



BIENNIAL RE-REGISTRATION FOR POLITICAL ACTION COMMITTEES

PAC Re-Registration Deadline: March 3, 2014

All political action committees registered with the Commission must file an updated registration every year in which there is a general election (every even-numbered year) between January 1 and March 1. The deadline in 2014 is March 3 because March 1 falls on a Saturday. This biennial registration requirement applies even if there has been no change to the information provided on the previous registration.

PACs can now start the re-registration process online using the campaign finance e-filing system. The procedure for re-registering online is explained on the following pages.

By now, most PACs should have their new login credentials for the new e-filing system. If you do not have them, please contact Benjamin Dyer, the Commission's Political Committee and Lobbyist Registrar at 287-6221 or Benjamin.P.Dyer@Maine.gov.

New Registration Requirements for PACs

The registration requirements for PACs were changed in the last legislative session (P.L. 2013, c. 344). When a PAC registers or re-registers, it must:

- Name a treasurer and a principal officer. They cannot be the same person.
- Indicate whether an officer, decision-maker or fundraiser of the PAC is a Legislator or a candidate for elected office.
- If the PAC is formed by one or more for-profit or non-profit corporations or other organizations, state the names and addresses of those corporations and organizations.
- Include the name of the campaign bank account and the name and address of the financial institution where the account is established (see "Separate Campaign Bank Account" on this page).
- Submit a signed Acknowledgement of Responsibilities from the treasurer, principal officer and any decision-makers — see "duties and responsibilities" to the left. All replacement officers must also sign the acknowledgement within 10 days of joining the PAC.

Duties & Responsibilities of PAC Officers

Treasurer

- Responsible for filing complete and accurate reports, regardless of whether the duty is delegated to another.

Treasurer & Principal Officer

- Jointly responsible for ensuring all required records are kept.
- Jointly liable for all penalties assessed for violations of reporting or record-keeping requirements.

Treasurer, Principal Officer & Decision- Maker(s)

- Deemed to have participated in all spending decisions.

Separate Campaign Bank Account

PACs are now required to maintain a separate bank account for campaign activity. All contributions must be deposited into the account and all campaign payments must be made through the account. This requirement applies to all PACs. Account records must be kept for 4 years.

Questions?

Contact Benjamin Dyer, Political Committee and Lobbyist Registrar
207-287-6221 or Benjamin.P.Dyer@Maine.gov

WHAT YOU WILL NEED TO RE-REGISTER YOUR PAC:

- Login credentials for the new e-filing system.
- Names and contact information for the treasurer and principal officer.
- Names and email addresses for the PAC's other decision-makers and fund-raisers and filing agents.
- The name on the PAC's campaign bank account and the name and address of the bank.
- The names and addresses of any organizations that founded the PAC, if any.

How to Re-Register Your PAC

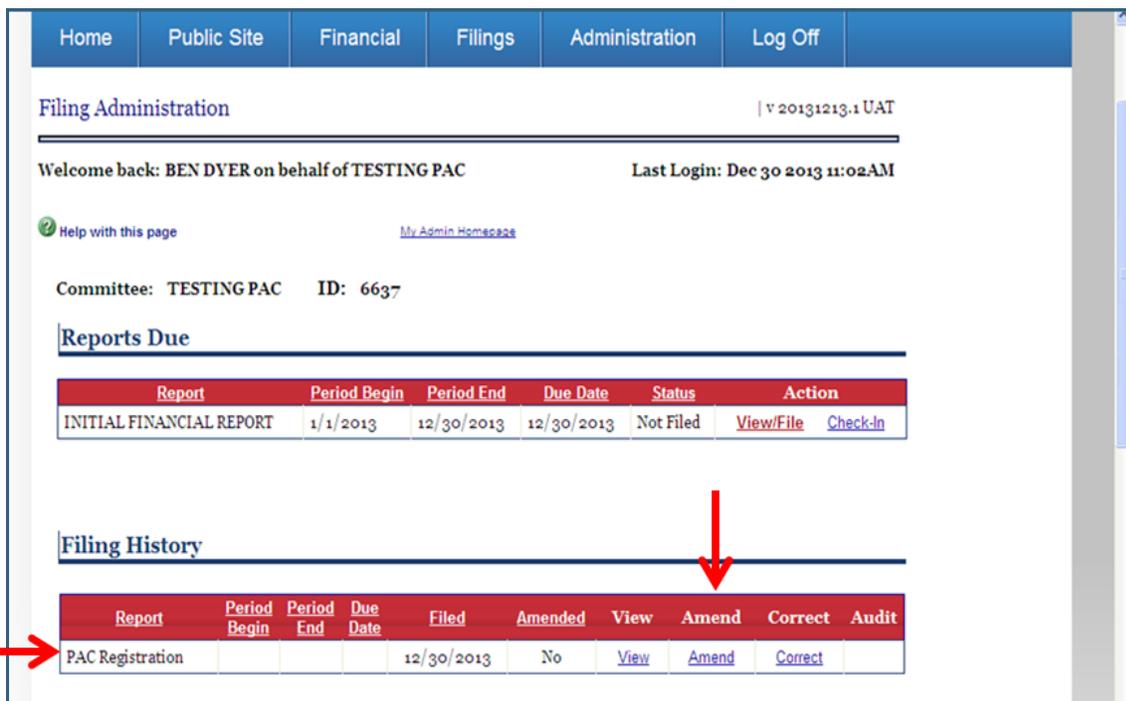
All active PACs need to file an updated registration with the Ethics Commission. The Ethics Commission has a new campaign finance software system and, as a result, PACs can now update their registrations online. Under the new system, old user names and passwords will no longer work. Call or email the Ethics Commission and request a new user name and password if you do not have login credentials for the new system.

