

City of Indian Rocks Beach 2026 Guide for Candidates



Lorin A. Kornijtschuk

INDIAN ROCKS BEACH- CITY CLERK~ QUALIFYING OFFICER
PRINTED 9/29/2025 FOR 2026 ELECTION

Dear Candidate,

This Candidate Packet has been designed to provide election information for citizens interested in running for Mayor-Commissioner or Commissioner in the **March 10, 2026**, City of Indian Rocks Beach Municipal Election. However, this information is not comprehensive. It is your responsibility, as a candidate, to follow all relevant Florida election laws, the City Code of Ordinances, and the City Charter that might have a bearing on your filing or your qualifications to run for office.

Once you have decided to run for office, you will need to file and qualify with the City Clerk, who is the Filing Officer and Qualifying Officer for municipal candidates.

The Candidate Qualifying Period begins at **NOON – Monday, December 1, 2025, and ends at NOON - Friday, December 8, 2025, excluding weekends.**

To have your name placed on the ballot for the March 10, 2026, Municipal Election, you must be qualified as a Candidate during the qualifying period. Meaning that no later than at **NOON - Friday, December 8, 2025**, you must have filed with the City Clerk all qualifying documents, the required number of petitions signed by qualified voters, and have paid all required fees (election assessment).

The required forms to be filed are provided in this packet. Additional forms, if necessary, can be obtained from the Office of the City Clerk (Forms may also be completed electronically and printed from the Florida Division of Elections Website: dos.myflorida.com/elections or Florida Commission on Ethics Website: ethics.state.fl.us.)

It is suggested that you file all signed petitions with the City Clerk at least two days before the qualifying period ends (**NOON - Friday, December 8, 2025**) to allow time for the Pinellas County Supervisor of Elections to verify the signatures on the petition forms and certify that the required number of qualified signatures have been obtained. If it is determined that additional signed petitions are needed, they will not be accepted after the qualifying period ends (**Noon, Friday, December 8, 2025**).

Although this is a local municipal election, compliance with the Florida Election Code is entirely your responsibility. The City Clerk performs a ministerial function in reviewing qualifying papers.

In determining whether a candidate is qualified, the City Clerk shall review the qualifying papers to determine whether all required items have been properly filed and whether each item is complete on its face, including whether items that must be verified have been properly verified pursuant to Section 92.525(1)(a) Florida Statutes. **The City Clerk may not determine whether the contents of the qualifying papers are accurate.**

It is important for you and all individuals involved in your campaign to become familiar with the information in this packet and the laws governing Florida elections. As a candidate, you are responsible for all aspects of your campaign – from filing timely treasurer's reports, to ensuring proper political disclaimers appear on your advertisements, to filing the necessary forms to complete qualifying. Investing the time and attention needed to comply with the Florida Election Code can help you avoid making errors that could result in monetary fines and negative publicity.

IT IS THE CANDIDATE'S RESPONSIBILITY TO KNOW AND ADHERE TO ALL ELECTION LAWS.

The qualifying officer is not responsible for interpreting Florida Statutes or Florida Law. For any interpretation or legal opinion, you may contact the Division of Elections at (850)245-6200.

Please download the following:

2024 Candidate and Campaign Treasurer Handbook

<https://files.floridados.gov/media/706923/candidate-and-campaign-treasurer-handbook-2024.pdf>

&

Florida Election Code [https://www.flsenate.gov/Laws/Statutes/2023/Chapter 106/All](https://www.flsenate.gov/Laws/Statutes/2023/Chapter%20106/All)

CANDIDATE QUALIFYING PAPERS WILL ONLY BE ACCEPTED DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY, 8:00 A.M. - 4:00 P.M. OR THROUGH THE U.S. MAIL.

