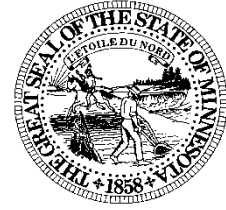


Minnesota

Campaign Finance and Public Disclosure 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 a software product provided by the Board or 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 software, training, and technical support are free.

WAIVERS

Waivers will be granted for committees that have good cause for a waiver. Good cause means a valid reason – more than just not wanting to file electronically.

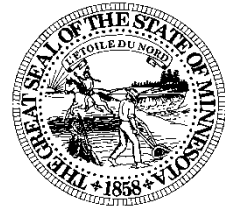
A waiver request form is included as the second page of this memo. If you wish to request a waiver, fill out the form and mail, fax, or scan and email it back to the Board.

Waiver criteria.

- 1. Waivers for small committees.** Committees with histories of raising or spending less than \$5,000 in previous years and whose spending is likely to be below \$5,000 in the reporting year are eligible for a waiver.
- 2. Waivers for treasurers who do not have internet access or do not own or use a computer.** People who do not have internet connectivity or do not own or use a computer may be granted a waiver depending on committee resources.
- 3. Waivers for Apple Computer product users.** Depending on committee resources, Apple Computer product users who have committees with a significant amount of financial activity may be required to obtain a Windows-compatible personal computer or a Windows emulation program and file electronically.
- 4. Other.** Other reasons for a waiver request will also be considered.

If you have questions, call Kyle Fisher, Legal Analyst, at (651) 539-1182, or send an email to kyle.fisher@state.mn.us.

Campaign Finance and Public Disclosure Board



Request for Waiver of Electronic Filing Requirement

Committee or fund name	Registration number
Treasurer name	Treasurer email address
Treasurer address	
Treasurer city, state, zip	Treasurer telephone (daytime)

Request

I hereby request a waiver of the requirement to file reports electronically during the 2017 non-election year.

Reason for request (check one)

Small committee

The above principal campaign committee, party unit, or political committee or fund has not raised or spent more than \$5,000 in the following years (check all that apply):

2013 2014 2015 2016

We do not expect to raise or spend more than \$5,000 during 2017

Lack of computer or internet access (explain in box below)

Macintosh user (explain in box below)

Other good cause (explain in box below)

Explain the reason(s) for your waiver request:

Certification

I, _____, certify that this report 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.