

Filing for Office and Finance Compliance

Getting on the Ballot:

All candidates for national or state office must file with the [Secretary of State's office](#). Candidates for local or county offices must file with their [County Elections Office](#).

Candidates can file to run for office in one of the following ways:

1. Completing a Candidate's Declaration of Intent form and paying the required filing fee.
OR
2. Filing by petition.

Filing by Declaration and Fee

- This is as simple as filling out a Candidate's Declaration of Intent form and delivering it to the correct office.
 - If you're running for state senate or state house, the form must be filed with the Secretary of State. If you're running for a county office, the correct office is the County Elections Office.
 - The candidate's signature on the form must be attested by an election official, either in the Secretary of State's office or your local county office.
 - The best practice for candidates seeking state office is to personally visit the Secretary of State's office in Topeka to ensure proper attestation.
 - You can find a copy of the Declaration of Intent form [HERE](#).
- In addition to properly filing your Declaration of Intent form, you will also need to pay the appropriate filing fee for the office you're seeking.
- The filing fees for state offices for 2024 are as follows:
 - **KANSAS SENATE** | \$145 fee.
 - **KANSAS HOUSE OF REPRESENTATIVES** | \$120 fee.
 - **STATE BOARD OF EDUCATION** | \$95 fee.
 - **ELECTED DISTRICT COURT JUDGE & DISTRICT ATTORNEY** | Democratic and Republican Primary candidates must pay a fee equal to one percent of the salary of the office plus a \$70 administrative fee.
 - **ELECTED DISTRICT MAGISTRATE JUDGE** | \$170 fee.
 - **FOR COUNTY OR LOCAL OFFICES**, reach out to your [County Elections Office](#).

Filing by Petition

- Candidates for state and county offices may also file to run for office by submitting a petition to the proper office before the filing deadline on Monday, June 3 at 12:00pm.
- Candidates running for state office must have signatures of two percent (2%) of the party's total voter registration from the district. So for example, if your district has 1,000

registered Democrats, you need 20 signatures of registered Democrats in order to qualify to appear on the ballot.

- To determine the exact number of signatures required to file by petition, please reach out to the appropriate filing office: Secretary of State for state offices and County Elections Offices for local offices.
- The KDP recommends you collect and file at least 30% more signatures than you required amount.
- Petitions should be delivered to the appropriate office. Candidates for state offices should deliver their petitions to the Secretary of State.
- If you file by petition, you will also be required to pay a small administrative fee.
- You can find a copy of the petition form [HERE](#).

Helpful Notes and Resources

- ***The filing deadline for the 2024 cycle is Monday, June 3 at 12:00pm.***
- A state candidate is not considered filed until their petition or declaration and fee is received by the Secretary of State ([K.S.A. 25-208](#)). Candidates must file by petition or filing fee.
- You are legally considered a political candidate in Kansas when you: (1) appoint a treasurer or a candidate committee; (2) make “a public announcement of intention to seek nomination or election to state or local office”; (3) pay or receive any amount of money in furtherance of being nominated for candidacy or elected to office; or (4) file “a declaration or petition to become a candidate for state or local office.
- You can find more information about these topics by downloading the following documents made available by the Secretary of State:
 - [Kansas Election Standards -- Chapter IV. Candidates](#)
 - [Kansas Election Standards -- Chapter V. Petitions](#)
- You can contact the Secretary of State’s office by phone at 800-262-VOTE(8683)

Appoint a Treasurer

- **Your campaign must file campaign finance reports with the Kansas Secretary of State’s office and must register with the Kansas Governmental Ethics Commission by completing the [Appointment of Treasurer or Candidate Committee Form for Candidate for Local Office](#).**
- The most common way to register is by completing the Candidate and Treasurer sections and leaving the “Or Candidate Committee” section blank.
- Less common is to also appoint a campaign chairperson in which case you would fill out the “Candidate”, “Treasurer” and “Or Candidate Committee” sections.
- Please direct any questions to the Kansas Governmental Ethics Commission at 785-296-4219.

Getting Your Finances In Order:

It is important to note that per Kansas statute, all of your political committee's funds should be managed in a segregated bank account, not commingled with any personal, business, or other funds.

Political committee accounts are often set up as Demand Deposit Accounts (DDAs) or Business Checking Accounts at most banks. These types of accounts require you to have an Employer Identification Number (or EIN, sometimes referred to as a Tax ID). An EIN is like a social security number for your business. Political committee officers should obtain an EIN prior to opening their bank account and to further help segregate their personal finances from those of their organization.

Not only do most banks require political committees to have an EIN to set up an account, ActBlue and NGP do as well.

