

Sample notification letter -- year-end report

Date of Notice: _____

Subject: Campaign Finance Report Due
Due Date: **January 21, 2020**

Dear Candidate or Treasurer:

The campaign finance law, M.G.L. c.55, requires you to file a campaign disclosure report (Form CPF M102) with this office on or before Jan. 21, 2020.

Your report must disclose all campaign finance activity (all funds and in-kind contributions received, expenses paid and liabilities incurred) from the day following the ending date of the last report filed by you through December 31, 2019.

A link to the M102 form is available by [clicking here](#). Please ensure that your report is complete before filing. Reports that do not conform to the law cannot be accepted by this office and must be returned to you for correction. Your report must include the candidate's and treasurer's original signatures in ink, and must be received by this office no later than the close of business on Jan. 21.

IMPORTANT: The campaign finance law mandates that a CIVIL PENALTY OF \$25 PER DAY, UP TO \$5,000 TOTAL, be assessed personally against a candidate (or treasurer for PACs and ballot question committees) for any report that is filed after the due date and upon referral to the Office of Campaign and Political Finance. In addition, failure to file the report may result in referral to the Attorney General.

If you do not have a political committee organized on your behalf and you have not received any contributions, made any expenditures or incurred any liabilities during this reporting period, and you do not have a previous campaign balance, you may, if you choose, simply sign an M102-0 affidavit form stating those facts. The M102-0 form is by [clicking here](#).

If you have any questions about your filing requirements or any other campaign finance matter, please do not hesitate to contact this office.

Sincerely,

[name of clerk or election official]