Please call to schedule an appointment with the Clerk

727-595-2517

Lorin Kornijtschuk

Indian Rocks Beach City Clerk, Qualifying Officer

1507 Bay Palm Boulevard

Indian Rocks Beach, FL. 33785

727.595.2517 – LORINK@irbcity.com

Section 1: TABLE OF CONTENTS

Qualifying Period	4
Candidate Checklist / Detail	5
Advertising and Political Signs	8
Distribution of Campaign Materials	9
Political Activity at Polling Locations	10
Poll Watcher Information	12
Additional Information	13
Resign to Run	14

Section 2: FORMS

-Candidate Application, Personal Resident Affidavit and Oath.	18
-Appointment of Campaign Treasurer & Designation of Campaign Depository for Candidates. <u>Form DS-DE 9.</u>	19
-Statement of Candidate <u>Form DS-DE 84.</u>	20
-Candidate Oath Nonpartisan Office. <u>Form DS – DE 302 NP.</u>	21
-File Statement of Financial Interest	24
-Open Campaign Account	26
-Petition Cards	28
-Assessment Fee	29
Affidavit of Undue Burden. <u>Form DS-DE 19 A.</u> (If requested)	30
-Affidavit for Use of Nickname on Ballot. (If requested)	31
- Notice - Pre-Election Testing of Voting Equipment.	34
-Designation of Poll Watcher Form. (If requested.)	35
-Oath of Acquisition. (If requested.)	38
-Notice of Penalty for Late Filing of Treasurer's Report.	39

Section 3: CAMPAIGN TREASURER REPORT

Filing Campaign Report	40
Reporting Dates	43
Forms DS-DE 23 & DS-DE 87	44

CITY OF INDIAN ROCKS BEACH, FLORIDA
Municipal Election Qualifying Period & Steps

The Mayor-Commissioner and Two Commissioner Seats are to be elected on March 10, 2026.
TERM OF OFFICE: TWO YEARS, MARCH 2026 TO MARCH 2028.

Any person who shall desire to become a candidate for nomination for the City Commission of Indian Rocks Beach, Florida, must be over the age of 18, and in addition, shall have resided continuously within the corporate limits of the City of Indian Rocks Beach for a period of at least one year prior to the last qualifying date and be a qualified elector under the laws of the State of Florida and eligible to vote within the City of Indian Rocks Beach, Florida. [Indian Rocks Beach Charter, Section 2.2(b)].

The Florida Commission on Ethics requires persons holding governmental positions to file a Financial Disclosure annually, and as a part of the Candidate Qualifying process during an election cycle. Fla. Stat. 112.3144 and 112.3145. **Form 1: Full and Public Financial Disclosure Statement must be filed within 60 days of appointment.** For questions regarding what information to disclose on your financial form, contact the Florida Commission on Ethics at (850) 488-7864 or visit their website: <https://ethics.state.fl.us/>.

QUALIFYING PERIOD MONDAY, DECEMBER 1, 2025-NOON TO DECEMBER 8, 2025 NOON.

QUALIFYING & FILING

Qualifying is established by the City Charter and City Code.

A candidate who has filed will not officially appear on the ballot until they have completed the qualification requirements.

You cannot become a QUALIFIED CANDIDATE before **NOON December 1, 2025**, the first day of qualifying, in accordance with Chapter 22-33, Elections, of the Code of Ordinances of Indian Rocks Beach, Florida.

EARLY SUBMITTAL OF QUALIFYING PAPERS

The City Clerk, pursuant to [Florida Statute 105.031\(6\)](#), may accept and hold qualifying papers submitted not earlier than 14 days prior to the beginning of the qualifying period, **to be processed and filed during the qualifying period.**

[Pre-qualifying papers will be accepted beginning Monday, November 17, 2025.](#)