The re-registration process is as follows:

1. Login to your account at:
<https://secure.mainecampaignfinance.com/CampaignFinance/UserLogin.aspx>
2. Click the "Filings" tab.



3. Locate your most recent PAC Registration in the "Filing History" table. It is probably the registration filed in 2012. Click "Amend."



**Questions? Call
207-287-6221**

How to Re-Register Your PAC (continued)

- Review the information currently in the registration. Make sure that the registration accurately names the treasurer and principal officer and other decision-makers and fundraisers for the PAC and that their contact information is correct. Review and complete all necessary information in the other fields on the registration form.
- Indicate whether the PAC supports or opposes ballot questions or candidates. Please provide a concise yet informative description of the PAC's purpose so that the public can easily understand it.
- Once you have finished reviewing and updating all fields, click the "Submit" button.



Committee Organization

Support
 Oppose

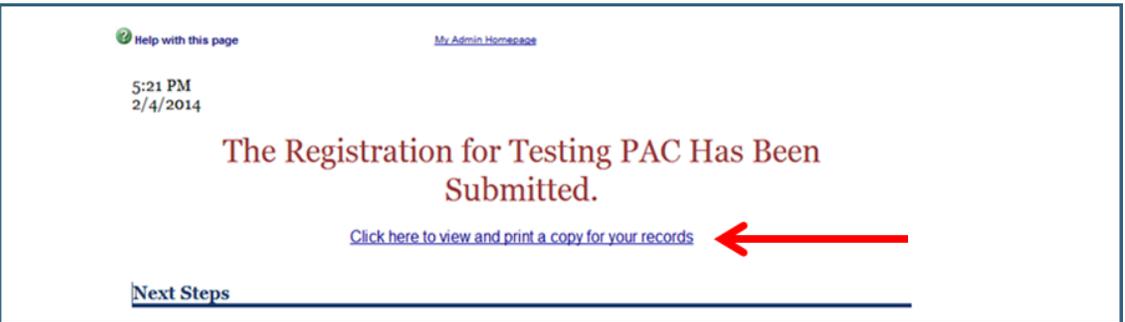
Please describe the purpose of the committee with sufficient detail in order for the public to understand the committee's purpose. If the committee was formed to support or oppose a single candidate, identify the candidate and office sought.*

[Add To List](#)

Position	List	Controls
Support	HELPING ALL TESTING CANDIDATES REGISTER.	Remove

[Submit](#) [Cancel](#)

- Click the "Click Here to View Report" link and print the PDF. The treasurer or principal officer must sign and return the registration form to the Ethics Commission.



- The treasurer, principal officer and decision-makers will receive an email confirmation of the PAC's registration submission. Please follow the instructions in that email. It will have a link to download the Acknowledgement of Responsibilities form that the treasurer, principal officer and any decision-maker must sign and return to the Commission.

www.maine.gov/ethics

Please visit the Commission's website for :

- Detailed info about PACs
- Filing schedules
- Forms and guides
- Laws and rules administered by the Commission
- Updates on statute and rule changes
- Dates, times and materials for upcoming meetings of the Commission
- Minutes and audio of past Commission meetings

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES
 Mail: 135 State House Station, Augusta, Maine 04333
 Office: 45 Memorial Circle, 2nd floor, Augusta, Maine
 Website: www.maine.gov/ethics
 Phone: 207-287-4179
 Fax: 207-287-6775

ACKNOWLEDGMENT OF RESPONSIBILITIES — TREASURER

I, (print name) _____, acknowledge that I am the treasurer of _____ a political action committee registered with the Commission on Governmental Ethics and Election Practices (the "Commission"). I acknowledge that, as the treasurer of the committee: