Tennessee Registry of Election Finance
WRS Tennessee Tower, 2nd Floor 312
Rosa L. Parks Avenue
Nashville, TN 37243-1360
(615) 741-7959

INTERIM CAMPAIGN FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

For Candidates and Political Campaign Committees (PACs)

Revised May 2023

GENERAL INSTRUCTIONS

This form must be used by candidates and all political campaign committees to report major contributions, loans, expenditures, and/or obligations during the final days of a campaign, as required by T.C.A. § 2-10-105(h). Such contributions, loans, expenditures, and/or obligations must be reported if they are received/incurred during the period beginning at midnight of the 10th day prior to any election in which the candidates or committees are involved and extending through midnight of such election day.

Each candidate and each political campaign committee must disclose the full name and address of each person or other political campaign committee from whom the filer received and accepted a contribution, loan, or transfer of funds and the date of receipt of such contribution, loan, or transfer of funds which, in the aggregate, equals or exceeds the following: for a candidate/committee participating in the election of a candidate for any statewide office, five thousand dollars ($5,000); for a candidate/committee participating in the election of a candidate for senate, three thousand dollars ($3,000); for a candidate/committee participating in the election of a candidate for any other state or local public office, one thousand dollars ($1,000). Such contributions or loans must be reflected on any subsequent campaign financial disclosure statement required by law.

If more than one contribution, loan, and/or transfer of funds is received from a single source, which in the aggregate exceed the applicable threshold, all such contributions must be reported on the Interim Report according to the date on which the applicable threshold is met and/or exceeded, as well as on any date within the reporting period on which an additional contribution, if any, from the same source is received.

Further, each candidate and each political campaign committee must disclose the full name and address of each person or recipient entity who was paid or to whom an obligation is owed which equals or exceeds the following: for a candidate/committee participating in the election of a candidate for any statewide office, five thousand dollars ($5,000); for a candidate/committee participating in the election of a candidate for senate, three thousand dollars ($3,000); for a candidate/committee participating in the election of a candidate for any other state or local public office, one thousand dollars ($1,000). Such expenditures or obligations must be reflected on any subsequent campaign financial disclosure statement required by law.

Expenditures are to be reported based on individual transactions between the filer and a single vendor which exceeds the applicable threshold. However, invoices and/or payments must not be artificially split into multiple obligations and/or payments for purposes of avoiding reporting requirements. Any such attempt to avoid the established reporting requirements may be considered by the Registry of Election Finance as a Class 2 Offense, as defined by Tenn. Code Ann. 2-10-114, and be subject to the assessment of civil penalties.

Based upon a close review of the entirety of Tennessee's campaign finance statutes and the stated legislative purpose of Public Chapter 1087 (2022) to enhance transparency through Interim Reporting of contributions and expenditures made shortly before an election to influence that election, the Registry's Staff are of the opinion that if a political action committee receives a contribution during the interim reporting period that is unrelated to any pending election for public office, then this contribution does not need to be reported on the Interim Report. Likewise, if the committee makes an expenditure during the interim reporting period that is not specifically related to any pending election for public office, then this expenditure does not need to be reported on the interim report. Of course, such contributions and expenditures must be reported on the campaign financial disclosure statement next filed with the Registry.

This report must be filed with the Registry of Election Finance or the county election commission, whichever is required by law, **by the end of the next business day** following the day on which the contribution or expenditure to be reported is received or made. If such time falls other than during regular working hours, the report shall be filed after the opening of the office of the Registry or election commission on the next working day. **These reports must be filed on a rolling basis.**

I. How To Complete And File Interim Campaign Financial Disclosure Statements

- Read the instructions in this booklet carefully.
- If using a paper form, type or print clearly in black ink.
- When completed, file your report with the following office:

Type of Candidate Supported	Office Where Report is to be Filed
Candidates for Local Public Office	Appropriate County Election Commission(s)
Candidates for State Public Office	Registry of Election Finance

- Reports to be filed with the Registry of Election Finance can be filed online by submitting the form at https://stateoftennessee.formstack.com/forms/ss_1123. Reports to be filed with the Registry can also be filed by fax machine, by electronic mail message, by hand delivery, or by overnight delivery to the Registry of Election Finance at the address above. To submit via fax to the Registry of Election Finance, use the following fax number: (615) 532-8905. To submit via electronic mail to the Registry of Election Finance, use the following email address: Registry.Info@tn.gov.