CANDIDATE CHECK LIST.
DOCUMENTS NEED TO BE COMPLETED AND RETURNED TO THE CITY CLERK BY
December 8, 2025, before Noon

Steps		Completed
1	Candidate's Application, Personal Resident Affidavit and Oath.	
2	Appointment of Campaign Treasurer & Designation of Bank. (DS-DE 9) may be completed electronically and printed from the Florida Division of Elections Website: dos.myflorida.com/elections	
3	Statement of Candidate. (DS-DE 84) may be completed electronically and printed from the Florida Division of Elections Website: dos.myflorida.com/elections	
4	Candidate's Oath Nonpartisan. (DS-DE 302 NP) may be completed electronically and printed from the Florida Division of Elections Website: dos.myflorida.com/elections	
5	Provide Proof of Electronic Filing of Form 1 (2024) online with the Commission on Ethics.	
6	Open Campaign Account.	
7	Candidate Petition Cards – (20) Certified Cards. (DS-DE 104) Provided by qualifying officer.	
8	1 % Election Assessment Fee . (\$84.00 Mayor-Commissioner or \$72.00 City Commissioner) or Undue Burden Form (DS-DE 19A) may be completed electronically and printed from the Florida Division of Elections Website: dos.myflorida.com/elections	
9	Affidavit for Use of Nickname on Ballot <i>(if applicable)</i>	
10	Certification of receipt of Notice of Pre-Election Test. <i>not required to be submitted during the qualifying period</i>	
11	Designation of Poll Watchers <i>not required to be submitted during the qualifying period</i>	

Becoming a Filed/Announced Candidate

1. **Candidate Application, Personal Resident Affidavit/Oath.** City Charter, Section 3.2 -City code, Section 22-33(c).
2. **Appointment of Campaign Treasurer & Designation of Campaign Depository (Form DS-DE 9)** Before spending or accepting money, obtaining signatures on petition forms, posting campaign signs, etc., an Indian Rocks Beach registered voter must become an **ANNOUNCED CANDIDATE** by filing form DS-DE 9 (10/10) F.S. 106.021 with the City Clerk. Nothing prohibits a person from announcing their intentions to become a candidate before filing Form DS-DE 9, as long as no contributions are received, no expenditures are made, and no signatures are obtained on a candidate petition. *Candidates may appoint themselves as their own campaign treasurer.*
 - Form DS-DE 9, shall be filed with the City Clerk **before** opening the campaign account.
 - Form DS-DE 9, is not effective until the campaign treasurer signs it and files it with the City Clerk. It is not considered "filed" upon mailing, but only upon receipt by the City Clerk.
 - Form DS-DE 9, must be on file with the City Clerk **before** the candidate accepts any contributions or makes any expenditures, or authorizes another to accept contributions or make expenditures on the person's behalf.
 - Form DS-DE 9 must be on file with the City Clerk **before** obtaining signatures on a DS-DE 104, Candidate petition.

To Qualify as a Candidate

3. **Statement of Candidate. (Form DS-DE 84)** Each Candidate may obtain a copy of the State of Florida Campaign Financing Act by the City Clerk or may download a copy. **The candidate is then required to file Form DS-DE 84, Statement of Candidate, with the City Clerk within 10 days after filing their DS-DE 9.** Form DS-DE 84 states the candidate has read and understands the requirements of the Campaign Financing Act, Chapter 106.
Note: Each candidate must file a statement with the City Clerk within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first-degree misdemeanor and a civil violation of the Campaign Financing Act. (Sections 106.19(1)(c), 106.265(1), Florida Statutes).
4. **Candidate Oath Nonpartisan Office [Form DS-DE 302NP(04/20)]** F.S. 99.021.
*Party affiliation must be selected as No Party Affiliation (NPA) on all qualifying documents.
5. **Statement of Financial Interests**
Candidates qualifying for the March 10, 2026, Municipal Election will use the 2024 Form 1 for qualifying.
6. **Open Campaign Account.** All campaign accounts/check/debit cards must contain the name of the candidate's Campaign Account (for example: John Doe Campaign Account) refer to Chapter 106. Candidates may appoint themselves as their own campaign treasurer. Submittal of campaign finance reports will be required from the date of filing forward.