Obtaining an EIN

1. Visit the IRS website using this link:
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
 - a. This web page and the links therein will provide additional information about EINs
2. Click the blue **"Apply Online Now"** button, then click **"Begin Application"** on the subsequent page.
3. On Step 1 (Identify tab), select **"View Additional Types, Including Tax-Exempt and Governmental Organizations"** then click "Continue"
 - a. On the next page, select **"Political Organization"** then click "Continue"
 - b. Review the information provided then click "Continue".
 - c. On the next page, select **"Banking Purposes"** when asked why you are requesting an EIN. Then click "Continue".
4. On Step 2 (Authenticate tab), provide your personal information, including your name and social security number. Check the box that confirms you are a duly authorized officer, then click "Continue"
5. On Step 3 (Address tab), provide the mailing address for your organization. If your organization does not have a physical office space, it is best to use the home address of your Chair or Treasurer. Click "Continue"
6. On Step 4 (Details tab), provide the requested information for your organization.
 - a. Select **"December"** under the **"Closing Month of Account Year"** option
 - b. Select **"No"** when asked "Will you file Form 8871 under Sec 527?"
 - c. Click "Continue"
 - d. On the next page, you will be asked "if you have or expect to have any employees who will receive Forms W-2 in the next 12 months?". Most organizations/campaigns should be able to select **"No"** here. Please note that the KDP offers Payroll Services for full-time employees to affiliated

organizations/campaigns, which could allow you to select “No” here as well. Click “Continue”

- e. On the final Step 5 (Confirmation tab), select “**Receive letter online**” then click “Continue”. Your EIN number and confirmation letter will be provided electronically.

Open a Bank Account

- Once you’ve obtained your EIN, you should be able to open an account at a bank of your choosing.
- Please note that some banks have different requirements for opening and maintaining accounts, and some may require additional documentation or information. In most cases, your personal ID documents, EIN documentation, and funds for the opening balance should be sufficient.
- When shopping around for a suitable bank, it is best to inquire about minimum balance requirements, monthly fees, and paper transaction fees.
- This account should not collect interest. Most banks would know how to do this.
- Look for a bank with lower wire transfer fees and ideally could wire past 2 PM.

ActBlue for Non-Federal Political Committees

ActBlue is often used by smaller organizations because there is no start-up fee or recurring billing. ActBlue fees plus credit card processing fees equal ~3.95% of each contribution processed. ActBlue aggregates contributions in the form of a weekly check, which is mailed to you, while removing and collecting fees separately for you to report and pulls fees separately after the contributions are deposited to make reporting easier.

ActBlue offers very basic features, not limited to, but primarily consisting of the features listed in the bullet points above. The simplicity of the software makes it very user friendly. Contribution spreadsheets can be easily downloaded that include all reporting information. ActBlue has a responsive support team to assist with things like refunds and general questions.

If you would like to set up an ActBlue account go to

https://secure.actblue.com/pending_entities/new or you can contact ActBlue’s associate for Kansas, Carolyn Schuette, at cschuette@actblue.com.

Financial Disclosures

- To ensure that your committee sticks to the set financial reporting schedule and is generally complying with state campaign finance laws, it is of paramount importance that you create a record-keeping system for your campaign’s finances as soon as possible. Your campaign must ensure the maintenance of detailed information and original source documentation for all receipts, expenditures, and any other financial responsibilities.

- Campaigns are required to file Receipts and Expenditure Reports with the Kansas Secretary of State's office per the schedule listed on the Kansas Governmental Ethics Commission's [Frequently Asked Questions](#) section. You are also required to file last minute financial reports before the primary and general elections. Be aware of the due dates for these ethics reports. For 2024, the due dates for financial filings is as follows:

Receipts and Expenditures Reports	
Report Due	Periods Covering
Wednesday, 1/10/2024	1/1/2023 – 12/31/2023
Monday, 7/29/2024	7/26/2024 – 10/24/2024
Monday, 10/28/2024	7/26/2024 – 10/24/2024
Friday, 1/10/2025	10/25/2024 – 12/31/2024

- Last minute reports of contributions of \$300 or more must be filed on Thursday, 8/1/24 and Thursday, 10/31/24.
- You can find more information on filing deadlines [HERE](#).
- You can find the forms you'll use to file these reports [HERE](#).

Other Ethics and Compliance Issues

- You should be aware of the contribution limits that apply to your campaign. You can find information on limits [HERE](#).
- Most common questions can be answered by referring to the KGEC FAQ page, which can be found [HERE](#).
- If you have further questions, you can contact the Kansas Governmental Ethics Commission at 785-296-4219 or KGEC_Ethics@ks.gov.