II. When to File Interim Campaign Financial Disclosure Statements

Campaign financial disclosure statements must be received by the Registry or the appropriate county election commission office(s) **by the end of the next business day** following the day on which the contribution or expenditure to be reported is received or made to be considered timely filed. **These reports must be filed on a rolling basis.** A postmark date has no effect on a report's timeliness except when the report is mailed by registered or certified mail. Statements mailed in this matter are considered filed on the date of the postmark.

III. Failure To File Timely Reports

Failure to file reports timely or to file accurate reports may result in the assessment of civil penalties. For a candidate, the candidate is personally liable for payment of the assessed civil penalties and campaign funds cannot be used to pay civil penalties. Tenn. Code Ann. § 2-10-114. For a PAC, the appointed Treasurer is **PERSONALLY LIABLE** for payment of the assessed penalties. Tenn. Code Ann. 2-10-110. Effective July 1, 2022, any person who directly controlled expenditures and any candidate, or candidates, named as either a treasurer or officer of a PAC, or who constructively controlled or directed any PAC, during the time an offense occurred, will also be **PERSONALLY LIABLE** for payment of the assessed civil penalties. Further, effective July 1, 2022, any civil penalty assessed based upon a Class 2 offense cannot be paid using PAC funds.

Reports will be returned if they are not complete, do not contain the required signatures, are mathematically inaccurate, or if the appropriate form was not filed.

INTERIM CAMPAIGN FINANCIAL DISCLOSURE STATEMENTS
For Candidates and Political Campaign Committees (PACs)

Item 1. Enter the date the report is completed.

Item 2. Enter the candidate or committee name.

Item 3. Enter the mailing address for the candidate or committee.

Item 4. Enter all direct contributions (if applicable) received during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

If more than one contribution is received from a single source, which in the aggregate exceed the applicable threshold, all such contributions must be reported on the Interim Report according to the date on which the applicable threshold is met and/or exceeded, as well as on any date within the reporting period on which an additional contribution, if any, from the same source is received.

The following information should be included with each entry:

a. Full name and address of each contributor;
b. The amount of the contribution; and,
c. The date that the contribution was received.

Item 5. Enter all in-kind contributions (if applicable) received during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

If more than one in-kind contribution is received from a single source, which in the aggregate exceed the applicable threshold, all such contributions must be reported on the Interim Report according to the date on which the applicable threshold is met and/or exceeded, as well as on any date within the reporting period on which an additional contribution, if any, from the same source is received.

The following information should be included with each entry:

a. Full name and address of each contributor;
b. A description of each in-kind contribution; and,
c. A statement of the fair market value of each in-kind contribution.

Item 6. Enter all loans (if applicable) made to the candidate or committee during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

If more than one loan is received from a single source, which in the aggregate exceed the applicable threshold, all such loans must be reported on the Interim Report according to the date on which the applicable threshold is met and/or exceeded, as well as on any date within the reporting period on which an additional loan, if any, from the same source is received.

The following information should be included with each entry:

a. The date of the loan;
b. The amount of the loan;
c. The full name and address of the lender;
d. The full name and address of the recipient of the proceeds of the loan;

and,

e. The full name and address of any person who makes any type of security agreement binding the guarantor or his property (directly or indirectly) for the repayment of all or any part of the loan.

Item 7. Enter all expenditures (if applicable) made during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

Expenditures are to be reported based on individual transactions between the filer and a single vendor which exceeds the applicable threshold.

The following information should be included with each entry:

a. The full name and address of each person or entity to whom an expenditure was made;
b. The amount and date of the expenditure;
c. A description of the purpose of the expenditure; and,
d. If the expenditure was an independent expenditure, the name of the candidate or measure supported or opposed.

Item 8. Enter all obligations (if applicable) incurred during the interim reporting period in excess of the applicable threshold based upon the office the candidate is seeking or the committee's participation in the election of a candidate(s).

Obligations are to be reported based on individual invoices between the filer and a single vendor which exceeds the applicable threshold.

The following information should be included with each entry:

a. The full name and address of each person or entity to whom an obligation was incurred;
b. The date the obligation was incurred;
c. The amount of the obligation incurred; and
d. A short description of the obligation.
e. If the obligation was incurred for the purposes of an independent expenditure, also provide the name of the candidate or measure supported or opposed.

