(25)

Cover Sheet, Page 2: Signature

- ⦿ If you file electronically, the signature and notarization are done automatically through the filing application
- ⦿ If you file on paper, do either of the following:
 - take the completed form to a notary public where you will sign above the first line that says “Signature of Campaign Treasurer (Declarant)” (an electronic signature is not acceptable) and your signature will be notarized, or
 - sign above both lines that say “Signature of Campaign Treasurer (Declarant)” (an electronic signature is not acceptable), and fill out the unsworn declaration section

1 Tex. Admin. Code §§ 20.331(28), 20.433(26)

Cover Sheet, Page 3: Subtotals

- ⦿ If you file on paper and fill out any Schedule, add up all entries on that Schedule and put the total in the box that applies to that Schedule; if you file electronically with the Ethics Commission, this is done automatically
- ⦿ If you do not fill out any Schedule, put \$0.00 in the box that applies to that Schedule
- ⦿ All three pages of the Cover Sheet should be included with every report, even if you do not fill out any Schedule, to make it clear that you knowingly did not include information on any Schedule

Sch. A1: Monetary Contributions

- ⦿ Used to report all electronic contributions, regardless of amount, and any non-electronic contributions over \$110; can include non-electronic contributions of a smaller amount, but it is not required
- ⦿ Must include at least the name, address, date and amount of contribution
- ⦿ \$110 is an aggregate limit for what you receive from each contributor during the period covered by that report
- ⦿ Do not report corporation/labor organization contributions here

Tex. Elec. Code § 254.031(a)(1), (1-a), 254.034; 1 Tex. Admin. Code §§ 20.331(13), 20.433(11)

Sch. A1 and A2: Occupation/job title and employer information

Type of filer	Threshold	Principal Occupation/job title and/or employer	Citation
Candidates for statewide executive branch and legislative offices	> \$1,080	Principal occupation or job title, and employer	254.0612
Officeholders in statewide executive branch and legislative offices	> \$1,080	Principal occupation or job title, and employer	254.0912
Judicial candidates	> \$110	Principal occupation, job title, and employer	254.0611
Judicial officeholders	> \$110	Principal occupation, job title, and employer	254.0911
GPACs and CECs	> \$110	Principal occupation only	254.151(6)
SPACs supporting or opposing candidates in statewide executive branch and legislative offices, or assisting officeholders in same	> \$1,080	Principal occupation or job title, and employer	254.1212

Tex. Elec. Code §§ 254.0611, .0612, .0911, .0912, .1212, .151

Sch. A2: In-Kind Contributions

- ⦿ Non-monetary, in-kind contributions, over \$110; examples:
 - Your friend hosts a fundraiser for your PAC at their house;
 - You hold a fundraiser at a restaurant and the restaurant donates the food;
 - You hold a silent auction and a member donates gift boxes for the silent auction

- ⦿ Report the fair market value of contribution

- ⦿ If your PAC does not know about it before it happens and your PAC did not consent to it, your PAC does not report it

Tex. Elec. Code § 251.001(21), 254.031(a)(1); 1 Tex. Admin. Code § 20.51(a)

Sch. B: Pledges

- ⦿ Over \$110
- ⦿ Date of a pledge is the date the pledge was accepted, regardless of when the pledge is actually received
- ⦿ Report again on Schedule A1, A2 or E, as appropriate, when it is received
- ⦿ If the pledge and receipt happen in the same reporting period, do not use Schedule B

1 Tex. Admin. Code §§ 20.54, 20.331(14), 20.433(12)

Sch. C1 and C2: Corporation/Labor Organization Contributions

- ⦿ Only for PACs that:
 - support/oppose measures exclusively; and
 - are either DCE-only PACs or hybrid PACs
- ⦿ Unlike Schedules A1 and A2, there is no limit under which you do not need to report these contributions

Tex. Elec. Code §§ 254.121(8), 254.151(8); 1 Tex. Admin. Code §§ 20.54, 20.331(12), 20.433(9)

