

# CHECKING IN

OCPF's monthly newsletter for local election officials

JANUARY 2022

OCPF

617-979-8300

[www.ocpf.us](http://www.ocpf.us)

[Clerk Support](#)

## NEW FORM FOR INACTIVE CANDIDATES



Commonwealth  
of Massachusetts

File with: Local Election Official (City or Town Clerk)

**Form CPF M109:  
Statement of Municipal Candidate  
Not Raising or Expending Campaign Funds  
Office of Campaign and Political Finance**

Candidate's Name:

Office Sought:

Residential Address:

City / State / Zip:

E-Mail Address:

Phone Number:

I hereby certify that I have not opened a campaign bank account for campaign funds because I do not intend to accept contributions or in-kind contributions, make expenditures, **including expenditures of my own funds**, or incur liabilities for any campaign-related purpose, **nor do I currently have any outstanding liabilities for prior campaign-related activity**. I submit the following as my campaign report for all bank reporting periods in this calendar year as provided for in Chapter 55 of the Massachusetts General Laws:

|  |      |
|--|------|
| 1. Ending balance from previous report     | ZERO |
| 2. Total receipts for reporting period     | ZERO |
| 3. Subtotal                                | ZERO |
| 4. Total Expenditures for reporting period | ZERO |
| 5. Ending balance                          | ZERO |

After filing this statement, **if I decide to raise, accept, or expend funds, or incur liabilities, for a campaign-related purpose, I will immediately notify my local election official in writing**, and will file periodic campaign finance reports according to the statutory filing schedule.

Until such notice is on file with the local election official, I certify that the above Zero report will be in effect for each reporting period, **in the calendar year in which it is filed**, required by Chapter 55 of the Massachusetts General Laws.

**This form is valid through December 31 of the year in which it was signed.**

SIGNED UNDER THE PENALTIES OF PERJURY:

Candidate's signature:

Date:

The [CPF M109](#) form can be used by a candidate who has no activity, no balances and no committee.

This form will be filed once in lieu of pre-preliminary, pre-election and post-election reports. However, **a standard M102 or M102-0 year-end report must still be filed by all candidates.**

It is highly recommended that a reminder be sent to your candidates who file the M109, by e-mail if available, that they must file the standard M102 campaign finance report if they have activity.

This form was developed for the convenience of local election officials, to eliminate the need to collect "zero" reports for your on-ballot candidates (and attempt to get them to file if they are late).

Please contact OCPF with questions at 617-979-8300. Click [here](#) for a tutorial.

# Year-end report reminder

Please notify your candidates and committees that a year-end report is due Jan. 20, 2022.

The report, the [CPF M102](#), can be e-mailed or faxed to your office. The reporting dates can be calculated [here](#).



Commonwealth  
of Massachusetts

## Form CPF M 102: Campaign Finance Report Municipal Form

Office of Campaign and Political Finance

File with: City or Town Clerk or Election Commission

Fill in Reporting Period dates:

Beginning Date:

Ending Date:

Type of Report: (Check one)

☐ 8th day preceding preliminary

☐ 8th day preceding election

☐ 30 day after election

☒ year-end report

☐ dissolution

**TIP: To view a sample filing notice for the year-end report, type “sample notice” into the OCPF search engine at [www.ocpf.us](http://www.ocpf.us). Then click the “general information” tab.**

## A LOOK AHEAD: Municipal-specific disclosure pages

OCPF’s tech team is developing municipal-specific disclosure pages. Each city and town in the state will have a page, at [www.ocpf.us](http://www.ocpf.us), where candidate reports from that municipality will be available.

### WHAT DOES THIS MEAN FOR YOU?

In addition to OCPF providing viewers with reports from candidates who file with us, **local election officials will be able to post PDFs of their paper reports on the page.** This easy-to-use uploading tool can be used to comply with the statutory requirement to post municipal campaign finance reports to city or town websites.

**Vision:** A city or town clerk can upload PDFs to OCPF’s municipal platform. The local election official can then provide a link to the specific OCPF page on his or her municipal website, directing users to “click here to view municipal campaign finance reports.” This will allow local election officials to easily post campaign finance reports without involving other municipal officials, such as a town’s IT team.

Use of the tool is optional for local election officials. It will be available this year.