Item 9. An Interim Report filed on behalf of a candidate for public office must be signed by the candidate and the candidate's political treasurer. An Interim Report filed on behalf of a political campaign committee must be signed by a Committee Officer, or an individual personally responsible for expenditures, and the committee's political treasurer.

Item 10. Each signature must be witnessed. A candidate cannot witness another's signature. A political treasurer cannot witness another's signature.

If additional space is needed to complete any section of this form, attach a separate page to fully report all necessary disclosures.

SAMPLE

INTERIM REPORT

Tennessee Bureau of Ethics and Campaign Finance
WRS Tennessee Tower, 2nd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 741-7959
Registry.Info@tn.gov

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Further, each candidate and each political campaign committee must disclose the full name and address of each person or recipient entity who was paid or to whom an obligation is owed which equals or exceeds the following: for a candidate/committee participating in the election of a candidate for any statewide office, five thousand dollars ($5,000); for a candidate/committee participating in the election of a candidate for senate, three thousand dollars ($3,000); for a candidate/committee participating in the election of a candidate for any other state or local public office, one thousand dollars ($1,000). Such expenditures or obligations must be reflected on any subsequent campaign financial disclosure statement required by law.

This report must be filed with the Registry of Election Finance or the county election commission, whichever is required by law, by the end of the next business day following the day on which the contribution or expenditure to be reported is received or made, and must be filed by hand delivery, by overnight delivery, by facsimile, or electronically. If such time falls other than during regular working hours, the report shall be filed after the opening of the office of the Registry or election commission on the next working day. To submit via fax to the Registry of Election Finance, use the following fax number: (615) 532-8905. To submit via electronic mail to the Registry of Election Finance, use the following email address: Registry.Info@tn.gov.

Please note that this form must be signed and witnessed in item 9. Type or print all information in black ink.

1. Date: August 1, 2022 2. Candidate or Committee Name: John Cash (Candidate for State House)

3. Address: 123 Country Music Way

City: Nashville State: TN Zip Code: 37243 Phone: 615-741-7959

4. Direct Contributions (if applicable):

Provide the full name and address of each contributor and the amount and date of the contribution.

TN-Music PAC, 123 A Street, Nashville, TN 37243, $1500, July 1, 2022.

Patsy Cline, 456 Midnight Lane, Memphis, TN, 38008, $3200, July 3, 2022.

5. In-Kind Contributions (if applicable):

Provide the full name and address of each contributor, a description of each in-kind contribution and a statement of the fair market value of the contribution.

TN-Songwriters PAC, 789 B Street, Nashville, TN 37243, Campaign advertising, $5,000, July 2, 2022.

SAMPLE

6. Loans (if applicable):

Provide the date of each loan, the amount, the full name and address of the lender, the full name and address of the recipient of the proceeds of the loan, and the full name and address of any person who makes any type of security agreement binding the guarantor or his property (directly or indirectly) for the repayment of all or any part of the loan.

(Lender) July 5, 2022, $16,600, Elvis Presley PAC, 129 Graceland Lane, Memphis, TN 38008;

(Recipient) John Cash; (Guarantor) June C. Cash, 123 Country Music Way, Nashville, TN 37243.

7. Expenditures (if applicable):

Provide the full name and address of each person or entity to whom an expenditure was made, the amount and date of the expenditure, and a short description of the purpose of the expenditure. If the expenditure is an independent expenditure, provide the name of the candidate or the measure supported or opposed.

TN-AAA Consulting Services, Jane Smith, 348 C Street, Nashville, TN 37243, July 15, 2022, Campaign Ads,

$1250.

The Hermitage Hotel, 231 6th Avenue N, Nashville, TN 37219, July 15, 2022, venue rental, $550.

The Hermitage Hotel, 231 6th Avenue N, Nashville, TN 37219, July 25, 2022, catering fees, $500.

8. Obligations (if applicable):

Provide the full name and address of each person or entity to whom an obligation was incurred, the date the obligation was incurred, the amount owed, and a short description of the purpose of the obligation.

Minnie Pearl's Printing Shop, 567 D Lane, Nashville, TN 37243, July 7, 2022, $1000, contract for printing and

mailing services.

9. I/we do solemnly swear that the information contained in this report is true and that it is a complete and accurate accounting of all contributions required to be reported under the Campaign Financial Disclosure Act.

John Cash
Signature of Candidate/Committee Officer

June C. Cash
Signature of Political Treasurer

Hank Williams Sr.
Signature of Witness

Hank Williams Sr.
Signature of Witness