

2020 Candidate Filing Packet

City of Columbus

Mayor -1 seat
(2 year Term)

City Council -2 seats
(4 Year Term)

2020 Election Dates

General - November 3, 2020

16319 Kettle River Blvd., Columbus, MN 55025
Phone: 651.464.3120
Website: www.ColumbusMn.us

CONTENTS

1.0 Introduction

- 1.1 Forms and Materials Provided

2.0 Filing for Office

- 2.1 City Offices to be elected in 2020
- 2.2 Qualifications for Office
- 2.3 Filing Period
- 2.4 Filing Location
- 2.5 Filing Fee
- 2.6 Petition in Lieu of Filing Fee
- 2.7 Affidavit of Candidacy and Other Required Materials
- 2.8 Candidate Withdrawal
- 2.9 Candidate Information Form

3.0 Financial Reporting

- 3.1 Where to file Reports
- 3.2 Economic Interest Disclosure (N/A)
- 3.3 Campaign Finance Reports Available to the Public
- 3.4 Campaign Financial Report Requirements and Filing Dates
- 3.5 Tax Filing Requirements

4.0 Campaign Tools

- 4.1 Maps
- 4.2 Precinct Finder
- 4.3 Registered Voter Lists
- 4.4 Voter Registration Applications (VRA)
- 4.5 Automatic Dialing Device Laws

5.0 Political Signs

- 5.1 Statutory Sign Placement Restrictions
- 5.2 Municipal Sign Placement Restrictions
- 5.3 Determining Rights-of-Way
- 5.4 Removal of Campaign Signs

6.0 Election Results

1.0 Introduction

Candidate filing is the process through which candidates have their names placed on the ballot. This packet contains information for candidates seeking election to City offices and the forms you will need to complete and information about resources available to you. Also included is a copy of the 2020 Campaign Manual produced by the Minnesota Secretary of State.

1.1 Forms and Materials Provided

Copies of the forms and materials listed here have been included in this packet for your convenience. *Note that you will need to complete multiple copies of some attachments.* Please reproduce as needed. Many attachments are available on the website of the Minnesota Secretary of State at www.sos.state.mn.us.

Forms Required for Candidate Filing

- Affidavit of Candidacy
- Address of Residence Form
- Candidate Information Form (Voluntary Disclosure)
- Affidavit of Withdrawal Form

Financial Reporting Forms

- Campaign Financial Report
- Certification of Filing Campaign Financial Report
- Campaign Finance and Public Disclosure Board Registration

Campaign Forms and Information

- City of Columbus Zoning Map
- Anoka County Geographic Information Systems (GIS) Fee Schedule
- Secretary of State Map Order Form
- Secretary of State Precinct Finder and Polling Place List Request
- Secretary of State Voter Registration List and Labels Request
- Secretary of State Accepted Absentee/Mail Ballot List Request
- 2020 Minnesota Absentee Ballot Application
- Voter Registration Application
- Minnesota's Automatic Dialing-Announcing Device Law
- Campaign Sign Memo from MnDot
- Anoka County Political Sign Placement Information
- City of Columbus Sign Ordinance
- Anoka County Elections: Campaign Signs - Recycle Information
- Secretary of State Campaign Cybersecurity Memo
- IRS Filing Requirements and Fact Sheet

2.0 Filing for Office

2.1 City Offices to be elected in 2020

The following summary is a list of offices for city offices to be elected in the City of Columbus

CITY OFFICES

Mayor	2 Year Term
City Council (at large)	4 Year Term
City Council (at large)	4 Year Term

2.2 Qualifications for Eligibility

Candidates must be:

- At least 21 years of age upon assuming office;
- Resident of the district for at least 30 days before the general election; and
- Eligible to vote (citizen of U.S., residence in MN for 20 days, not convicted of a felony without having civil rights restored, not under guardianship of the person where have not retained the right to vote, not found by a court to be legally incompetent to vote);
- Not filed for the same or any other office at the upcoming primary or general election (**exception:** soil and water conservation district supervisor-Minnesota Statute 204B.06)

2.3 Filing Period

The filing period is July 28, 2020 through August 11th Monday, Tuesday, Thursday and Friday between 8:00 a.m. - 4:00 p.m. and Wednesdays between 8:00 a.m. – 5:00 p.m. (**exception:** filing will continue until 5:00 p.m. on Tuesday, August 11, 2020).

2.4 Filing Location

Columbus Administrative Offices
16319 Kettle River Blvd.
Columbus, MN 55025
651.464.3120

2.5 Filing Fee

Candidates must pay a filing fee at the time of filing their affidavit of candidacy. Candidates who provide the filing fee by check or other instrument for which sufficient funds are not available will have their names removed from the ballot and are liable for all costs incurred by election officials in removing their names from the ballot.

Filing Fee Amounts for City Offices

- City Office: \$2.00

2.6 Petition in Lieu of Filing Fee

Candidates may file a petition in place of the filing fee. Sample forms and information about the number of required signatures on a petition that replaces the filing fee are available from the filing officer.

2.7 Affidavit of Candidacy and Other Required Materials

All candidates must file an affidavit of candidacy for office. Candidates must state that the name listed on their affidavit is their true name by which they are commonly known in the community. Affidavits must be signed in the presence of a notary or an individual authorized to administer oaths.

2.8 Candidate Withdrawal

Affidavits of withdrawal are due no later than 5:00 p.m. on Thursday, August 13, 2020. The filing fee is not refundable.

2.9 Candidate Information

The *Election Candidate Information Form* produced by the Secretary of State is enclosed. Completion of the form is voluntary. If completed, the form will be posted on the Secretary of State website as a pdf document.

Information provided by candidates at the time of filing will be posted on the website of the MN Secretary of State. Be advised that subsequent changes to that information may be made, but may not appear for 2-3 days after submission to this office. Therefore, please review all information provided carefully to ensure contact numbers, email addresses, etc. are correct at the time of filing.

3.0 Financial Reporting

All candidates must comply with laws and regulations regarding disclosure of financial activities. In general, candidates must report campaign contributions and expenditures and must also disclose sources of personal income. **Please refer to the 2020 Campaign Manual for more detailed information.**

3.1 Where to file Reports

Reports for City offices must be submitted to:

City of Columbus
16319 Kettle River Blvd.
Columbus, MN 55025

3.2 Economic Interest Disclosure – NOT APPLICABLE TO CITY CANDIDATES

All candidates for Anoka County offices must file a Statement of Economic Interest Disclosure form within 14 days of filing an affidavit of candidacy. (See attached memo from County Attorney). Statements of Economic Interest are classified as public under the MN Data Practices Act and are often requested by fellow candidates and members of the general public.

3.3 Campaign Finance Reports Available to the Public

Campaign Finance Reports are classified as public under the MN Data Practices Act and are often requested by fellow candidates and members of the general public. Campaign Finance Reports submitted by candidates for city office will be available to the general public at the City Offices.

3.4 Campaign Financial Report Requirements

Initial report

An initial report must be filed **within 14 days after a candidate or committee raises or spends more than \$750**. Additional required reports must be filed once an initial report is filed. Candidates who raise or spend \$750 or more must file all of the reports listed below, *including* the “Certification of Filing Campaign Finance Report” form not later than 7 days after the general election.

Pre-general report

Due 10 days before the general election or special election. This report covers the period from where the pre-primary report left off up to 5 days before when it is due.

Certification of Filing

ALL candidates must submit the “Certification of Filing Campaign Financial Report”. All candidates must file this report regardless of whether the candidate or committee raises or spends enough to file an initial report. It indicates to the filing officer that either all the required campaign reports have been filed or the candidate or committee did not raise or spend more than \$750 in the calendar year.

Post-general report

Due 30 days after a general or special election. This report covers the period from where the pre-general report left off up to 5 days before when it is due.

Year-end report

A year-end report is due on **January 31** of each year following the year when the initial report is filed. Additional reports are required in a year when the candidate’s name or the ballot question a committee is working for or against appears on the ballot.

Final report

A candidate or committee may file a final report once all debts are paid and all assets in excess of \$100 in the aggregate are disposed of. Filing a final report ends campaign reporting activity, but a new initial report must be filed if the candidate or committee raises or spends more than \$750 after this point.

3.5 Tax Filing Requirements

An IRS Fact Sheet of Tax Filing Requirements for Political Organizations is attached for your information. For more information contact the IRS or your tax accountant.

4.0 Campaign Tools

A number of tools to assist you in your campaign activities are available.

4.1 Maps

Anoka County Geographic Information System (GIS):

Maps showing precinct, county commissioner, legislative and senate district boundaries are available through the Anoka County Geographic Information System (GIS) department. Visit the GIS department located in Room 224 of the Anoka County Government Center or contact them by phone at 763-324-3200. See attached order form on prices and available formats.

Minnesota Secretary of State:

Maps showing legislative, county, city, township, and school district boundaries are available through the Minnesota Secretary of State's office. See attached order form.

4.2 Precinct Finder

The "precinct finder" contains voting districts by street name and house number ranges. By looking up a certain address, users can identify various voting districts associated with that address. Voting districts include precinct, ward, MCD code, county number, congressional, legislative, state senate, judicial, county commissioner, city/township, school district and county determined special districts.

You may purchase the precinct finder database from the Office of the Secretary of State. See enclosed order form for prices and available formats.

4.3 Registered Voter Lists

You may purchase a database containing voter registration information including name, address, telephone number, and voting history. This data is available only to those conducting activities related to elections, political activities, or law enforcement. The use of voter registration information for other purposes and dissemination of the information to others is a violation of Minnesota law.

To find out more information on these resources, please see the enclosed forms for fee schedules and formats of the databases.