Sch. C3 and C4: Corporation/Labor Organization Contributions

- ⦿ Only for GPACs that accept corporate contributions to be used for the establishment or administration of their GPAC or for soliciting contributions from the corporation's stockholders, employees or their families
- ⦿ Unlike Schedules A1 and A2, there is no limit under which you do not need to report these contributions on one of these schedules

Tex. Elec. Code §§ 253.100, 254.151(9)

Sch. D: Pledges from Corporations and Labor Organizations

- ⦿ Date of a pledge is the date the pledge was accepted
- ⦿ Report again on Schedules C1 – C4, as appropriate, when it is received
- ⦿ If the pledge and receipt happen in the same reporting period, do not use Schedule D

1 Tex. Admin. Code §§ 20.54, 20.331(14), 20.433(12)

Schedule E: Loans

- Loans over \$110
- If it is a loan from a member of the PAC to the PAC, much of the information on Schedule E is not required
- Only report each loan once on Schedule E; do not fill it out each time, even if the loan is still outstanding
- Loan forgiveness:
 - If any part of the loan remains outstanding in future reports, those future reports will only show the remaining balance on the Cover Sheet, Page 2, Section 15, Box 6
 - If the person who gave the loan to the PAC says the loan does not have to be repaid, any amount of that loan that is still outstanding at that point must be reported as an in-kind contribution, and then put \$0.00 on the Cover Sheet, Page 2, Section 15, Box 6

Tex. Elec. Code §§ 254.031(a)(2); 1 Tex. Admin. Code §§ 20.64, 20.331(16), 20.433(14)

Sch. F1: Expenditures from Political Contributions

- ⦿ Use F1 for any political expenditures over \$220 from political contributions; can include expenditures of a smaller amount, but it is not required
- ⦿ Category (Section 8(a)): Must use one of the categories listed at the top of the Schedule; if none fit, use “Other”
- ⦿ Description (Section 8(b)):
 - Brief statement
 - Cannot just be a repeat of the Category section
- ⦿ Direct expenditure to benefit C/OH (Section 9): only used if the PAC makes a direct campaign expenditure to benefit a candidate or officeholder

Tex. Elec. Code § 254.031(a)(3), (7), 254.121, 254.151; 1 Tex. Admin. Code §§ 20.6, 20.61, 20.331(18), 20.433(16)

Processing Fees

Multiple political expenditures made to a single payee during a reporting period for fees to process political contributions may be itemized as a single expenditure, in an amount equal to the total amount of these expenditures, if all the expenditures are made to a single payee for the same purpose.

- ⦿ First payment date is reported as expenditure date; and
- ⦿ First and last payment date range should be included in the Description section.

1 Tex. Admin. Code § 20.60

Sch. F2: Unpaid Incurred Obligations

- ⦿ Expenditures over \$220 that have been incurred but not yet paid
- ⦿ Expenditure amount must be readily determinable in order to be reported on Schedule F2
- ⦿ Report again on the applicable expenditure schedule when the expenditure is paid

Tex. Elec. Code § 254.035; 1 Tex. Admin. Code § 20.58

Sch. F3: Investments Purchased Using Political Contributions

- ⦿ Not used very often
- ⦿ If your PAC purchases an investment using some of its political contributions, you must fill out Schedule F3 if the investment is over \$220
- ⦿ Any money made off of these investments belongs to your PAC, not to any individual member

Tex. Elec. Code § 254.031(a)(11)