Once you have opened your campaign account contact the City Clerk by email at LORINK@irbcity.com or call 727.595.2517 to set up an appointment to finalize all your documents and receive your petitions to qualify to run.

7. Petitions (Form DS-DE 104)

The City Clerk will provide nomination petitions FORM DS-DE 104. Candidates are required to submit twenty (20) petition cards signed by qualified voters per City Code Section 22-33. Petitions must be brought to the City Clerk's Office **no later than noon on December 8, 2025**. The City Clerk will have petitions certified by the Pinellas County Supervisor of Elections. SOE recommends that a candidate submit at least 10% more petitions than the required number to account for the possibility of invalid petitions.

Note: All information on this form becomes a public record upon receipt by the Supervisor of Elections. A person who knowingly signs a petition or petitions for a candidate more than one time commits a misdemeanor of the first degree, punishable as provided in Section 775.082 or 775.083, Florida Statutes. If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.

8. **Assessment Fees** Candidates are required to pay an Election Assessment Fee no later than **NOON on December 8, 2025**. Election Assessment Fee. F.S. 99.093 requires municipal candidates to pay the election assessment for the purpose of funding the Elections Commission Trust Fund, which is 1% of the annual salary of the seat the candidate is qualifying. It also provides for an exemption if the assessment is an undue burden on the personal resources of the candidate. **Checks for assessment fees must be made payable to City of Indian Rocks Beach from the candidate's campaign account.** **Mayor/Commissioner:\$84.00, City Commissioner: \$72.00 or Affidavit of Undue Burden.** [F.S. 99.097) (4)] *Affidavit of Undue Burden to be remitted within 30 days of close of qualifying to: Florida Election Commission. Form DS-DE 19A.*

9. Affidavit for Use of Nickname on Ballot. (if applicable)

The following forms, items 10 and 11, are not required to be submitted during the qualifying period:

10. Notice of Pre-Election Testing of Voting Equipment.

The County Canvassing Board will certify test results of the ballot counting equipment and file the election parameters with the Division of Elections. All tests will be performed at the Election Service Center, 13001 Starkey Road, Largo. **The scheduled dates will be released TO BE DETERMINED**

11. Designation of Poll Watchers. (if applicable)

ADVERTISING AND POLITICAL SIGNS

POLITICAL ADVERTISING

As a candidate, you must have the proper disclaimer prominently displayed on all your political advertising including signs and bumper stickers. There are two acceptable disclaimers; either "Political advertisement paid for and approved by (name of candidate) for (office sought)" or "Paid by (name of candidate), (party affiliation), for (office sought)." See Fla. Stat. 106.143.

CAMPAIGNING NEAR POLLING PLACES

You are not allowed to solicit voters inside the polling place or within 150 feet of the entrance to any polling place, a polling room where the polling place is also a polling room, an early voting site, or an office of the Pinellas County Supervisor of Elections where vote-by-mail ballots are requested and printed on demand for the convenience of electors who appear in person to request them. See Fla. Stat. 102.031(4).

POLITICAL SIGNS

Political signs, consistent with the following requirements, do not require a permit in the City of Indian Rocks Beach and are permitted with the following restrictions:

Section 98-110. Political Signs of the Code of Ordinance of Indian Rocks Beach

- (a) A political sign shall not extend closer than eight feet to the curb or edge of the paved portion of Gulf Boulevard and six feet to the curb or edge of the paved portion of the street on all other property within the city. Signs shall not exceed six square feet per sign face or an aggregate area of 12 square feet for two-sided signage.
- (b) No political signs may be placed in or upon city property, or upon any streets, roads, or rights-of-way.
- (c) Any sign found in violation of this chapter shall be corrected upon written notice from the city stating the nature of the violation and the corrective action necessary to comply with this chapter. If the violation is not corrected within 24 hours of notice from the city, the sign shall be removed by the city.