4.4 Voter Registration Applications (VRA)

Minnesota law allows any person or group to distribute and collect Voter Registration Applications. Applications are available at the Anoka County Elections Office or at the Office of the Secretary of State. Persons distributing VRA's should be aware of the following:

- If a person is already registered, they do not need to complete a new Voter Registration Application unless they have moved or changed their name.
- VRA's may be returned in person or by mail. They are pre-addressed to be returned to Anoka County Elections.
- Pre-registration is allowed until 21 days prior to an election. VRAs must be physically in our office on the cut-off date in order for the person's name to be printed on the polling place rosters.
- The pre-registration cut-off date for the August 11, 2020 Primary Election is July 21, 2020 at 5:00 p.m.
- The pre-registration cut-off date for the November 3, 2020 General Election is October 13, 2020 at 5:00 p.m.
- Persons who do not pre-register may register at their polling place on Election Day by presenting state-approved identification. Please see our website at www.anokacounty.us/elections for a complete list of identification options.
- A postcard will be mailed to each new registrant informing them where they will go to vote on Election Day; and their legislative, commissioner and school district numbers.

If you are collecting the completed Voter Registration Applications, state law requires you to submit them to Anoka County Elections **within 10 days** after they are dated by the voter.

4.5 Automatic Dialing Device Laws

Automatic dialing devices sometimes used in campaigning are regulated by the State. A memorandum from the MN Attorney General's Office is attached which provides guidance to candidates, political campaigns, political parties, political committees, and others concerning Minnesota's automatic dialing-announcing device law.

5.0 Campaign Signs

The use of campaign signs is a vital part of any candidate's campaign. Minnesota statutes and local ordinances regulate the placement of political campaign signs. Also included in this packet are letters from the MN Department of Transportation and the Anoka County Highway Department which include more detailed information.

5.1 Statutory Sign Placement Restrictions

Campaign signs can be posted in any size and any number between June 26, 2020 and November 13, 2020. State statute prohibits placement of signs in certain areas including:

- Placement, painting, printing or affixing on any object within the limits of any highway;
- On private land without the consent of the owner or occupant;
- On public utility poles;
- On trees or shrubs;
- By painting or drawing on rocks or natural features; and
- Within the “right of way” or blocking the sight lines of drivers entering the highway or leaving the highway onto public streets or private driveways

5.2 Municipal Sign Placement Restrictions

Though the size and number of campaign signs cannot be regulated by municipalities, they can adopt regulations regarding *placement* of signs. Municipal contact numbers are included in the Campaign Sign Placement Fact Sheet included as a part of this packet.

5.3 Determining Rights-of-Way

Rights-of-way vary from location to location and can be difficult for candidates and campaign workers to determine. The Anoka County Highway Department has prepared general guidelines. If in doubt of the right-of-way at a specific location, contact the Anoka County Highway Department at (763) 324-3100

5.4 Removal of Campaign Signs

Campaign signs determined to be in violation of local, state or federal law can be removed by state, county, or municipal employees with or without prior notice. Generally, when signs are removed, the signs are stored temporarily and an attempt is made to contact the responsible candidate or campaign.

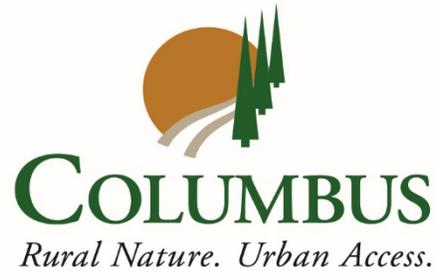
In order to avoid complaints and to ensure your signs are not removed, it is imperative that you share sign placement information with your campaign workers. A “Campaign Sign Placement Fact Sheet” has been prepared as part of this packet. We encourage candidates to reproduce this fact sheet and distribute to campaign workers.

6.0 Election Results

Election results for all contests and questions voted upon in Anoka County are reported through the State Election Reporting System administered by the Secretary of State at www.sos.state.mn.us. A complete listing of results for all elections held in the State appears on that website as they are reported. Statistics regarding voter turnout are also posted to that website in the days following the election.

Vote totals from in-person voters on Election Day are counted in individual precincts throughout Anoka County. Vote totals from ballots submitted by absentee voters are counted centrally at the Anoka County Elections Office. After the close of polls at 8:00 p.m., precinct election results are communicated to our office, combined with results from absentee ballots and then posted to the State Election Reporting System. State Law prohibits release of precinct results until all absentee ballots for that precinct have been counted, reported and combined with precinct totals.

Results obtained on election night are unofficial and may be adjusted in the days following the election. Election results become official when approved by the Canvassing Board following each election.



Forms Required for Candidate Filing



Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY

Filing # _____
Cash/Check # _____
Amount \$ _____

Instructions

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (*Minn. Stat.* 204B.03)

Candidate Information

Name and Office

Candidate Name (as it will appear on the ballot)

Office Sought

District #

For Partisan Office, Provide Political Party or Principle

For Judicial Office, Provide Name of Incumbent

Residence Address

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address

City

State

Zip Code

My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Campaign Address and Contact

Candidate Phone Number (Required)

Campaign Contact Address (Required for those who have checked the box above):

Street Address

City

State

Zip Code

Website

Email

Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election (except as provided in *M.S.* 204B.06, subd. 1 (2));
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election; and
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____
- **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
- **State Senator or State Representative** – I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
- **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
- **School Board Member** – I have not been convicted of an offense for which registration is required under *Minn. Stat.* 243.166.
- **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

 Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

Office of the Minnesota Secretary of State

ADDRESS OF RESIDENCE FORM

Instructions

This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data box.

The address of residence is classified as private data at the request of the candidate. The address of residence is used by the filing officer who received the affidavit of candidacy, upon written request of a registered voter, to determine whether the address of residence listed by the candidate is actually located in the area represented by the office sought, pursuant to *Minnesota Statutes*, section 204B.06, subd. 1b (b). While the candidate is not required to provide the address of residence, failure to provide the address of residence will result in an incomplete affidavit of candidacy and the rejection of the affidavit of candidacy, which will result in the omission of the candidate's name from any ballot in the election for which the candidate attempts to file the affidavit of candidacy and pay the filing fee. This information will be available to the filing officer to whom the written request is delivered, to employees of that filing officer and to other elections officials with whom that filing officer consults in order to obtain information necessary to make the determination whether the address of residence listed by the candidate is actually located in the area represented by the office sought.

Candidate and Address of Residence

Candidate Name

Office Sought

Street Address

City

MN ZIP Code

Statement

Pursuant to *Minnesota Statutes* 204B.06, subd. 1b (c), I have requested that my address of residence be classified as private data. I certify that a police report has been submitted, or I have an order for protection regarding my safety or my family's safety.

Signature of candidate

Date

Office of the Minnesota Secretary of State

ELECTION CANDIDATE INFORMATION FORM (VOLUNTARY DISCLOSURE)

Instructions

Federal and State candidates are invited to complete this form in whole or in part. Submit it through the filing officer or by sending it to the Secretary of State via email (elections.dept@state.mn.us) or mail:

180 State Office Building, 100 Rev. Dr. Martin Luther King, Jr. Blvd., St. Paul, MN 55155-1299

Information submitted on this form will be published on the [Secretary of State's web site](#). The Office of the Secretary of State does not edit the information submitted. Additional sheets will not be published.

Candidate Information

Candidate Name

Office Sought

Political Party or Principle

Address

Preferred mailing address (if different)

Telephone

Fax

E-Mail

Web site

Occupation and Employer

Age

Current Office Held

First Year Elected or Appointed

Previous Elected or Appointed Public Offices

Endorsements

Comments or Filing Statement (use this space only)

I certify that the information provided on this form is true.

Candidate Signature

Date

Office of the Minnesota Secretary of State

AFFIDAVIT OF WITHDRAWAL

Instructions

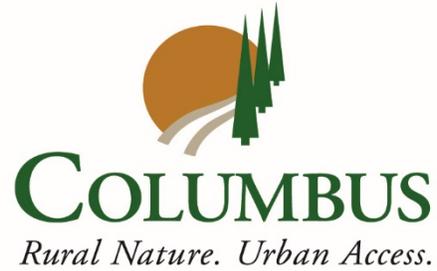
Generally, a candidate who has filed an affidavit of candidacy may remove his or her name from the ballot by filing an affidavit of withdrawal by 5 p.m. no later than 2 days after the end of the filing period. The affidavit of withdrawal is filed with the same filing officer where the original affidavit of candidacy was filed. The withdrawal affidavit should include the candidate's name and office for which they filed and include a request to have their name withdrawn from the ballot. See the [Candidate Withdrawal](#) webpage for details regarding U.S. Presidential and Vice Presidential candidates, and candidates for State Constitutional Offices (Governor and Lieutenant Governor, Secretary of State, Attorney General, and State Auditor).

Statement

I,
certify that I filed an affidavit of candidacy for the office of
on _____, 2020. I request that my name be withdrawn from the ballot,
pursuant to *Minnesota Statutes* 204B.12, subd. 1.

Signature

Date



Financial Reporting Forms

CAMPAIGN FINANCIAL REPORT

(All of the information in this report is public information)

Name of candidate, committee or corporation _____

Office sought or ballot question _____ District _____

Type of report _____ Candidate report
 _____ Campaign committee report
 _____ Association or corporation report
 _____ Final report

Period of time covered by report:
 from _____ to _____

CONTRIBUTIONS RECEIVED

Give the total for all contributions received during the period of time covered by this report. Contributions should be listed by type (money or in-kind) rather than contributor. See note on contribution limits on the back of this form. Use a separate sheet to itemize all contributions from a single source that exceeded \$100 during the calendar year. This itemization must include name, address, employer or occupation if self-employed, amount and date for these contributions.

CASH	\$ _____	TOTAL CASH-ON-HAND	\$ _____
IN-KIND	+	\$ _____	
TOTAL AMOUNT RECEIVED	=	\$ _____	

DISBURSEMENTS

Include the amount, date and purpose for all disbursements made during the period of time covered by report. Attach additional sheets if necessary.

<i>Date</i>	<i>Purpose</i>	<i>Amount</i>
TOTAL		

CORPORATE PROJECT EXPENDITURES

Corporations must list any media project or corporate message project for which contribution(s) or expenditure(s) total more than \$200. Submit a separate report for each project. Attach additional sheets if necessary.

