



KENTUCKY REGISTRY OF ELECTION FINANCE

Thomas P. O'Brien, III, Chairman
Adrian M. Mendiondo, Vice-Chair
Richard Clayton Larkin, Member
H. David Wallace, Member
J. Bissell Roberts, Member
Laura Marie Bennett, Member
Jessica A. Burke, Member

140 Walnut Street
Frankfort, Kentucky 40601-3240
Phone: (502) 573-2226
Fax: (502) 573-5622
www.kref.ky.gov

John R. Steffen
Executive Director
Leslie M. Saunders
General Counsel

NOTICE AND INSTRUCTIONS TO CANDIDATES

- **Mandatory electronic reporting** – All candidates, slates of candidates, committees, and contributing organizations are **required to electronically submit all required campaign finance reports to the Registry of Election Finance** beginning with the 2020 Primary election. See KRS 121.120(6)(i) and KRS 121.180(16). The Registry's electronic filing system is provided free of charge to all filers.
- **How Do I Start** – Candidates **MUST** submit their KREF 001 form electronically to the Registry. In order to comply with the mandatory electronic filing requirements, **ALL** candidates running for office must create an account in the Registry's new electronic filing system and submit their KREF 001 form electronically to the Registry. See KRS 121.120(6)(i) and 121.180(1) & (16). You must do this prior to accepting contributions or making expenditures. This includes the use of the candidate's own money. Candidates may choose to file their Statement of Intent (KREF-001) earlier with the Registry, prior to filing for ballot access, and in fact are required to do so as soon as they begin to receive contributions or make expenditures towards a future election. The process is the same either way.
- **Candidates must also submit a hard copy of their KREF 001 with the Secretary of State or County Clerk** – After Candidates submit their KREF 001 form electronically to the Registry, they must print a hard copy of the form and file the form with the same office at which they file their papers for ballot access (Secretary of State or County Clerk). See KRS 121.180(1)(a).
- **INSTRUCTIONS FOR ACCESSING THE REGISTRY'S ELECTRONIC FILING SYSTEM** – In order to initiate the filing process, candidates should go to <https://kref.ky.gov>, click on the "EFILE" button on the Registry's homepage, and follow the instructions found there for creating their account and submitting their KREF 001 form electronically. Once their form has been submitted and approved by the Registry, candidates will be able to print out their completed forms and file them with the Secretary of State or their County Clerk, as appropriate.

Kentucky Registry of Election Finance

NOTICE OF SPENDING OPTION

For the upcoming election, you have indicated an intent to raise or spend

\$3,000 OR LESS

REPORTS DUE THIS CYCLE

You will be required to file all post-Election Finance Statements. This will include:

- 30-Day Post-Election Finance Statement
- A 60-Day Post-Election Finance Statement will be due if the 30-Day Post-Election Finance Statement reflects a surplus or debt owed by the campaign.

(An Annual Report may be due if the 60-Day Post-Election Report reflects a surplus or debt. Candidates must continue to file reports until a final report is filed showing that all outstanding debts have been paid or assumed by the candidate, and that the campaign account has a zero balance. The final report may be filed as soon as these requirements have been met. If you do not close the campaign account on the 30-day post-election report, you must continue filing reports until the campaign has met the above requirements). (House Bill 740 and Senate Bill 216 changed this requirement to KRS Chapter 121 Effective April 14, 2022)

Mandatory electronic reporting – As a result of recent legislation (2019 Senate Bill 4), all candidates, slates of candidates, committees, and contributing organizations will be **required to electronically submit all required campaign finance reports (Form KREF-006) to the Registry of Election Finance** beginning with the 2020 Primary election. See KRS 121.120(6)(i) and KRS 121.180(16). The Registry's electronic filing system will be provided free of charge to all filers.

Regardless of the spending option selected, you are subject to all election finance laws.

This notification is provided as a courtesy to candidates. **If you are unsure of the spending intent you selected, please contact the Registry as soon as possible at 502-573-2226.**

This is the only notice you will receive from the Registry. No reminder postcards or other correspondence will be sent. You are responsible for complying with the reporting deadlines as shown on the **Reporting Dates** schedule. Post this schedule in a conspicuous location for easy reference throughout the election cycle.



KENTUCKY REGISTRY OF ELECTION FINANCE

Thomas P. O'Brien, III, Chairman
Adrian M. Mendiondo, Vice-Chair
Richard Clayton Larkin, Member
H. David Wallace, Member
J. Bissell Roberts, Member
Laura Marie Bennett, Member
Jessica A. Burke, Member

140 Walnut Street
Frankfort, Kentucky 40601-3240
Phone: (502) 573-2226
Fax: (502) 573-5622
www.kref.ky.gov

John R. Steffen
Executive Director
Leslie M. Saunders
General Counsel

Greetings!

Congratulations on becoming a candidate in the current election cycle! Along with the excitement of running for an office, your candidacy also brings added responsibilities. These responsibilities are found in Kentucky Revised Statutes Chapter 121 and Kentucky Administrative Regulations Title 32. The campaign may access a copy of these statutes and administrative regulations on the Registry's website, www.kref.ky.gov. This candidate packet was designed to assist you in complying with these laws.

Our website, found at www.kref.ky.gov, is now the primary source of campaign information for candidates and campaign committees. Located on the website under the "Forms and Brochures" subheading is a printable PDF version of the *Candidate Guide to Campaign Finance* (KREF 016). Reporting instructions and many other helpful sources of information are also available on the Registry's website. We encourage you to utilize our agency's website as a valuable campaign resource.

Whether you are a seasoned veteran or are seeking office for the first time, please carefully study all of the enclosed materials and the *Candidate Guide to Campaign Finance* (KREF 016) found on the website.

If you have specific questions, please contact our knowledgeable Registry staff at (502) 573-2226, as they are eager to assist you at any time. We look forward to working with you!

Sincerely,

John R. Steffen

John R. Steffen
Executive Director

JRS:bfb

Enclosures