Schedule F4 - revised

EXPENDITURES MADE BY CREDIT CARD		SCHEDULE F4	
If the requested information is not applicable, DO NOT include this page in the report.			
EXPENDITURE CATEGORIES FOR BOX 10(a)			
<small>Advertising Expense Accounting/Bookkeeping Consulting Expense Contributions/Donations Made by Candidate/Officer/holder/Political Committee Event Expense Fees Fuel Gifts/Awards/Memorabilia Expense Legal Services Loan Repayment/Reimbursement Office Overhead/Operational Expense Printing Expense Insurance/Travel/Contract Labor Duplications/Fundraising Expense Transportation (Automobiles & Related Expense) Travel (Out of District) Other (Enter a category not listed above)</small>			
<small>The Instruction Guide explains how to complete this form. USE A NEW PAGE FOR EACH CREDIT CARD ISSUER</small>			
1 TOTAL PAGES SCHEDULE F4:	2 FILER NAME		3 FILER ID (Ethics Commission Filers)
4 TOTAL OF UNITEMIZED EXPENDITURES CHARGED TO A CREDIT CARD		\$	
5 CREDIT CARD ISSUER	Name of financial institution		
6 PAYMENT	(a) Amount Charged \$	(b) Date Expenditure Charged	(c) Date(s) Credit Card Issuer Paid
7 PAYEE	(a) Payee name	(b) Payee address: City, State, Zip Code	
8 PURPOSE OF EXPENDITURE	(a) Category (see Categories listed at the top of this schedule)		(b) Description
	<input type="checkbox"/> Political <input type="checkbox"/> Non-Political		
9 Complete ONLY if direct expenditure to benefit C/DH	(c) <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, off/holder living expense		
	Candidate / Officer/holder name	Office Sought	Office Held
PAYMENT	(a) Amount Charged \$	(b) Date Expenditure Charged	(c) Date(s) Credit Card Issuer Paid
PAYEE	(a) Payee name	(b) Payee address: City, State, Zip Code	
PURPOSE OF EXPENDITURE	(a) Category (see Categories listed at the top of this schedule)		(b) Description
	<input type="checkbox"/> Political <input type="checkbox"/> Non-Political		
Complete ONLY if direct expenditure to benefit C/DH	(c) <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, off/holder living expense		
	Candidate / Officer/holder name	Office Sought	Office Held
PAYMENT	(a) Amount Charged \$	(b) Date Expenditure Charged	(c) Date(s) Credit Card Issuer Paid
PAYEE	(a) Payee name	(b) Payee address: City, State, Zip Code	
PURPOSE OF EXPENDITURE	(a) Category (see Categories listed at the top of this schedule)		(b) Description
	<input type="checkbox"/> Political <input type="checkbox"/> Non-Political		
Complete ONLY if direct expenditure to benefit C/DH	(c) <input type="checkbox"/> Check if travel outside of Texas. Complete Schedule T. <input type="checkbox"/> Check if Austin, TX, off/holder living expense		
	Candidate / Officer/holder name	Office Sought	Office Held
ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED			

Forms provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 6/1/2022

You can print a copy of Schedule F4 by going to p. 16 of Form GPAC here:

<https://www.ethics.state.tx.us/data/forms/pacs/gpac.pdf>

Sch. F4: Expenditures Made by Credit Card

- ⦿ Do not use Schedule F4 if you pay for the expenditure using a debit card; use only if you have to pay the credit card issuer (such as a bank) separately later
- ⦿ Section 4: report the total of any unitemized expenditures for all credit cards used
- ⦿ Section 5: list the name of the credit card issuer (bank, not type of card)
- ⦿ Sections 6 – 9: Report individual expenditures over the threshold that were made using that credit card

Tex. Elec. Code § 254.036(g)

Sch. F4: Expenditures Made by Credit Card

For example, if you used your campaign's Mastercard from ABC Bank for a \$300 expenditure on 9-1-23 to XYZ Sign Shop, and then you paid \$300 to your bank's Mastercard account on 9-15-23, you would report the following on Schedule F4:

- Section 5: ABC Bank
- Section 6a: \$300
- Section 6b: 9-1-23
- Section 6c: 9-15-23
- Section 7: XYZ Sign Shop, and fill in address completely
- Section 8: check box for political or non-political (will almost always be political), then choose your category and provide a description
- Section 9: Used only used if the expenditure benefitted a C/OH; see Schedule F1 for further information

Tex. Elec. Code § 254.036(g)

Sch. I: Non-Political Expenditures Made From Political Contributions

- ⦿ Rarely used
- ⦿ As a practical matter, very few expenditures made from political contributions are non-political expenditures
- ⦿ For instance, administrative expenses, banking fees and professional dues are typically political expenditures and should not be disclosed on Schedule I