No political sign shall be erected, posted, painted, tacked, nailed or otherwise displayed, placed or located on or above any state or county road right-of-way. [F.S. 479, Outdoor Advertising]

DISTRIBUTION OF CAMPAIGN MATERIALS

Section 26-102. Distributing handbills in public places.

No person shall throw or deposit any commercial or noncommercial handbill in or upon any sidewalk, street or other public place within the city, nor shall any person hand out or distribute or sell any commercial handbill in any public place; provided however, that it shall not be unlawful on any sidewalk, street or public place within the city for any person to hand out or distribute, without charge to the receiver thereof, any noncommercial handbill to any person willing to accept it.

Section 26-103. Placing handbills on vehicles.

No person shall throw or deposit any commercial or noncommercial handbill in or upon any vehicle.

Section 26-104. Depositing handbills on uninhabited or vacant premises.

No person shall throw or deposit any commercial or non-commercial handbill in or upon any private premises which are temporarily or continuously uninhabited or vacant.

Section 26-105. Distribution of handbills where property posted or contrary to request of occupant.

No person shall throw, deposit or distribute any commercial or noncommercial handbill upon any private premises, if requested by anyone thereon not to do so, or if there is placed on such premises in a conspicuous position near the entrance thereof, a sign bearing the words, "No Trespassing", "No Peddlers or Agents", "No Advertisement," or any similar notice, indicating in any manner that the occupants of such premises do not desire to be molested or have their right of privacy disturbed, or to have any such handbills left upon such premises.

Section 26-106. Distributing handbills at inhabited private premises.

- (a) Manner regulated. No person shall throw, deposit or distribute any commercial or noncommercial handbill in or upon private premises which are inhabited, except by handing or transmitting any such handbill directly to the owner, occupant, or other person then present in or upon such private premises; provided however, that in case of inhabited private premises which are not posted as provided in this article, such person, unless requested by anyone upon such premises not to do so, may place or deposit any such handbill in or upon such inhabited private premises, if such handbill is so placed or deposited so as to secure or prevent handbills from being blown or drifted about such premises or sidewalks, streets or other public places and except that mailboxes may not be so used.
- (b) Exemption from mail and newspapers. The provisions of this section shall not apply to the distribution of mail by the United States nor to newspapers, except that newspapers shall be placed on private property in such a manner so as to prevent their being carried or deposited by the elements upon any street, sidewalk, or other public place or upon private property.

Section 26-107. Dropping litter from aircraft.

No person in any aircraft shall throw out, drop or deposit within the city any litter, handbill, or any other object.

Section 26-108. Posting notices on poles, trees or public buildings.

No person shall post or affix any notice, poster or other paper or device calculated to attract the attention of the public to any lamp post, public utility pole, or shade tree, or upon any public structure or building, except as may be authorized or required by law.

POLITICAL ACTIVITY AT POLLING LOCATIONS

s. 102.031, F.S., Maintenance of good order at polls; authorities; persons allowed in polling rooms and early voting areas; unlawful solicitation of voters.

(1) Each election board shall possess full authority to maintain order at the polls and enforce obedience to its lawful commands during an election and the canvass of the votes.

(2) The sheriff shall deputize a deputy sheriff for each polling place and each early voting site who shall be present during the time the polls or early voting sites are open and until the election is completed, who shall be subject to all lawful commands of the clerk or inspectors, and who shall maintain good order. The deputy may summon assistance from among bystanders to aid him or her when necessary to maintain peace and order at the polls or early voting sites.

(3)(a) No person may enter any polling room or polling place where the polling place is also a polling room, or any early voting area during voting hours except the following:

1. Official poll watchers;
2. Inspectors;
3. Election clerks;
4. The supervisor of elections or his or her deputy;
5. Persons there to vote, persons in the care of a voter, or persons caring for such voter;
6. Law enforcement officers or emergency service personnel there with permission of the clerk or a majority of the inspectors; or
7. A person, whether or not a registered voter, who is assisting with or participating in a simulated election for minors, as approved by the supervisor of elections.