Project title or description _____

<i>Date</i>	<i>Purpose</i>	<i>Name and Address of Recipient</i>	<i>Expenditure or Contribution Amount</i>
TOTAL			

I certify that this is a full and true statement. _____

Signature _____ Date _____

Printed Name _____ Telephone _____ Email (if available) _____

Address _____

Report

Office

Name

For Office Use Only:

INSTRUCTIONS

(Reference: Minnesota Statutes, Chapters [211A](#) and [211B](#))

This CAMPAIGN FINANCIAL REPORT is for use by candidates and committees for county, municipal, school district and special district office who receive contributions or make disbursements of more than \$750 in a calendar year; committees or corporations spending more than \$750 for or against a ballot question in a calendar year; and corporations spending more than \$200 on activities to encourage participation in precinct caucuses, voter registration or voting.

Where to file this report:

Hospital Districts	The municipal (city or town) clerk – same place where filed affidavit of candidacy
Park Districts	The county auditor or municipal clerk – same place where filed affidavit of candidacy
School Districts	School district clerk
Townships	Town clerk
Cities	City clerk
Soil & Water Conservation Districts	County auditor
Counties	County auditor

Candidate or committee report: The initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year. Subsequent reports must be filed.

During an Election Year - An "election year" is any year in which the candidate's name or a question appears on the ballot.

In such a year (if an initial report has been filed) reports are required to be filed:

- 10 days before the primary or special primary
- 10 days before the general election or special election
- 30 days after a general election or special election
- By January 31 of each year following the year when the initial report was filed.

During a non-election year - By January 31 of each year following the year when the initial report was filed.

Once a final report* is filed, no further subsequent reports are required to be filed.

CONTRIBUTIONS: Means anything of monetary value that is given or loaned to a candidate or committee for a political purpose. "Contribution" does not include a service provided without compensation by an individual. **Each candidate or committee must list the total amount of cash-on-hand designated to be used for political purposes as of the close of the reporting period.**

CONTRIBUTION LIMITS: Candidates or candidate's committees for county, municipal, school district offices may not accept aggregate contributions in excess of \$600 in an election year or in excess of \$250 in a non-election year made or delivered by an individual or committee. However, candidates seeking election from districts with a population in excess of 100,000 may not accept aggregate contributions in excess of \$1,000 in an election year and \$250 in a non-election year.

BALLOT QUESTIONS: Any political committee, association or corporation that makes a contribution or expenditure to promote or defeat a ballot question as defined in Minnesota Statutes, section [211A.01](#) shall file reports with the filing officer responsible for placing the question on the ballot. Reports must be filed within 14 days of receiving contributions or making disbursements of more than \$750 in one calendar year, using the same schedule as above.

CONGRESSIONAL CANDIDATES: Candidates for election to the United States House of Representatives and Senate and any committee raising funds exclusively on behalf of any one of those candidates may file copies of the reports required by federal law in lieu of those required by Minnesota Statutes Chapter [211A](#).

CORPORATE ACTIVITIES TO ENCOURAGE PARTICIPATION: Corporations may contribute to or conduct public media projects to encourage individuals to attend precinct caucuses, register or vote if the projects are not controlled by or operated for the advantage of a candidate, political party or committee. The total amount of expenditures or contributions for any one project greater than \$200, together with the date, purpose and the names and addresses of the persons receiving the contribution or expenditures must be reported. Reports must be filed with the Secretary of State, 180 State Office Building, St. Paul, MN 55155-1299, using the same schedule as above.

***FINAL REPORT:** A final report may be filed any time after the candidate, committee or corporation has settled all debts and disposed of all assets in excess of \$100 in the aggregate. Check final report under "type of report".

PROHIBITED TRANSFERS: Candidates for county, municipal, school district or special district offices may not accept contributions from the principal campaign committees of any candidate for legislative, judicial or state constitutional office. In addition, a candidate may not make contributions to the principal campaign committee of any candidate for legislative, judicial or state constitutional office unless the contributions are made from the candidate's personal funds.

STATE CANDIDATES: Candidates and committees for state constitutional offices, the state legislature, supreme court, court of appeals, district court and committees for state constitutional amendments are governed by Minnesota Statutes Chapter [10A](#). Contact the State [Campaign Finance and Public Disclosure Board](#) for further information at (651) 539-1180.

Note: The filing officer must restrict public access to the address of any individual who has made a contribution that exceeds \$100 and who has filed with the filing officer a written statement signed by the individual that withholding the individual's address from the financial report is required for the safety of the individual or the individual's family.

Office of the Minnesota Secretary of State

CAMPAIGN FINANCIAL REPORT CERTIFICATION OF FILING

Instructions

Each county, municipal or school district candidate or treasurer of a committee formed to promote or defeat a ballot question shall certify to the filing officer that all reports required by *Minnesota Statutes* 211A.02 have been submitted to the filing officer or that the candidate or committee has not received contributions or made disbursements exceeding \$750 in the calendar year. The certification shall be submitted to the filing officer not later than seven days after the general or special election. (*Minnesota Statutes* 211A.05, subdivision 1)

Campaign Information

Name of candidate or committee

Office sought by candidate (if applicable)

Identification of ballot question (if applicable)

Certification

Select the appropriate choice below, and sign.

I do swear (or affirm) that all campaign financial reports required by Minnesota Statutes 211A.02 have been submitted to the filing officer.

I do swear (or affirm) that all campaign contributions or disbursements did not exceed \$750 in the calendar year.

Signature of candidate or committee treasurer

Date

Campaign Finance and Public Disclosure Board

190 Centennial Office Building, 658 Cedar St, St Paul, MN 55155 <https://cfb.mn.gov/>



Registration and Statement of Organization Principal Campaign Committee

under Minn. Stat. §§ 10A.14 and 10A.19

Instructions

- This statement is due at the Campaign Finance and Public Disclosure Board office within 14 days after the Candidate raises or spends in excess of \$750, or within 10 days after any change in previously filed information.
- All required sections must be filled in before the committee can be registered.
- This form may be emailed to cf.board@state.mn.us or faxed to 651-539-1196; 800-357-4114
- All information on this form or report is public information and may be published on the Board's website at <https://cfb.mn.gov/>
- It is unlawful to use this information for commercial purposes.
- Do not use pencil or red ink.
- Board staff may also be reached by phone at 651-539-1187 or 800-657-3889 or by email at cf.board@state.mn.us

Registration

New Registration

Amendment: Registration No. _____

Candidate

Candidate name	
Address (Line 1)	
Address (Line 2)	
City, state, zip	
Telephone (Daytime)	Email address (Required, or write "No email")

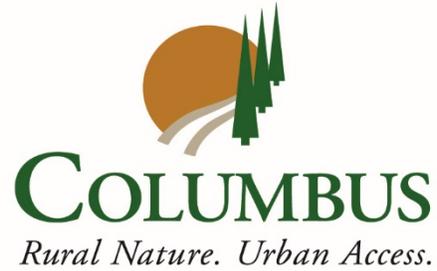
Office sought

Constitutional office (Specify) _____ Senate: Distr # _____ House of Representatives: Distr # _____
 Supreme Court Appeals Court District Court: Distr # _____ Seat # _____

Party affiliation

Democratic Farmer Labor Grassroots-Legalize Cannabis Party Independence Party Minnesota Libertarian Party Minnesota
 Republican Party Minnesota Green Party Minn Legal Marijuana Now Party Other _____

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180; 800-657-3889; or through the Minnesota Relay Service at 800-627-3529.



Campaign Information

Anoka County GIS Fees

Standard Maps (Pre-made)	See map sizes for pricing
Custom Maps	Map size & Process Time (\$50 per hour)
Anoka County Road Map	\$ 5.00 / 36 x 40
Mailing Labels	\$ 0.03 per label & Process Time

Services (\$50 per hour/@ 15-minute increments)

Custom Mapping	Mailing Lists
Address Geocoding	Digitizing
Data Analysis	Demographic Analysis
Comparable Property Searches	

Anoka County Surveyors Fees

Plat Map	\$ 6.00
Half Section Map	\$ 10.00
Aerial Half Section B/W	\$ 12.00
Aerial Half Section Color	\$ 15.00
City or Township Map	\$ 3.00

Services

Plat Checking	\$ 300.00 per Plat, CIC or RLS
Cost Per Lot, Tract, Unit or Outlot	\$ 30.00
Minimum	\$ 400.00
Plat Checking Revision	\$ 100.00 per Plat, CIC or RLS
Cost Per Lot, Tract, Unit or Outlot	\$ 30.00

Office of the Minnesota Secretary of State
Map Order Form

Contact Information

Name

Address

City, State and Zip Code

Phone or email

Order will be picked up from State Office Building
Ship to address above via UPS Ground (\$3.50)

Available Maps

Maps usually include congressional district, legislative district, county, city, township, and precinct boundaries, and physical features such as roads, railroads, rivers and lakes, depending on scale.

Please select from the following available maps and indicate quantity, size and desired jurisdiction, as applicable. Available sizes are large (36" by 48"), medium (17" by 22") and small (8.5" by 11"), unless otherwise indicated.

- Statewide legislative and congressional districts. **Quantity and size**
- Metropolitan area legislative and congressional districts (large size only). **Quantity**
- Individual congressional districts (large size only). **Quantity and district(s)**
- Individual state house or senate districts. **Quantity, size and district(s)**
- County, showing legislative districts (large size only). **Quantity and county**
- County, showing commissioner districts (large size only). **Quantity and county**
- Individual school district (large size only). **Quantity and school district**
- Individual city or town (large size only). **Quantity and municipality**
- Additional information

Cost, delivery and payment

- Map prices are \$11 per large map, \$9 per medium map, and \$7 per small map.
- Maps may be shipped via UPS for \$3.50 per order, or picked up from the State Office Building (address below).
- Full payment must be submitted with this request. Checks or money order are accepted via mail. Cash is also accepted when ordering in person. Allow five to ten days for processing. Return completed form and payment to:
Minnesota Secretary of State
Elections Division
180 State Office Building
100 Dr. Rev. Martin Luther King, Jr. Blvd.
Saint Paul MN 55155
- For questions, call 651-215-1440 or email elections.dept@state.mn.us

Disclaimer

This document can be made available in large print by calling (651) 296-2803/Voice, or on our Web site at www.sos.state.mn.us. For TTY communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651) 215-1440. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of services.



