

# THE DEPOSITORY BANK SYSTEM FOR HOUSE AND SENATE CANDIDATES

The depository system of reporting requires candidates to appoint a bank to file reports on their behalf, on a monthly schedule. The candidate's campaign will file deposit reports when deposits are made at the bank.


## Organization

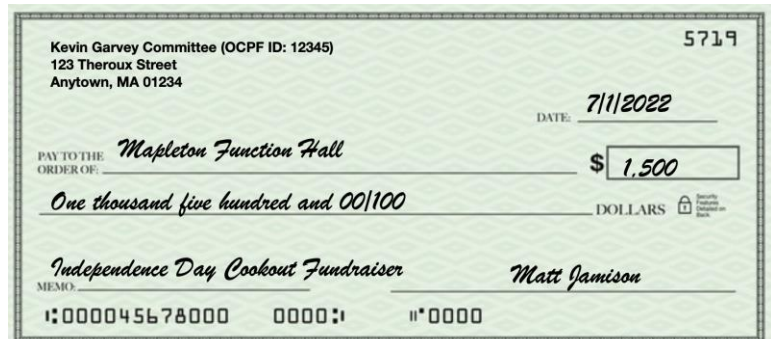
- Organize on-line with OCPF [here](#) (new candidates who are not already organized with OCPF).
- Complete and file a form [CPF D103](#) with OCPF, for candidates who are not already in the depository system. This paper form is signed by the candidate's bank and then submitted to OCPF by the candidate.
- OCPF maintains a [list of banks](#) that participate in the depository system.

## Reporting Requirements

- **The bank will file reports monthly**, by the 5<sup>th</sup> of each month.
- The bank report itemizes expenditures and provides a summary total of all deposits for the one-month period.
- The reports are filed by the bank even if there is no activity for the period.
- Candidates **e-file deposit reports with OCPF** after making a deposit.
- **Deposit reports are only filed when a deposit is made.** Deposit reports are due quarterly in non-election years. In election years, deposit reports are due quarterly the first half of the year, and then eight days before the primary and general elections. However, OCPF highly recommends filing deposit reports within three days of a deposit.
- One deposit = One deposit report.

### Expenditures

- **Expenditures must be made through the campaign checking account, by check or committee debit card.**
- **Debit Card:** A campaign must [clarify bank reports](#) to reflect the purpose of a debit card expenditure within seven days of a bank report being filed. This is done using OCPF's reporting system, R7.
- A committee **credit card** can be used. Credit card reports are required. Please contact OCPF if you plan to use a committee credit card.
- **Purpose information** must be detailed. For example, if a candidate hosts a campaign event on July 4 and pays a function hall by check, it should be listed like this: 



## The Year-End Report

- The [year-end report](#) automatically includes a summary total of a committee's receipts and expenditures for the calendar year.
- Committees only need to itemize in-kind contributions, liabilities and savings accounts.
- Due Jan. 20.

617-979-8300

OCPF@cpf.state.ma.us