1 Tex. Admin. Code §§ 20.331(20), 20.433(17)

Sch. K: Interest, Credits, Refunds and Contributions Returned to Filer

- ⦿ Report these items if they are over \$140; can also report smaller amounts, but don't have to
- ⦿ Can be used for contribution checks that the PAC sent to a candidate or officeholder but were never cashed, but it is not required

Tex. Elec. Code § 254.031(a)(9); 1 Tex. Admin. Code §§ 20.331(10), 20.433(16)

Sch. T: In-Kind Contributions or Political Expenditures for Travel Outside of Texas

- ⦿ Never used alone
- ⦿ Must also report the actual in-kind contribution or expenditure on the appropriate schedule

1 Tex. Admin. Code §§ 20.52, 20.61(c)

PAC-DR: Statement of Dissolution

- Only used for dissolution reports; otherwise, it is not used
- PAC remains a PAC with continuing filing obligations unless and until a Dissolution Report is filed, **even if you have had no activity**
- No specific deadline for filing a dissolution report; can be filed whenever the PAC will not have any further contributions or expenditures
- PACs must continue filing at least semiannual reports until a dissolution report is filed.
- Unlike candidates or officeholders, PACs cannot dissolve if they still have money left

Tex. Elec. Code §§ 254.126, 254.159; 1 Tex. Admin. Code §§ 20.341, 20.343, 20.439, 20.441

Dissolving v. Changing Treasurer

- If your PAC wants to cease operations, file a dissolution report but not before you have a \$0.00 balance
- If your PAC wants to continue operations but change its treasurer, you have two options on how to accomplish this:
 - **Option One:**
 - Outgoing treasurer files the 10th day after treasurer termination report (A10)
 - New treasurer has 10 days to file AGTA/ASTA and Form Security-CF; ***if not done within 10 days, PAC becomes inactive***
 - TEC will email new treasurer a link to reset the password
 - **Option Two:**
 - New treasurer files AGTA/ASTA and Form Security-CF
 - TEC files both but only processes the AGTA/ASTA
 - Outgoing treasurer has 10 days to file A10
 - After A10 is filed, TEC will process new treasurer's Form Security-CF and email new treasurer a link to reset the password

Common Filing Mistakes: Part 1

1. Poor Recordkeeping; 254.001 and 20.18
2. Wrongful Use of Political Contributions; 253.035, .037, .038, .041, 22.17, permissible/impermissible EAOs on website
3. Accepting cash over \$100; 253.033, 20.18
4. Accepting anonymous contributions; 254.031(a)(1), 20.331(13), 20.433(11); EAO 207

Tex. Elec. Code §§ 253.033, .035, .037, .038, .041, 254.001, .031(a)(1); 1 Tex. Admin. Code §§ 20.18, 20.331(13), 20.433(11), 22.17; Tex. Ethics Comm'n No. Op. 207 (1994)

Common Filing Mistakes: Part 2

5. Not listing true source of contribution; 253.001, 20.53, 22.3
6. Misusing Corporate Contributions; ch. 253, subchap. D, EAO 221
7. Improper Reimbursements; 253.035, 20.62, 20.63
8. Late filing of reports; 254.041, .042, 571.173

Tex. Elec. Code §§ 253.001, 253.035, 254.041, 254.042; Tex. Gov't Code § 571.173; 1 Tex. Admin. Code § 20.53, 20.62, 20.63, 22.3; Tex. Ethics Comm'n Op. No. 221 (1994)

Common Filing Mistakes: Part 3

9. Failure to read Instructions

10. Mistakes on Political Advertising: Disclosure statement, highway notice, etc.

Tex. Elec. Code §§ 251.001(16), 255.001, .004, .006, 259.001; Tex. Gov't Code § 571.173; 1 Tex. Admin. Code §§ 20.1(11), 26.1; Tex. Ethics Comm'n No. Op. 221 (1994); Political Advertising: What You Need to Know brochure, and Political Advertising training video

Thanks for watching!

QUESTIONS?



Call 512-463-5800 or send an email to
reception@ethics.state.tx.us