Office of the Minnesota Secretary of State

PRECINCT FINDER REQUEST

Instructions

Use this form to request precinct finder data, which is a list of address ranges that can be used to find precinct and district information for a given address. This data is provided on a CD-ROM either in a pdf format ready for printing, or in a comma-delimited text format which can be opened in most spreadsheet and database programs. The report will be current as of the time the report is run. This office may take up to 10 days to produce the report.

Requestor Contact Information

Name

Street Address

City State Zip Code

Email Phone

Report Information

Choose a geographic area for your report:

Statewide (\$46)

Single Jurisdiction (\$30) – Specify Name (of city, county, district, etc.)

Choose a format for your report:

PDF (ready for printing)

Text (comma-delimited, for use in spreadsheets or databases)

Delivery Information

I will pick up my order at the: Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100, Saint Paul MN 55103

Ship my order via UPS Ground Service to this address (\$5):

Name

Street Address (no PO Boxes)

City State Zip Code

Payment Information

Total Cost

Payment via cash (in-person orders only. Note: orders are not produced "while you wait")

Payment via check

Payment via money order

Mail or hand-deliver your order to: Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103

OFFICE USE ONLY

Table with 5 columns: Date - Fiscal, Date - Media Prod, Client Acct, Amt Paid, Work Order #

Rev. 1/2016



Office of the Minnesota Secretary of State

POLLING PLACE LIST REQUEST

Instructions

Use this form to request a list of polling places for an upcoming election. The list is provided on a CD-ROM either in a pdf format ready for printing, or in a comma-delimited text format which can be opened in most spreadsheet and database programs. The report will be current as of the time the report is run. This office may take up to 10 days to produce the report.

Requestor Contact Information

Name

Street Address

City State Zip Code

Email Phone

Report Information

Choose a geographic area for your report:

- Statewide (\$46) – MUST CHOOSE TEXT FORMAT BELOW
Single Jurisdiction (\$30) – Specify name (of county, city, district, etc.)

Choose a specific election for your report:

- Next State Primary (available May before the primary)
Next State General Election (available August before the election)
Other Election (Specify Election Name & Date)

Choose a format for your report:

- PDF (ready for printing)
Text (comma-delimited, for use in spreadsheets or databases)

Delivery Information

I will pick up my order at the: Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100, Saint Paul MN 55103

Ship my order via UPS Ground Service to this address (\$5):

Name

Street Address (no PO Boxes)

City State Zip Code

Payment Information

Total Cost

- Payment via cash (in-person orders only. Note: orders are not produced "while you wait")
Payment via check
Payment via money order

Mail or hand-deliver your order to: Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103

OFFICE USE ONLY

Table with 5 columns: Date - Fiscal, Date - Media Prod, Client Acct, Amt Paid, Work Order #

Rev. 3/2019



Office of the Minnesota Secretary of State
REGISTERED VOTER LIST REQUEST

Instructions

Use this form to request a list of registered voters. For multiple orders, submit a new form for each list. Lists are provided in a ready-to-print pdf format, or in a comma-delimited text format which can be opened in most spreadsheet and database programs. Examples of these formats are available on the [Secretary of State's website](http://www.sos.state.mn.us) (http://www.sos.state.mn.us). This office may take up to 10 days to produce the report. The report will be current as of the time the report is run. The use of the list of registered voters for purposes unrelated to elections, political activities or law enforcement is a violation of Minnesota law. ([Minn.Statutes. 201.091](#))

Voter Information

Name (as it would appear on your voter record)

Street Address

City State Zip Code

Email Phone

Report Information

1) Choose **one** geographic area for your report:

Statewide (\$46) – Must choose Text format below

PDF format may be unavailable for jurisdictions below with large numbers of registered voters

Congressional District (\$30)

County, City, Town, Judicial or School District (\$30)

Minnesota Senate or House District (\$30)

Ward or Precinct (\$30) City/Town Ward or Precinct Name

2) Choose **one** format for your report:

Voter Lists with Voting History

Text (comma-delimited)

PDF (ready for printing, not sortable)

Walking List (sorted by street)

Summary Voting History for All Elections not available

Detailed Voting History for All Elections not available

Voter Lists for Mailing Labels

Text (comma-delimited)

PDF (ready for printing, not sortable)

One label per registered voter

One label per household

Delivery Information

I will pick up my order at the: Retirement Systems of Minnesota Building, 60 Empire Dr., Ste. 100, St. Paul MN 55103

Ship my order on CD via UPS Ground Service to this address (\$5). Orders submitted together may be shipped for one fee.

Name

Street Address (no PO Boxes)

City State Zip Code

Payment Information

Total Cost: \$51 Statewide Report with Shipping \$46 Statewide Report with Pickup \$35 Local Report with Shipping \$30 Local Report with Pickup

Payment via cash (in-person orders only. Orders are not produced "while you wait")

Payment via check or money order

Mail or hand-deliver your order to: Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103

Certification

I certify that I am a registered voter in the State of Minnesota and that the information in this list of registered voters will be used only for purposes related to elections, political activities, or law enforcement (M.S. 201.091).

Signature

Date

OFFICE USE ONLY

Date - Fiscal	Date - Media Prod	Client Acct	Amt Paid	Work Order #
---------------	-------------------	-------------	----------	--------------

Revised 12/2019

Registered Voter List Ordering Information

Registered voter information is only available to registered Minnesota voters, and may only be used for purposes related to elections, political activities, or law enforcement. ([Minnesota Statutes 201.091](#)) All data on registered voter reports is current as of the time the report was run. Only currently registered voters are included in the report. Voting history may not be updated for up to six weeks after an election.

Geographic Area

Reports can be requested for different geographic areas such as statewide, county, city, town, or precinct. Reports can also be requested by election district, such as congressional district, state senate district, state house district, judicial district, school district, city ward, or precinct.

Note that statewide reports may only be ordered in text format below. These reports will be divided into separate files for each congressional district.

Report Format

Reports are available in pdf format, text format, or sometimes both. Pdf reports come ready to print, but cannot be edited, sorted or filtered. Text files come in a comma-delimited format, ready to import into spreadsheet or database software. In that software, the data can be edited, sorted, and filtered, and also used in other ways, such as for mail merges. This office does NOT offer support for using this data with specific software application.

Report Information

Report	Voter Name	Address	Phone	Birth Year	Voter ID	Legacy ID	Registration Date	County	MCD	Precinct Code	School District Code	Other District Codes	Voting History
Walking List (pdf or text)	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	Yes
Summary History for All Elections (pdf)	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes
Detailed History for All Elections (text)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Voter Mailing Labels (pdf or text)	Yes	Yes	No	No	No	No	No	Yes	No	Yes	Yes	No	No
Household Mailing Labels (pdf or text)	No	Yes	No	No	No	No	No	Yes	No	Yes	Yes	No	No

Additional report notes:

- Walking Lists are sorted by street name, then street number
- Walking list and summary history reports include abbreviated election description for each year.
- Detailed history reports include two files: one is a list of voters, the second is a list of elections the voters have history of voting in. The Voter ID can be used as a primary key to cross-reference the records in the two files.
- Detailed history reports' elections files include election date, election description, and voting method.
- Mailing label pdf reports are formatted to print on Avery 5160 (or similar) label sheets.
- Household mailing labels include one label per address with at least one registered voter. All labels are addressed to "Registered Voters."

Ordering and Payment

Submit your order by mail or in person to Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103. Orders may not be submitted online at this time. If ordering multiple lists, submit a separate order form for each list. Orders submitted together may be paid for with one payment.

- To order by mail, send your order form(s) and payment to the address above, "Attention: Voter Registration Lists". Payment may be by check or money order, payable to the Office of the Secretary of State.
- To order in person, come to the address above and submit your order form(s) and payment. You may pay with cash or check payable to the Office of the Secretary of State. Note that orders are not produced "while you wait."

Delivery

Ordered files will be burned onto a CD, and are current as of the time the file is produced. Completed orders may be picked up or shipped.

- Orders may be picked up from Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103. The Business Services Counter is open Monday-Friday (excluding holidays) from 8am-4pm.
- Orders may be shipped via UPS Ground for \$5. Orders submitted together may be shipped together for one fee. UPS does not deliver to PO Boxes, so please give a street address.

2020 Minnesota Absentee Ballot Application

Return ASAP to:
 ANOKA COUNTY ELECTIONS
 2100 3rd Ave, STE W130
 ANOKA, MN 55303-5031
 FAX: (763) 324-1160
 EMAIL: ELECTIONS@CO.ANOKA.MN.US

Apply online at <http://www.mnvotes.org> OR

Complete lines 1 through 7 below. Please print clearly.

Return this application as soon as possible. Ballots must be returned by election day to be counted.

Important: Active duty military and overseas voters should not use this application. See the other side for more information.

1. absentee ballots requested for the following election(s) (if no election is marked, a ballot will be mailed for the next election only)

8/11 Primary Election 11/3 General Election **Both 8/11 & 11/3 Elections**

2. last name or surname first name middle name suffix

3. date of birth (mm/dd/yyyy) county where you live phone number

email address

4. mark all boxes that apply:

I have a MN-issued driver's license or MN ID card. The number is: _____

I have a social security number. The last four digits are: **XXX-XX-** _____

I do not have a MN-issued driver's license, MN-issued ID card or a social security number.

Your identification number will be compared to the one on your absentee ballot envelope.

