Candidate Committee Checklist

See the MEC's When to Form and Register a Committee Brochure to determine whether you must register a candidate committee with the Missouri Ethics Commission. Use this checklist to register your committee and establish best practices for committee maintenance.

CANDIDATE COMMITTEE REGISTRATION

- **Select a committee name**, incorporating the last name of the candidate.
- **Select a treasurer** who is a resident of the candidate's district, or any county containing a portion of the candidate's district.
- **Open an official committee bank account** at a bank, savings and loan, or credit union within Missouri in the name of the committee as it will be registered with the MEC.
- **Complete and submit a Statement of Committee Organization** to the MEC. To complete this statement, go to mec.mo.gov, click on the "Register or Amend a Committee" link in the "Help Center" box.

CANDIDATE COMMITTEE MAINTENANCE

- **Research and establish a plan for proper recordkeeping**. All candidates must retain records of their contributions and expenditures, regardless of if they registered a candidate committee with the MEC. Records must be kept for at least three years after the election or the last report to which the records pertain.
- **Review contribution limits and restrictions** on receiving and making contributions.
- **Review reporting calendars** and add deadlines to a calendar you check often. The MEC will email committees about relevant campaign finance deadlines. Read these emails carefully. See below for general information about the different types of reports candidate committees may need to file. The MEC offers calendars of reporting deadlines for each election cycle at mec.mo.gov.
- **File all campaign finance reports** on time to avoid late fees.
- **Take advantage of MEC resources** to assist you with campaign finance requirements. The MEC offers live webinars, recorded tutorials, publications, calendars, and more to assist candidates and committees.

2027 CANDIDATE COMMITTEE REPORTING DEADLINES

- **Quarterly Reports:** Mandatory for all committees. File by the 15th of January, April, July, and October.
- **40 Day Before Election Report:** Due the 40th day before the February, March, and April 2027 elections. Only required if the committee accepted contributions or made contributions or expenditures for the election cycle.
- **8 Day Before Election Report:** Due the 8th day before any 2027 election cycle. Only required if the committee made contributions or expenditures for the election cycle.
- **30 Day After Election Report:** Due the 30th day after any 2027 election cycle. Only required if the committee made contributions or expenditures for the election cycle.
- **48 Hour Report of Contribution over $5,000:** Due within 48 hours of an individual or committee receiving a single monetary contribution (including a loan) or in-kind contribution valued over $5,000.
- **24 Hour Notice of Late Contribution Received:** Any receipt of a monetary or in-kind contribution valued over $250 received less than 12 days prior to an election must be disclosed within 24 hours.

MEC | MISSOURI ETHICS COMMISSION

mec.mo.gov
helpdesk@mec.mo.gov
573-7561-2013

Register for Candidate Training

Congratulations on your candidacy for public office! If you have questions about how to navigate Missouri's ethics laws as you begin your campaign, you are encouraged to register for the Missouri Ethics Commission's webinars for new candidates. Hosted by the MEC's knowledgeable in-house experts, these webinars cover essential topics, such as campaign finance and personal financial disclosure.

Register today to secure your spot and lay a strong foundation for your journey into public service.

Campaign financial disclosure topics:

- When and how to form and register a committee
- Contributions, expenditures, and record-keeping best practices
- How to complete a campaign finance report
- After-election guidance

Personal financial disclosure (PFD) topics:

- Top tips for completing a PFD
- Important deadlines and penalties

Scan the QR code for details and registration.
Or email training@mec.mo.gov

Campaign finance training series

Join the MEC for an essential webinar series created for new candidates for public office in Missouri, hosted by the MEC's Program Specialists:

1. When to Form and Register a Candidate Committee Webinar
2. Maintaining a Candidate Committee Webinar
3. E-Filing a Campaign Finance Report Webinar
4. After-Election Guidelines Webinar

Additional resources available at mec.mo.gov

- Access the full MEC training schedule - including campaign finance and PFD webinars.
- Committee checklists, calendars, publications, FAQs, and committee registration information.
- On-demand tutorials on campaign finance topics.

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