



KENTUCKY REGISTRY OF ELECTION FINANCE

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NOTICE AND INSTRUCTIONS TO ALL CANDIDATES

- **Mandatory electronic reporting** – All candidates are required to **electronically** submit all required campaign finance reports to the Registry of Election Finance.
- **Candidates MUST first submit a Statement of Spending Intent electronically to the Registry** – In order to comply with the mandatory electronic filing requirements, **ALL** candidates for office in Kentucky must create an account in the Registry's electronic filing system and submit a Statement of Spending Intent electronically to the Registry **before** starting their campaigns. Please note that candidates must complete a separate Intent for each election (candidates who filed for the Primary and move forward to the General must sign off on a new Intent for the General).
- **Rule 4.4 from the Kentucky Code of Judicial Conduct requires all candidates seeking judicial office who intend to raise campaign funds for that purpose establish a candidate campaign committee** – The Registry's electronic filing system provides judicial candidates with the opportunity to select this option when submitting their Statements of Spending Intent.
- **Candidates are no longer required to submit a hard copy of their "KREF 001 Form" with the Secretary of State or County Clerk** – The requirement that candidates print a hard copy of the KREF 001 form to accompany their ballot access form when the candidates file for office with the Secretary of State or County Clerk was eliminated. Instead, the Secretary of State or County Clerk will forward a copy of candidates' ballot access forms to the Registry in a timely manner.
- **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 all their filings electronically. Candidates should not begin to raise or spend money until their Statements of Spending Intent are submitted to the Registry.
- **Please note that the County Clerks CANNOT file this form for candidates** – It is the responsibility of the candidates to create an account and electronically submit their Statements of Spending Intent and their finance reports with the Registry. Candidates have five days from the time they file to run for office to submit their Statements of Spending Intent to the Registry.
- **ASSISTANCE** – Candidates needing assistance with the electronic filing process should call the Registry at 502-573-2226. We are here to help.