5. address where you live (residence) apt. city **MN** zip code

6. address where your absentee ballot should be sent apt. city state zip code

7. I certify that I:

- am completing this application on my own behalf;
- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on this application form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand this statement: The above information is accurate, and I sign this application form under penalty of perjury, a felony punishable by not more than 5 years imprisonment, a fine of not more than \$10,000, or both.

sign here: **X** _____ date ____/____/____

See other side for special instructions for voters with disabilities or power of attorney.

official use only

Primary → <input type="checkbox"/> reg <input type="checkbox"/> non-reg	received date	ballot issued date	initials	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> lost <input type="checkbox"/> spoiled <input type="checkbox"/> never received	repl. date:	precinct
General → <input type="checkbox"/> reg <input type="checkbox"/> non-reg	received date	ballot issued date	initials	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> lost <input type="checkbox"/> spoiled <input type="checkbox"/> never received	repl. date:	school district

Return this application as soon as possible to:

Return ASAP to:
ANOKA COUNTY ELECTIONS
2100 3rd Ave, STE W130
ANOKA, MN 55303-5031
FAX: (763) 324-1160
EMAIL:ELECTIONS@CO.ANOKA.MN.US

Where to return your application

You should return this to your local election office. If not provided above, contact information for your local election official can be found under "Find County Election Office" at <http://www.mnvotes.org>.

Options for returning absentee ballot applications

For federal, state or county elections, submit an absentee ballot application online at <http://www.mnvotes.org>. -OR- Paper absentee ballot applications may be returned by mail, fax or as a scanned attachment to an email.

When your ballot will be sent

Your absentee ballot materials will be sent to you at least 46 days before the election, (excluding town elections held in March where materials will be sent 30 days before the election). If you applied after this date, your ballot will be sent when the application is received. Contact your local election official if you have not received your ballot. To check the status of your absentee ballot, visit <http://www.mnvotes.org>.

Privacy Notice

Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials may access it.

Election officials ask for your exact date of birth so they can match your application to your voter record. If you refuse to give your date of birth, you won't get an absentee ballot.

Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you (or contact you another way) about voting and elections, or ask for public input. If you refuse to give an email address, you cannot apply for an absentee ballot online and you will need to apply with a paper application.

Election officials ask for an ID number to check that the person who is casting the ballot is the same person who applied for it. If you have an ID number but refuse to give it, your absentee ballot might get rejected, and you won't be able to check your absentee ballot status online.

The rest of the data on your application is public when used for elections, political or law enforcement purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-600-8683 to learn what you can do.

Who may apply for a ballot

Each person must apply for themselves. It is a felony to make a false statement in an application for an absentee ballot, to attempt to cast an illegal ballot, or to help anyone to cast an illegal ballot.

If you think you may not be registered to vote

If you are not registered at the legal residence address provided, you will be sent a voter registration application with your ballot materials.

Information for active-duty military and overseas voters

If you are applying for an absentee ballot because you or your family are active-duty military or because you will be overseas and/or outside of the territorial limits of the United States, do not use this application. You are entitled to special protections if you apply using the Federal Postcard Application. For more information and to apply online, go to <http://www.mnvotes.org>.

Options available to you if you have a disability

You may:

- sign the application yourself,
- make your mark, or
- ask another person to sign for you in your presence (have the person sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask another person to use your signature stamp in your presence. (See *Minnesota Statutes*, section 645.44, subdivision 14.)

Information regarding Power of Attorney

Voting is not covered by power of attorney. A power of attorney pertains only to affairs affecting property. A person with power of attorney may only sign for you in your presence, as outlined above. (See *Minnesota Statutes*, section 523.24, subdivision 14.)



ACCEPTED ABSENTEE/MAIL BALLOT LIST REQUEST – 2020 STATE ELECTIONS

Instructions

Use this form to request a list of accepted absentee and mail ballots in the 2020 state primary or general election. The list is provided in a comma-delimited text format which can be opened in most text-editing, spreadsheet, and database programs. The report will be current as of the time the report is run. This office may take up to 10 days to produce the report. The use of the list of accepted absentee and mail ballots for purposes unrelated to elections, political activities or law enforcement is a violation of Minnesota law. (*Minnesota Statutes* [201.091](#); [203B.12](#))

Voter Information

Name (as it would appear on your voter record)

Street Address

City State Zip Code

Email Phone

Report Information

Choose a geographic area for your report:

Statewide (\$46)

Single Jurisdiction (\$30) – Specify Name (of city, county, district, etc.)

Select the days of the absentee period before the **State Primary** on 8/11/20 you would like the report run:

	M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F
6/29-7/3					Holiday	7/6-7/10						7/13-7/17					
7/20-7/24						7/27-7/31						8/3-8/7					

Select the days of the absentee period before the **State General Election** on 11/3/20 you would like the report run:

	M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F
9/21-9/25						9/28-10/2						10/5-10/9					
10/12-10/16						10/19-10/23						10/26-10/30					

Additional information

Delivery Information

Send the file(s) to this email address

Payment Information

Number of reports x cost per report \$46 = TOTAL COST
\$30

Payment via cash (in-person orders only. Note: orders are not produced “while you wait”)

Payment via check

Payment via money order

Mail order to: MN Secretary of State, 180 State Office Bldg, 100 Rev Dr Martin Luther King Jr Blvd, St Paul MN 55155

Certification

I certify that I am a registered voter in the State of Minnesota and that the information in this list of accepted absentee ballots will be used only for purposes related to elections, political activities, or law enforcement (M.S. 201.091).

Signature

Date

OFFICE USE ONLY

Date - Fiscal	Date - Media Prod	Client Acct	Amt Paid	Work Order #
---------------	-------------------	-------------	----------	--------------

Rev. 5/2020

TO: Candidates, Political Campaigns, Political Parties, Political Committees and Other Interested Persons

FROM: Minnesota Attorney General's Office

DATE: April 27, 2020

RE: Minnesota's Automatic Dialing-Announcing Device Law

This memorandum is to provide guidance to candidates, political campaigns, political parties, political committees, and others concerning Minnesota's automatic dialing-announcing device law. It is similar to memoranda first issued by the Minnesota Attorney General's Office ("AGO") in 2004.

Minnesota's ADAD Law

A copy of Minnesota's automatic dialing-announcing device law, which is contained at Minn. Stat. §§ 325E.26-.31, is attached.

The law provides as follows:

A caller shall not use or connect to a telephone line an automatic dialing-announcing device unless: (1) the subscriber has knowingly or voluntarily requested, consented to, permitted, or authorized receipt of the message; or (2) the message is immediately preceded by a live operator who obtains the subscriber's consent before the message is delivered.

Minn. Stat. § 325E.27(a) (2018). An "automatic dialing-announcing device," or "ADAD," is defined as "a device that selects and dials telephone numbers and that, working alone or in conjunction with other equipment, disseminates a prerecorded or synthesized voice message to the telephone number called." *Id.* § 325E.26, subd. 2. "Caller" includes "a person, corporation, firm, partnership, association, or legal or commercial entity who attempts to contact, or who contacts, a subscriber in this state by using a telephone or a telephone line." *Id.*, subd. 3. "Subscriber" is defined as "a person who has subscribed to telephone service from a telephone company or the other persons living or residing with the subscribing person." *Id.*, subd. 5.

The ADAD law does not apply to "messages to subscribers with whom the caller has a current business or personal relationship." *Id.* § 325E.27.

The attached law also contains other provisions relating to the use of ADADs in Minnesota. For example, all ADADs (to the extent their use is not prohibited) must be designed and operated to disconnect within ten (10) seconds after termination of the telephone call by the subscriber. *Id.* § 325E.28. ADADs may not be used before 9:00 a.m. or after 9:00 p.m. *Id.* § 325E.30. In addition, where an ADAD message is immediately preceded by a live operator, the operator must make certain disclosures to the subscriber. *See Id.* § 325E.29.

The constitutionality of the ADAD statute has been upheld by the Minnesota Supreme Court and the Eighth Circuit Court of Appeals. *See Gresham v. Swanson*, 866 F.3d 853, 856

(8th Cir. 2017) (upholding constitutionality of ADAD statute in challenge by telephone-solicitation firm and its managing member); *Van Bergen v. State*, 59 F.3d 1541, 1556 (8th Cir. 1995) (upholding constitutionality of ADAD statute in challenge by political candidate); *State v. Casino Mktg. Group, Inc.*, 491 N.W.2d 882, 891-92 (Minn. 1992) (upholding constitutionality of ADAD statute in challenge by telephone-solicitation firm).

Enforcement of the ADAD Law

The AGO is authorized to enforce the ADAD law and seek a court order to enjoin violations of it. *See, e.g.*, Minn. Stat. §§ 8.31, 325E.31. This Office generally intends to follow the following policy:

Upon receiving a verified and substantiated complaint that the above statute has been violated, the AGO will promptly contact the campaign that had allegedly violated the law and advise it of the alleged ADAD violations. Upon thereafter receiving verified and substantiated complaints from at least three or more individuals involving an identified committee, the AGO may ask the committee to sign an Assurance of Discontinuance. If the committee does not do so promptly, the AGO may file a lawsuit and seek a temporary restraining order to enjoin further violations of the law.

In order for a complaint to be verified and substantiated, the complainant must sign an affidavit that documents the following:

- 1) The date and time the subscriber received the ADAD message;
- 2) Where available (i.e., when left on an answering machine), a recording of the text of the message;
- 3) Substantiation of the identity of the caller;
- 4) A statement that the subscriber (which includes persons living or residing with the subscriber) did not knowingly or voluntarily request, consent to, permit, or authorize receipt of the message;
- 5) A statement that the message was not immediately preceded by a live operator who obtained the subscriber's consent (or the consent of a person living or residing with the subscriber) before the message was delivered; and
- 6) A statement that the subscriber (which includes other persons living or residing with the subscriber) does not have a current business or personal relationship with the caller.

The policy adopted in 2004 required at least three signed affidavits to balance the legitimate enforcement of the statute with "the potential for mischief by political opponents." The AGO intends to continue the same general policy in 2020.

