



MINNESOTA

CAMPAIGN FINANCE BOARD

Electronic filing is required for most filers

Why is electronic filing required?

The requirement was enacted by the legislature as a means of enabling the Board to process increasing amounts of data more efficiently. Electronic filing eliminates the need for manual data entry of reports by Board staff and makes the data that enters Board systems more accurate.

What is electronic filing?

Electronic filing is not filing by fax or email. Those methods send the Board a picture of a report, not actual data. As a result, Board staff is still required to enter the data into Board systems. Electronic filing uses an application provided by the Board or by a third-party vendor to send the Board a file of data that can be placed directly into the Board's databases. The Board's reporting application, training, and technical support are free.

Waivers

All waivers granted prior to 2024 have been revoked. You may request a new waiver if your committee, fund, or party unit raises and spends less than \$5,000 per calendar year. Waivers that were granted in the past for filers that did not have use of a computer compatible with the Board's Campaign Finance Reporter software are no longer valid as those filers may now use the application's successor, Campaign Finance Reporter Online, which is a web-based application. A waiver request form is included as the second page of this memo. If you wish to request a waiver, fill out the form and mail, fax, or scan and email it back to the Board.

If you have questions, contact the Board at cfb.reports@state.mn.us or 651-539-1180.



MINNESOTA CAMPAIGN FINANCE BOARD

Request for Waiver of Electronic Filing Requirement

| | |
|-------------------------------------|-------------------------|
| Committee, fund, or party unit name | Registration number |
| Treasurer name | Treasurer email address |
| Treasurer address | |
| Treasurer city, state, zip | Treasurer telephone |

Request

I hereby request a waiver of the requirement to file reports electronically.

Reason for request (check all that apply)

- Small committee
The above principal campaign committee, party unit, or political committee or fund does not intend to raise or spend more than \$5,000 within the current calendar year and did not raise or spend more than \$5,000 during the following years (check all that apply):
- 2020 2021 2022 2023 2024
- Other good cause (explain in box below)

| |
|--|
| Explain the reason(s) for your waiver request: |
|--|

Certification

I, _____, certify that this statement is complete, true, and correct.
(print or type name)

Signature of treasurer or deputy treasurer (check one)

_____ Date

Any person who signs and certifies to be true a report or statement which the person knows contains false information, or who knowingly omits required information, is subject to a civil penalty imposed by the Board of up to \$3,000 and is subject to criminal prosecution for a gross misdemeanor.