

MEC

Candidate/Committee Checklist

Once you have decided to form a committee or you've met the dollar thresholds requiring you to form a committee, follow the steps below. See the brochure, [When to Form & Register a Committee](#). (Candidates refer to questions 1 & 2) Also refer to our booklet, [Campaign Finance Q&A](#), as a general guide.

- Select Committee name. Last name of candidate must be included in committee name.
- Select a Treasurer. The treasurer must be a resident of the district or county in which the committee sits. Committee may also have a deputy treasurer. Candidate can serve as treasurer.
- Open a bank account in the committee's name. Committee name and bank account name must match. . If your bank requires an Employer Identification Number (EIN) to open the account, refer to the Internal Revenue Service (IRS) website at www.irs.gov
- Complete the Statement of Committee Organization form in the [Committee Register Packet](#) and mail to the Missouri Ethics Commission.
File the Electronic Filing Agreement found in the Packet.
NOTE: If a local campaign committee for ballot measure, mail to your local elections authority. Find out where to file from page 1 of the Packet.
- MEC Filers: Read emails sent to you from the MEC; they contain reminders of upcoming reports and other important information.
- Research and establish a plan for proper [record-keeping](#).
- View tutorials & brochures, register for training.
- Review [Reporting Calendars](#). Print a copy of the Deadlines & Reminders for your specific election from MEC website.
- File required reports by due dates. (Avoid late fees!)
- After Election:
 - Unsuccessful candidate:
 - If more money on hand than debt, terminate committee within 30 days
 - If more debt than money on hand, can amend to a Debt Service Committee
 - Unsuccessful Incumbent, contact the MEC for more information
 - Successful candidate:
 - File 30 Day After Election Report before being sworn-in;
 - Keep committee open, update to new election date on the [Statement of Committee Organization](#) form to continue receiving contributions; and
 - Use committee funds for necessary and ordinary expenses in connection with duties of office; or
 - Terminate the committee