



CPF ID #: \_\_\_\_\_  
(For Office Use Only)

## Form CPF D103: Appointment of Depository Bank

### Office of Campaign and Political Finance

Committee Name: \_\_\_\_\_

Office Sought/District: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Candidate E-Mail: \_\_\_\_\_

Treasurer Name: \_\_\_\_\_

Treasurer E-Mail: \_\_\_\_\_

#### **ACTIVITY PRIOR TO ESTABLISHING DEPOSITORY BANK ACCOUNT**

Please check one

Has the candidate or committee raised or spent money, including the candidate's own funds, received in-kind contributions or incurred liabilities for political purposes prior to establishing this bank account?

☐ Yes: Continue with this form and contact OCPF. A report will be e-filed to disclose this activity.

☐ No: Continue with this form.

I certify that the bank named below has been designated as the depository for campaign funds and I authorize said bank to submit to the Director of the Office of Campaign and Political Finance the reports required by M.G.L. Chapter 55. **I agree that all financial activity following the date the bank account is opened shall be conducted through the depository account.**

SIGNED UNDER THE PENALTIES OF PERJURY:

Signature of Candidate \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Treasurer \_\_\_\_\_ Date: \_\_\_\_\_

*(Below to be completed by bank)*

#### **BANK ACKNOWLEDGMENT**

The undersigned bank is authorized to transact business and has its main office, or a branch office, in Massachusetts. The bank hereby acknowledges that it has been designated as the depository for campaign funds of the above named candidate or committee and agrees to file campaign finance reports with OCPF as required by c. 55 until such time as OCPF notifies the bank that its reporting requirements are no longer required.

Bank Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date Account Opened: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bank Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Employee's Signature**

## INSTRUCTIONS FOR COMPLETING FORM CPF D103

### 1. WHO MUST FILE:

Newly organized political action committees or state political party committees are required to designate, on Form CPF D103, Appointment of Depository Bank (this form), an authorized financial institution as a depository for the committee's campaign funds on the day the committee is organized. Independent Expenditure PACs file reports as required by M.G.L. c. 55, s. 18A(e) and do not have to file a Form CPF D103 or designate a depository bank. (See M.G.L. c. 55, ss. 1 and 18A(e) and 970 CMR 2.17(3) for the definitions of these committees.)

A candidate for nomination or election to one of the offices listed below (and his or her candidate's committee, if one is organized) must file either a Form CPF D103 (this form) or a Form CPF D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF. The designation of the depository bank, or the certification that no financial activity will occur, must be made on the day the individual becomes a candidate for one of the offices specified below. (See M.G.L. c. 55, s. 1 for the definition of "candidate.")

1. Statewide Office: Governor, Lieutenant Governor, Attorney General, State Secretary, State Treasurer and State Auditor;
2. The Governor's Council;
3. County Office: Clerk of Courts, County Commissioner, County Treasurer, District Attorney, Register of Deeds, Register of Probate, Sheriff, Suffolk Co. Superior Court-Civil, Suffolk Co. Superior Court-Criminal, and Supreme Judicial Clerk of Courts (Suffolk Co.); and
4. The offices of mayor. Additionally, city council and alderman in cities with a population over 65,000 (Boston, Brockton, Cambridge, Fall River, Framingham, Haverhill, Lawrence, Lowell, Lynn, Malden, New Bedford, Newton, Quincy, Somerville, Springfield, Waltham and Worcester).
5. House and Senate

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### 2. WHEN TO FILE:

This form must be filed with OCPF before funds are raised or spent and no later than the third business day following such appointment. An initial campaign finance report, Form CPF D102, must also be filed with OCPF within three days of the candidate or committee organizing. An authorized employee of the financial institution must sign the acknowledgment of the depository bank printed on the form.

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### 3. NOTES FOR CANDIDATES AND CANDIDATE COMMITTEES:

**Form CPF D103**, Appointment of Depository Bank (this form), is used by the candidates listed above to designate an authorized financial institution as a depository for the campaign funds of the candidate and/or the candidate's committee.

**Form CPF D104**, Statement of Candidate Not Raising or Expending Campaign Funds, is used by the candidates listed above to certify that he or she does not plan to receive contributions, make expenditures (including expenditures of his or her own funds) or incur liabilities.

#### A CANDIDATE WHO HAS A COMMITTEE

Complete all information requested on the D103 form. Both the candidate and committee treasurer must sign the form.

#### A CANDIDATE WHO DOES NOT HAVE A COMMITTEE

The committee information on the D103 form may be left blank, but the rest of the form should be completed. Only the candidate and financial institution employee must sign the form.

A candidate who does not plan to receive contributions, make expenditures (including expending his or her own funds) or incur liabilities does not have to open a depository bank account and may instead complete and file a Form D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF.

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### 4. NOTE FOR BANKS

The authorized employee's signature acknowledges notice of the candidate and/or committee's appointment of the bank as a depository for campaign funds. The bank should indicate the date the account was opened and will be subject to the reporting provisions of M.G.L. c. 55, s. 19 from that date. OCPF provides an online e-filing application to file the requisite reports at [www.ocpf.us](http://www.ocpf.us).

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Please contact the Office of Campaign and Political Finance at (617) 979-8300 or by e-mail at [ocpf@mass.gov](mailto:ocpf@mass.gov), or visit OCPF's website at [www.ocpf.us](http://www.ocpf.us) for further information. OCPF's fax number is 617-727-6549.

## Participating Banks in Depository Reporting System \*

|                                  |   |
|----------------------------------|---|
| Adams Community Bank             | Liberty Bay Credit Union                      |
| Align Credit Union               | Lowell Five Cent Savings Bank                 |
| Amalgamated Bank                 | M & T Bank                                    |
| Athol Savings Bank               | Main Street Bank                              |
| Bank Five                        | Mechanics Cooperative Bank                    |
| Bank Gloucester                  | Millbury Federal Credit Union                 |
| Bank of America                  | Mountain One Bank                             |
| Bank of Labor                    | Mutual One Bank                               |
| Bay State Savings Bank           | Needham Bank                                  |
| Berkshire Bank                   | New Bedford Credit Union                      |
| Boston Firefighters Credit Union | Northern Bank & Trust                         |
| Bristol County Savings Bank      | Polish National Credit Union                  |
| Cape Ann Savings Bank            | Lending Club Bank                             |
| Cape Cod 5                       | Rockland Trust                                |
| Central One Federal Credit Union | Saint Michael's Federal Credit Union          |
| Citizens Bank                    | Santander                                     |
| Coastal Heritage Bank            | Somerset Federal Credit Union                 |
| Community Credit Union           | Southcoast Health System Federal Credit Union |
| Country Bank for Savings         | St. Jean's Credit Union                       |
| Dedham Savings                   | Taunton Federal Credit Union                  |
| East Cambridge Savings Bank      | TD Bank                                       |
| Easthampton Savings Bank         | The Cooperative Bank of Cape Cod              |
| Enterprise Bank & Trust          | The Pittsfield Cooperative Bank               |
| Everett Bank                     | The Provident Bank                            |
| Florence Bank                    | The Savings Bank                              |
| Greenfield Savings Bank          | The Village Bank                              |
| Greylock Federal Credit Union    | Westfield Bank                                |
| Hanscom Federal Credit Union     | Winter Hill Bank                              |
| Haverhill Bank                   | Workers Credit Union                          |
| Leader Bank                      |   |

**\* If your bank is not in the above list, please contact OCPF (617-979-8300, [ocpf@cpf.state.ma.us](mailto:ocpf@cpf.state.ma.us)) for more information.**