Attachment

May 7, 2020

RE: Placement of Signs along Trunk Highways

To All Candidates for Public Office:

The Minnesota Department of Transportation reminds the public that placing signs, including campaign signs, along trunk highways is prohibited. State law ([Minn. Stat. 160.2715](#)) prohibits the placement, painting, printing or affixing of advertisements on any object within the limits of a trunk highway. This restriction includes driving lanes, inside and outside shoulders, ditches and sight corners at intersections. The trunk highway system includes state, U.S., and interstate highways in Minnesota.

The Minnesota Outdoor Advertising Control Act ([Minn. Stat. 173.15](#)), which applies to land next to trunk highway right of way, prohibits placing advertising devices on private land without consent of the owner or occupant; on trees, shrubs, or public utility poles; or by painting on rocks or other natural features.

These laws protect the safety of the traveling public and those who might place signs. They ensure Minnesota complies with federal highway beautification laws. Right of way is used for a variety of purposes, including providing a safe place for vehicles that leave travel lanes, snow storage, location for public utilities, draining excess water away from roads, vegetation growth for aesthetics and erosion control and even pollinator habitat. Unauthorized signs and people stopping to place signs within the limits of the highway can compromise these functions.

County, city and township employees administer applicable laws on roads under their jurisdiction. MnDOT is responsible for the trunk highway system. Please contact local MnDOT offices for assistance when placing signs where trunk highway right of way cannot be clearly identified. Make sure those who place signs on your behalf know the law. Illegally placed signs will be removed by MnDOT employees and temporarily stored. Please contact [local MnDOT offices](#) promptly to retrieve signs that have been removed.

Thank you for participating in the democratic process and thank you for your cooperation.

Sincerely,



Margaret Anderson Kelliher
Commissioner

[Skip to Content](#)



[511 Travel Info](#)

- [General Contacts](#)
- [MnDOT A to Z](#)
- [Search](#)

Signs and other objects along highway right of way and MnDOT property

Why do laws regulate the placement of objects in the highway right of way?

Related links

- [Contact maintenance](#)
- [Billboard permits](#)
- [Logo signs](#)
- [Adopt a Highway](#)

Objects along roadways pose hazards for drivers and maintenance crews. Minnesota Statutes, [section 160.2715](#) says in part that it is unlawful to paint, print, place, or affix any object within the limits of any state highway.

Specific laws for advertising and other signs

The Minnesota Outdoor Advertising Control Act ([Minnesota Statutes, section 173.15](#)) prohibits advertising devices:

- on private land without the consent of the owner or occupant;
- on public utility poles;
- on trees or shrubs; and
- by painting or drawing on rocks or natural features.

The Federal Highway Administration office in Minnesota monitors Minnesota's compliance with federal highway beautification laws. State transportation employees are responsible for administering these laws on state highways and must remove signs that violate the laws. County, city, and township employees administer these laws on their roads.

Can I get my sign back?

Illegally placed signs will be removed. MnDOT is responsible for state highways, and county, city, and township employees are responsible for their roads. Local municipalities also have their own regulations, which may differ from city to city and county to county. [Contact your local MnDOT office](#) for help when signs are being placed and specific highway right of way cannot be clearly identified. When improperly placed signs are removed by department employees, they will be temporarily stored. Please contact your local MnDOT office promptly to retrieve signs that have been removed..

What about flags?

MnDOT decides to display the U.S. flag at locations within its right of way. Out of respect for all that the flag symbolizes, flags that are displayed must follow U.S. flag code and be in compliance with MnDOT guidelines.

- [Criteria for installation and maintenance of the US flag](#)

- [A to Z](#)
- [Search MnDOT.gov](#)
- [Contact MnDOT](#)
- [511 Traveler Service](#)
- [Know Your Route](#)
- [News Room](#)
- [Careers/Jobs](#)
- [Doing Business](#)
- [ADA and Accessibility](#)
- [Disclaimer and Legal](#)
- [About MnDOT](#)
- [State of Minnesota](#)
- [Governor's Site](#)

*2020 Minnesota Department of Transportation
395 John Ireland Blvd, St. Paul, MN 55155-1800
651-296-3000 Toll-free 800-657-3774*



PLACEMENT OF POLITICAL SIGNS
IN ANOKA COUNTY

This information sheet has been prepared as an aid to candidates for public office and their volunteer committees for the placement of campaign signs. State law prohibits placement of signs in the public right-of-way. Because the determination of right-of-way locations has been difficult for candidates and their committees, the following information is intended to assist in the correct placement of signs and will be used by County personnel in controlling sign placement. Generally, if we receive a complaint about a sign in the County right-of-way, the sign(s) are inspected and, if incorrectly placed, the candidate is contacted and asked to remove the signs. If the signs are not removed or contact to the candidate cannot be made, County personnel will remove the signs and place them outside of the highway right-of-way (but will not reinstall).

The following guidelines should assist you in keeping signs out of County right-of-way:

1. Do not attach signs to any traffic control devices such as signal poles, signal boxes, or sign posts. Campaign signs attached to these devices will be removed by County personnel without notification to the candidate.
2. Power poles and fences are usually located on or near the right-of-way lines and are a good reference for the width of highway right-of-way. When placing a sign on the side of the road opposite the power poles or fence, maintain the same distance from roadway centerline as the side with the poles or fence.
3. On improved county roads (those roads with paved shoulders, generally 40 feet or more in width, and where no fences or power poles exist), use 50 feet from the centerline as a guideline for placing campaign signs. On unimproved county roads (those roads approximately 22–30 feet in width), use a distance of at least 33 feet from the centerline for the placement of signs.
4. At street locations and driveway intersections, place signs so that they do not block the line of sight for drivers either entering or leaving the highway onto public streets or private driveways.
5. For specific right-of-way width determinations, Anoka County has a GIS map available online that shows property lines and plat information, which can help in determining the right-of-way widths. There also is an aerial view to allow you to have some actual reference points on the ground to assist you. This information can be found at <http://gis.anokacountymn.gov/>.

We realize the use of signs is a vital part of a candidate's campaign. If in doubt of highway right-of-way, or if you wish to report campaign signs located within the right-of-way, please contact the Anoka County Highway Department at 763-324-3100.

Thank you for your cooperation in this matter.

09/24/18

Our Passion Is Your Safe Way Home

1440 Bunker Lake Boulevard N.W. ▲ Andover, MN 55304-4005
Office: 763-324-3100 ▲ Fax: 763-324-3020 ▲ www.anokacounty.us/highway

Affirmative Action / Equal Opportunity Employer



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Elections & Voter Registration

Campaign signs are an important part of the campaign process. Placement of campaign signs is regulated by state and local laws and ordinances. This important information will assist candidates and supporters to correctly place campaign signs in Anoka County. Signs which pose a safety hazard or are placed in violation of laws and rules may be removed with or without notice. Every effort is made to be fair and impartial in administering the laws which govern signs, so that all candidates can expect equal treatment.

Prohibited Placement - Minnesota State Statute 160.27 prohibits placement of signs in certain areas including:

- Placement, painting, printing or affixing on any object within the limits of any highway;
- On private land without the consent of the owner or occupant;
- On public utility poles;
- On trees or shrubs;
- By painting or drawing on rocks or natural features; and
- Within the "right of way" or blocking the sight lines of drivers entering the highway or leaving the highway onto public streets or private driveways

Determining the Right-of-Way - Rights-of-way vary from location to location. The following guidelines can be used to determine the right-of-way at most locations in the county. For general reference in determining the county highway right-of-way:

- Power poles and fences are usually located on, or near, the right-of-way lines and are a good reference for the width of highway right-of-way. When locating a sign on the side of the road opposite the power pole or fence, maintain the same distance from roadway centerline as on the side with the poles or fence.
- On improved county roads, in other words those roads with paved shoulders, generally 40 feet or more in width and where no fences or power poles exist, please use 60 feet from the centerline as a guideline for installing campaign signs.
- On unimproved county roads, generally those in the neighborhood of 22 - 30 feet in width, use a distance of at least 33 feet from the centerline for the placement of signs.

If you wish to report other campaign signs located in the right-of-way, please contact the Highway Department at 763-324-3100.

Safety Hazards - Signs that pose a safety hazard will be removed. At street locations and driveway intersections, place signs so that they do not block a driver's line of sight for drivers either entering the highway or drivers leaving the highway onto public streets or private driveways.

City Ordinances - Please contact city offices directly for city ordinance information.

Andover 763-755-5100

Anoka 763-576-2700

Bethel 763-434-4366

Blaine 763-784-6700

Centerville 651-429-3232

Circle Pines 763-784-5898

Columbia Heights 763-706-3600

Columbus 651-464-3120

Coon Rapids 763-755-2880

East Bethel 763-367-7840

Fridley 763-571-3450

Ham Lake 763-434-9555

Hilltop 763-571-2023

Lexington 763-784-2792

Lino Lakes 651-982-2400

Linwood 651-462-2812

Nowthen 763-441-1347

Oak Grove 763-404-7000

Ramsey 763-427-1410

St. Francis 763-753-2630

Spring Lake Park 763-784-6491

City Code, Chapter 7B: SIGN REGULATIONS

OO. **Sign Height** - The height of the sign shall be computed as the vertical distance measured from the base of the sign at average property grade within 30 feet of the sign to the top of the highest attached component of the sign.

PP. **Sign Structure** - The base, poles, uprights, bracing, and framework which supports the sign face.

QQ. **Subdivision Sign** - A permanent sign designed to identify a residential or commercial subdivision.

RR. **Suspended Sign** - A sign that is connected to and suspended from the underside of a horizontal plane surface, such as a canopy, marquee, or similar structure.

SS. **Temporary Sign** - A sign which is not permanently affixed or installed, and is intended to be displayed for a limited period only.

TT. **Traffic Sign**. A sign installed and maintained by a governmental entity for the purpose of directing pedestrian and vehicular movement, including but not limited to street signs, speed limit signs, stop and yield signs, caution signs, directional signs, and similar public service and traffic advisory signs located within public rights-of-way.

