



KENTUCKY REGISTRY OF ELECTION FINANCE

Craig C. Dilger, Chairman
Elizabeth G. Weber, Vice-Chair
Terry Naydan, Member
Thomas P. O'Brien, III, Member
James L. Deckard, Member
Richard Clayton Larkin, 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

NOTICE AND INSTRUCTIONS TO 2020 CANDIDATES

- **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 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.
- **KREF 001** – When candidates file with the Secretary of State or County Clerk for ballot access, they must also file a Statement of Spending Intent and Appointment of Campaign Treasurer form (KREF 001). This form is used to designate a campaign treasurer, indicate the financial institution that the campaign will use, and indicate the candidate's spending intent, which may qualify the candidate for a reporting exemption. See KRS 121.180(1). Candidates may appoint any registered Kentucky voter as campaign treasurer, or serve as their own treasurer. See KRS 121.160.
- **Candidates MUST submit their KREF 001 form electronically to the Registry** – In order to comply with the new mandatory electronic filing requirements, **ALL** candidates for office in 2020 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).
- **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.



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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,

A handwritten signature in blue ink, appearing to read "Craig C. Dilger".

Craig C. Dilger
Chairman

CCD:bfh

Enclosures

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 not be required to file any pre-election or post-election reports, **unless you exceed \$3,000 in funds raised or spent.**

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

NOTE

A candidate for county, city, or school board races may increase his/her spending option at any time, but then must begin filing all applicable reports or be subject to late reporting fines. Call the Registry's offices at 502-573-2226 for further directions and forms.

This notification is provided as a courtesy to candidates. **If you are unsure as to 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.

2020 - Reporting Dates for Candidates, Campaign Committees, Caucus Campaign, Permanent (PACs), Executive, Inaugural, and Unauthorized Campaign Committees and Contributing Organizations

Primary Election Filing Deadline: January 10, 2020

Deadline to Designate or Rescind Statement of Intent for the 2020 Primary Election: April 19, 2020

06/23/2020 Primary Election	Period Ends	Report Due*	Due From
30-day pre-Primary report	05/24/2020	05/27/2020	All candidates who elect to raise/ spend over \$3,000 for the 2020 Primary Election and Campaign Committees and Unauthorized Campaign Committees
15-day pre-Primary report	06/08/2020	06/10/2020	
30-day post-Primary report	07/23/2020	07/27/2020	
60-day post-Primary report	08/22/2020	08/25/2020	All candidates with debt and/or surplus remaining on the 30-day post-Primary Election report and Campaign Committees and Unauthorized Campaign Committees
<p>General Election Filing Deadline for Independents and minor-party candidates: June 2, 2020 General Election Filing Deadline for candidates with no Primary Election per KRS 118.365: June 2, 2020 Deadline to Designate or Rescind Statement of Intent for the 2020 General Election: September 4, 2020 Last day for write-in candidates to file declaration of intent: October 23, 2020 Earliest Date for Candidates to File for Offices in 2020 for 2021 (KREF-001), November 4, 2020</p>			
11/03/2020 General Election	Period Ends	Report Due*	Due From
60-day pre-General report	09/04/2020	09/09/2020	All candidates who elect to raise/ spend over \$3,000 for the 2020 General Election and Campaign Committees and Unauthorized Campaign Committees
30-day pre-General report	10/04/2020	10/06/2020	
15-day pre-General report	10/19/2020	10/21/2020	
30-day post-General report	12/03/2020	12/07/2020	All candidates with debt and/or surplus remaining on the 30-day post- General Election report and Campaign Committees and Unauthorized Campaign Committees
60-day post-General report	01/02/2021	01/05/2021	
1 st Quarter report	03/31/2020	04/02/2020	Candidates who have notified the Registry of their intent to run in a future year but did not have an open campaign account for that office from a prior election and Campaign Committees and Permanent Committees (PACs) and Inaugural Committees and Unauthorized Campaign Committees and State Executive Committee Building Funds, and Contributing Organizations
2 nd Quarter report	06/30/2020	07/02/2020	
3 rd Quarter report	09/30/2020	10/02/2020	
4 th Quarter report	12/31/2020	01/05/2021	
1 st Semi-Annual	06/30/2020	07/31/2020	All Executive Committees and Caucus Campaign Committees for the reporting period 01/01/2020-06/30/2020
2 nd Semi-Annual	12/31/2020	02/01/2021	All Executive Committees and Caucus Campaign Committees for the reporting period 07/01/2020-12/31/2020
Annual	12/01/2020	12/03/2020	Candidates and Campaign Committees and Unauthorized Campaign Committees having a debt or surplus of funds remaining on the last report filed for a previous election other than the 2020 General Election.

***ALL REPORTS MUST BE RECEIVED BY THE REGISTRY ON OR BEFORE THE LAST DAY OF THE REPORT DUE DATE.**

****Due to COVID-19, the Primary Election Date has been changed from 05/19/2020 to 06/23/2020.****