UU. **Video Display Sign** - A sign that changes its message or background in a manner or method of display characterized by non-interrupted, constant motion or pictorial imagery, which may or may not include text and depicts action or a special effect to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes, not including electronic changeable copy signs. Video display signs include projected images or messages with these characteristics onto buildings or other objects.

VV. **Wall Sign** - A sign in which the plane of the sign is attached parallel to the exterior wall of a building and does not extend more than two feet from the surface of the wall.

WW. **Wall Sign Area** - A measurement including the outermost dimensions of the sign frame containing the sign face. In instances where sign lettering is affixed to the wall, sign area is the measurement of a polygon drawn around all of the letters (including logos or emblems) of the sign message.

[§ 7B-200 amended by Ord. 10-06, effective May 6, 2010.]

SECTION 7B-201. GENERAL PROVISIONS. The following provisions apply to all signs, except signs located within buildings and not visible from the exterior of the buildings.

A. Every parcel occupied with a structure shall have an address sign, clearly legible from the public street where access is located. Address signs may include numbering on a US Postal Service Mailbox, a monument with affixed address, or numbers affixed to a building. Address signs shall not exceed 4 square feet in area.

B. No sign shall be erected without first obtaining a permit, except address signs, garage sale signs, political signs, allowable public safety and traffic signs located within public rights-of-way.

C. No signs or notices may be located within public easements or rights-of-way or on utility poles, utility appurtenances, or trees within public rights-of-way, except street signs, traffic signs, public safety signs, authorized directional signs, and similar public service signs.

D. No sign shall be placed in a location that obstructs the view of drivers of vehicles or shall be placed in a location that is hazardous to pedestrians. The minimum sign setback at the

City Code, Chapter 7B: SIGN REGULATIONS

- B. Signs for the sale of produce and agricultural products raised on the premises that are no larger than 16 square feet in area are exempt from the above restrictions in Subsection 4.
5. The period of use for any portable/temporary advertising sign shall not exceed 30 consecutive days for any single event, and there shall be a minimum of 14 days between the use of special event portable/temporary advertising signs.
- A. Temporary retail product advertising signs that are no larger than 4 square feet in area and are attached to buildings, gas pumps, or authorized outdoor product displays are exempt from the above restrictions in Subsection 5.
- B. Signs for the sale of produce and agricultural products raised on the premises that are no larger than 16 square feet in area are exempt from the above restrictions in Subsection 5.
6. Portable/temporary signs shall not exceed 64 square feet in area and shall not be located in public rights-of-way or any location obstructing vehicular visibility.
- O. Legal nonconforming signs may not be expanded but may be continued through repair, maintenance, restoration, or sign face replacement, unless:
1. the sign is discontinued for a period of more than one year (discontinued shall mean the use or business associated with the sign has been discontinued for a period of more than one year); or
 2. the sign is destroyed by fire, neglect, or other peril to the extent of greater than 50% of its market value, and no building permit has been applied for within 180 days of when the sign was damaged.
- P. Projecting signs shall be prohibited except as specifically permitted in this Ordinance.
- Q. All signs shall be maintained in a safe and aesthetic condition at all times.
- R. Political campaign signs may be permitted on private property in any zoning district, but may not be placed sooner than ninety (90) days preceding the election involved and must be removed within ten (10) days following the election.
- S. No sign shall be erected or maintained in the window of a building, which occupies more than forty percent (40%) of the area of said window area.
- T. Dynamic signs permitted in this Ordinance shall meet the zoning district requirements established in Article III and the following minimum standards:
1. The electronic display background color tones, illumination intensity, lettering, logos, pictures, illustrations, symbols, and any other electronic graphic or video display for advertising signs shall not change at intervals less than those prescribed in individual zoning district provisions.
 2. The duration of the transition of the electronic image or message change of Dynamic signs with minimum intervals required prescribed between image or message change shall be instantaneous and include no fading, scrolling, or other special effects, except authorized Video Display signs.
 3. All dynamic signs must be equipped with a default mechanism that will stop the messaging or freeze the image in one position when a malfunction in electronic programming occurs.
 4. The sign must not exceed a maximum illumination of 7500 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn, as measured from the sign's face at maximum

City Code, Chapter 7B: SIGN REGULATIONS

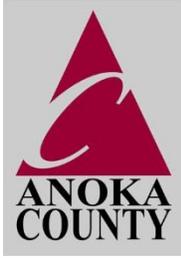
ARTICLE IV
ADMINISTRATION AND ENFORCEMENT**SECTION 7B-400. SIGN PERMITS.**

A. **Permits Required.** All signs shall require a sign permit, except for address signs, political signs, temporary real estate signs, portable/temporary advertising signs, public service signs, and traffic signs. Sign permits shall remain valid as long as the sign for which the permit was issued has been constructed and maintained according to all requirements of this Ordinance, except signs requiring an Interim Use Permit shall have a term specified in Interim Use Permit.

B. **Application for Permit, Application Fee.** Application for a sign permit shall be made to the City Administrator on a form or forms prepared by the City. Each application must be accompanied by a non-refundable application fee and possible escrow for consultant review expenses, as established by the City Council. The application must contain at least the following information, unless waived by the City Administrator:

1. Name, address, and telephone number of the fee owner(s) of the property.
2. Name, address, and telephone number of the Contract for Deed purchaser(s) or lessee(s) of the property.
3. Street address of the property.
4. Legal description of the property.
5. A scaled site plan of the property showing the location and dimensions of all buildings, roads, driveways, and other improvements and topographical features, and the location(s) of the proposed sign(s). The application must be accompanied by scaled drawings of the proposed sign, including dimensions of the sign, freestanding sign height, ground clearance and property setback dimensions, sign content, and lettering dimensions.
6. The Zoning Administrator shall approve sign applications that are consistent with the requirements of this Ordinance, except applications requiring Interim Use Permits or Variances.
7. For signs which require an Interim Use Permit or for signs for which a Variance has been requested, the sign application procedure shall be administered and adjudicated concurrently with the Interim Use Permit application and Variance application prescribed in Chapter 7A of the Columbus City Code.
8. If the application is for a large off-premises dynamic sign in the I-35 Corridor, the site plan must illustrate the distance to the closest dynamic sign with a dynamic sign area exceeding 200 square feet, including dynamic signs on the opposite side of the highway.
9. If construction of a sign support structure is proposed which will require a Storm Water Management Plan under the provisions of Chapter 7D of the Columbus City Code, then a copy of the site plan or of a survey, altered to show the Storm Water Management Plan, shall be submitted with the application.

C. **Approved Permits.** The City Clerk shall issue a dated sign permit to the applicant upon receipt of all required permit fees and approval by the City Administrator or City Council. A copy of the permit shall be attached to a copy of the application and drawings and retained by the Clerk, according City records management policies.



ANOKA COUNTY ELECTIONS AND VOTER REGISTRATION

325 East Main Street

Anoka MN 55303

(763) 323-5275

(763) 422-7526 (fax)

elections@co.anoka.mn.us

Campaign Signs – Recycle Information

Reuse - Keep signs to reuse again

Recycle - Paper and plastic campaign signs can be recycled

Paper signs: remove metal and wood, recycle with mixed paper

Plastic Signs: remove metal stakes and any wood, recycle with mixed plastic or designated area

Metal Stakes: separate metal from the campaign sign and recycle scrap metal

Deliver to one of the recycling drop-off centers listed below:

Andover Recycling Center 15200 Tower Drive, Andover 763-767-5175
Daylight hours, every day

Coon Rapids Recycling Center 1831 111th Ave NW, Coon Rapids 763-767-6485
Wed & Sat, 9 a.m. to 3 p.m. (except holidays)

Large quantities of signs may also be delivered to the following businesses for recycling:

Choice Plastics 5338 Shoreline Drive, Mound 952-472-3070
Email: choiceplastics@choiceplastics.com
Large quantity only! Call 2-3 days prior for delivery instructions

Better Future Enterprises 6100 Olson Memorial Hwy, Golden Valley 612-718-6089
Email: thanson@betterfutures.net
Call for hours and delivery instructions

Dispose

Non-recyclable signs may be placed in the garbage or taken to a garbage drop off location listed below:

Elk River Landfill 22460 Hwy 169 NW, Elk River 763-441-2464
Great River Energy Processing Plant 10700 165th Ave NW, Elk Rvr 763-445-5846
Maple Grove Transfer Stn/WMI 10633 89th Ave N, Maple Grv..... 763-425-3736
SRC Trnsfr Stn & Recycle Ctr 6320 E Viking Blvd, Wyoming 651-462-1099
Walters Recycling and Refuse Inc 2830 101st Ave NE, Blaine..... 763-780-8464
Waste Mgmt/Re-Cy-Co Transfer Stn 1691 91st Ave NE, Blaine 763-784-4772

For specific recycling and disposal locations please go to:
www.anokacounty.us/recycle and search "campaign signs."





STATE OF MINNESOTA
Office of Minnesota Secretary of State
Steve Simon

May 8, 2020

To: All Candidates Filing for Office
Subject: Campaign Cybersecurity

Cybersecurity is an important part of voters' confidence in our democracy. In response to the growing emphasis on secure elections, the Office of the Secretary of State suggests consulting the following free resources and encourages candidates and their campaigns to consider their recommendations:

Researchers at Harvard University, in collaboration with bipartisan campaign professionals, national security experts, and leaders in cybersecurity from the public and private sector, created the Campaign Cybersecurity Playbook as a practical guide for candidates.

<http://www.belfercenter.org/CyberPlaybook>

The FBI has produced the "Protected Voices" series of short videos for political campaigns on the subject of cybersecurity:

<https://www.fec.gov/updates/fbi-cybersecurity-tips-for-political-campaigns/>

The U.S. Department of Homeland Security offers a cybersecurity checklist for political campaigns:

https://www.dhs.gov/sites/default/files/publications/DHS%20Campaign%20Checklist_FIN%20AL%20October.pdf

Facebook Inc. has established Facebook Protect, a program for political candidates and their staffers to apply an extra level of security to their accounts:

<https://www.facebook.com/gpa/facebook-protect>



Filing Requirements

Political parties; campaign committees for candidates for federal, state or local office; and political action committees are all political organizations subject to tax under IRC section 527.

Section 527 organizations are generally required to file one or more of the following:

- 1) An initial notice
- 2) Periodic reports on contributions and expenditures
- 3) Annual income tax returns and
- 4) Annual information returns

A political organization must have its own employer identification number (EIN), even if it does not have any employees. To get an EIN, an organization must file Form SS-4, *Application for Employer Identification Number*. For more information about obtaining an EIN (including how to apply online), see Employer ID Numbers (EIN).

Additionally, many political organizations must electronically file their periodic reports. In order to electronically file these reports, an organization needs the username and password issued to it after filing its initial notice. If you have forgotten or misplaced this username and password, please contact TE/GE Customer Account Services to request a replacement.

Additional information

- News Release 2002-123
- Fact Sheet 2002-13
- Revenue Ruling 2003-49.
- Revenue Procedure 2007-27 (safe harbor allowing certain tax-exempt political organizations to establish that failure to file Form 8872 was due to reasonable cause and not willful neglect and, therefore, eligible for relief from penalties)
- State Filing Requirements

Page Last Reviewed or Updated: 06-Aug-2017

IRS**Fact Sheet****Media Relations Office****Washington, D.C.****Tel. 202.622.4000****For Release: November 2002****Release No: FS-2002-13****SECTION 527 POLITICAL ORGANIZATIONS
REVISED TAX FILING REQUIREMENTS**

Legislation adopted in 2002 altered filing requirements for certain political organizations that seek tax-exempt status under section 527 of the Internal Revenue Code. The new law generally reduces filing requirements for certain state/local political organizations that already disclose certain information to state agencies. In addition, the law relieves some political organizations from filing an annual income tax return or an annual information return. Except where noted, the revised filing requirements are retroactive to July 1, 2000. This fact sheet discusses the current filing requirements as revised by the new legislation. FS-2002-11, published May 2002, is superseded.

The new law:

- Exempts state and local candidate and party committees from filing Form 8871 and Form 990 (or 990-EZ);
- Exempts qualified state and local political organizations (QSLPOs) (as defined below) from filing Form 8872;
- Exempts political committees filing with the FEC from filing Form 990 (or 990-EZ);
- Exempts political organizations that are a caucus or association of state or local officials from filing Form 990 (or 990-EZ);
- Requires additional information on Form 8871 and Form 8872;
- Requires the filing of an amended Form 8871 after material changes to maintain tax-exempt status;
- Increases reporting thresholds for certain Form 990 filers;
- Eliminates the requirement to file Form 1120-POL except where an organization has taxable income after taking the \$100 specific deduction (returning to pre-July 2000 requirements);
- Reinstates the pre-July 2000 confidentiality requirement for any Form 1120-POL filed after November 2, 2002; and
- Changes the electronic filing requirements by
 - Requiring that Form 8871 be filed electronically (as opposed to both in writing and electronically); and
 - Requiring that any Form 8872 due after June 30, 2003, be filed electronically if the filing organization has or expects to have contributions or expenditures of more than \$50,000 during the calendar year.

Definition of Political Organization

Political organizations are organized and operated primarily to accept contributions and make expenditures for the purpose of influencing the “selection, nomination, election, or appointment of any individual to Federal, State, or local public office or office in a political organization, or the election of Presidential electors.” Political organizations include political party committees, Federal, State and local candidate committees and other political committees such as political action committees (PACs).

The law also creates a new sub-category of political organization -- qualified state or local political organization (QSLPO). A state or local organization may be a QSLPO, if it meets the following criteria:

- All of its political activities relate solely to state or local public office (or office in a state or local political organization),
- It is subject to state law that requires it to report (and it does report) to a state agency information about contributions and expenditures that is similar to the information that the organization would otherwise be required to report to the IRS,
- The state agency and the organization make the reports publicly available, and
- No Federal candidate or office holder controls it or materially participates in its direction, solicits contributions for it, or directs any of its disbursements.

Filing Categories

Federal tax law divides political organizations into several different categories, and provides different filing requirements for each category. See the first chart below for the filing requirements for each category.

Federal organizations

- FEC political committee: A political organization (including federal candidate committees, political party committees and PACs) that is required to report as a political committee under the Federal Election Campaign Act.
- Other federal political organization: A political organization attempting to influence federal elections that is not required to report as a political committee under the Federal Election Campaign Act.

State and Local organizations

- Candidate committee: A campaign committee of a state or local candidate.
- Party committee: A state or local committee of a political party.
- Qualified state or local political organization (QSLPO): See above definition.
- Caucus or association: A group of state or local officials attempting to influence elections.
- Other political organization: Any other state or local political organization.

Filing Requirements

The filing requirements in the chart below apply to those political organizations that:

- Wish to be a tax-exempt political organization, and
- Receive or expect to receive \$25,000 or more in gross receipts in any taxable year.

If You Are A	You May Be Required To File
FEC political committee, state or local candidate committee or state or local committee of a political party	➤ Form 1120-POL
Qualified state or local political organization (QSLPO)*	➤ Form 8871; ➤ Form 1120-POL; and ➤ Form 990
Caucus or association of state or local officials*	➤ Form 8871; ➤ Form 8872; and ➤ Form 1120-POL
Any other political organization, including other federal political organizations and other state or local political organizations	➤ Form 8871; ➤ Form 8872; ➤ Form 1120-POL; and ➤ Form 990 or Form 990-EZ

*An organization may be both a QSLPO and a caucus or association of state or local officials. If so, it is not required to file Form 8872 and Form 990.

NOTE: If you are:

- A political organization that is not tax-exempt, or
- A tax-exempt political organization that does not have gross receipts of at least \$25,000

You must file Form 1120-POL if you have taxable income after taking the \$100 specific deduction for any taxable year.

Description of Form Filing Requirements

1. Form 8871 – Notice of 527 Status

Unless excepted (see chart below), a political organization must file Form 8871, *Political Organization Notice of 527 Status*, with the IRS to be tax-exempt. Until it files the form, its income (including contributions) is subject to taxation. Form 8871 must be filed electronically, within 24 hours of the political organization's establishment. An amended Form 8871 must be filed within 30 days of any material change (including termination), or any income (including contributions) it receives after the material change will be subject to taxation.

2. Form 8872 - Report of Contributions and Expenditures

Tax-exempt political organizations, other than QSLPOs, that file Form 8871 must file Form 8872, *Political Organization Report of Contributions and Expenditures*, to disclose information concerning:

- expenditures that aggregate \$500 or more per person, per calendar year; and
- contributions that aggregate \$200 or more per person, per calendar year.

A tax-exempt political organization that does not disclose this information must pay an amount equal to the highest corporate tax rate (35 percent) multiplied by the amount of contributions and expenditures not disclosed.

The filing due dates are available on the IRS web site at www.irs.gov/polorgs.

A political organization is not required to file Form 8872 for any period of time that it is subject to tax on its income because it did not file or amend a Form 8871.

3. Form 1120-POL – U.S. Income Tax Return for Certain Political Organizations

Political organizations, whether or not tax-exempt, that have taxable income in excess of the \$100 specific deduction in a taxable year must file Form 1120-POL, *U.S. Income Tax Return for Certain Political Organizations*.

Form 1120-POL is due by the 15th day of the 3rd month after the end of the organization's taxable year. Political organizations may request a six-month extension of the filing deadline by filing Form 7004, *Application for Automatic Extension of Time to File Corporate Income Tax Return*. This extension must be filed by the due date of Form 1120-POL. There is a penalty for failure to file Form 1120-POL.

4. Form 990 or 990-EZ – Return of Organization Exempt from Income Tax

Unless excepted (see chart below), a tax-exempt political organization must file an exempt organization annual information return if it has gross receipts of \$25,000 or more for the taxable year (\$100,000 for QSLPOs). A tax-exempt political organization with gross receipts of less than \$100,000 and assets of less than \$250,000 at the end of the year may file a Form 990-EZ, *Short Form Return of Organization Exempt from Income Tax*. Otherwise, it files a Form 990, *Return of Organization Exempt from Income Tax*.

Form 990 or Form 990-EZ is due on the 15th day of the 5th month after the end of the organization's taxable year. There is a penalty for failure to file this return. Organizations may request a three-month extension, without showing cause, by filing Form 8868, *Application for Extension of Time to File an Exempt Organization Return*, by the due date. A second three-month extension, with cause, may also be requested through Form 8868.

Form	When filed	Exceptions to filing requirement
8871	Within 24 hours of establishment or within 30 days of any material change, including termination	<ul style="list-style-type: none">➤ Organization that does not seek tax-exempt status;➤ Political committee required to report to the FEC;➤ Campaign committee of state and local candidates;➤ State or local committee of political parties; and➤ Organization that reasonably expects annual gross receipts to always be less than \$25,000.
8872	At organization's option, quarterly/semiannually or monthly, on same basis for entire calendar year (see form instructions for detailed information)	<ul style="list-style-type: none">➤ Any organization excepted from Form 8871 filing requirement (see above); and➤ Qualified state or local political organization (QSLPO).
1120-POL	Due the 15th day of the 3rd month after the close of the taxable year	<ul style="list-style-type: none">➤ Political organization with no taxable income after taking the \$100 specific deduction.
990 or 990-EZ	Due the 15th day of the 5th month after the close of the taxable year	<ul style="list-style-type: none">➤ Any organization excepted from Form 8871 filing requirement (see above); and➤ Caucus or association of state or local officials

Disclosure Requirements

Tax-exempt section 527 organizations must make their forms (other than Form 1120-POL) publicly available for inspection and copying at their principal place of business. The IRS also posts Form 8871 and Form 8872 on its web site at www.irs.gov/polorgs.

For More Information

Questions about the filing requirements may be directed to the Tax Exempt and Government Entities Customer Account Services toll free number 1-877-829-5500. Assistance is available 8:00 a.m. to 6:30 p.m. ET, Monday through Friday.