(b) The restriction in this subsection does not apply where the polling room is in an area commonly traversed by the public in order to gain access to businesses or homes or in an area traditionally utilized as a public area for discussion.

(4)(a) No person, political committee, or other group or organization may solicit voters inside the polling place or within 150 feet of the entrance to any polling place, a polling room where the polling place is also a polling room, an early voting site, or an office of the supervisor where vote-by-mail ballots are requested and printed on demand for the convenience of electors who appear in person to request them. Before the opening of the polling place or early voting site, the clerk or supervisor shall designate the no-solicitation zone and mark the boundaries.

(b) For the purpose of this subsection, the terms "solicit" or "solicitation" shall include, but not be limited to, seeking or attempting to seek any vote, fact, opinion, or contribution; distributing or attempting to distribute any political or campaign material, leaflet, or handout; conducting a poll except as specified in this paragraph; seeking or attempting to seek a signature on any petition; and selling or attempting to sell any item. The terms "solicit" or "solicitation" may not be construed to prohibit exit polling.

(c) Each supervisor of elections shall inform the clerk of the area within which soliciting is unlawful, based on the particular characteristics of that polling place. The supervisor or the clerk may take any reasonable action necessary to ensure order at the polling places, including, but not limited to, having disruptive and unruly persons removed by law enforcement officers from the polling room or place or from the 150-foot zone surrounding the polling place.

(d) Except as provided in paragraph (a), the supervisor may not designate a no-solicitation zone or otherwise restrict access to any person, political committee, candidate, or other group or organization for the purposes of soliciting voters. This paragraph applies to any public or private property used as a polling place or early voting site.

(e) The owner, operator, or lessee of the property on which a polling place or an early voting site is located, or an agent or employee thereof, may not prohibit the solicitation of voters outside of the no-solicitation zone during polling hours.

(5) No photography is permitted in the polling room or early voting area, except an elector may photograph his or her own ballot.

POLL WATCHER INFORMATION

(Section 101.131, F.S.)

- (1) Each political party and each candidate may have ONE watcher in each polling room or early voting area at any one time during the election. A political committee formed for the specific purpose of expressly advocating the passage or defeat of an issue on the ballot may have one watcher for each polling room or early voting area at any one time during the election.
- (2) No watcher shall be permitted to come closer to the officials' table or voting booths that is reasonably necessary to properly perform his or her functions, but each shall be allowed within the polling room or early voting area to watch and observe the conduct of electors and officials.
- (3) Poll watchers shall furnish their own materials and necessities and shall not obstruct the orderly conduct of any election.
- (4) Poll watchers shall pose any questions regarding polling place procedures directly to the city clerk for resolution.
- (5) Poll watchers may not interact with voters.
- (6) Poll watchers must be qualified and registered in the county in which he or she serves.
- (7) Each party, each political committee, and each candidate requesting poll watchers shall designate in writing to the city clerk prior to noon of the second Tuesday preceding the election poll watchers for each polling room on election day.

ELECTION DATE

March 10, 2026

Election Day

POLL WATCHER FORMS RECEIVED

Prior to Noon, February 25, 2026

- (8) The poll watchers for each polling room shall be approved by the supervisor of elections on or before the Tuesday before the election. Poll watchers for early voting areas shall be approved by the supervisor of elections no later than seven (7) days before early voting begins.
- (9) The Supervisor of Elections shall furnish to each election board a list of the poll watchers designated and approved for such polling room or early voting area.
- (10) No candidate or sheriff, deputy sheriff, police officer, or other law enforcement officer may be designated as a poll watcher.
- (11) Forms for the designation of poll watchers may be submitted to the City Clerk.

FORMS CAN BE OBTAINED FROM CITY CLERK OR may be completed electronically and printed from the Florida Division of Elections Website: dos.myflorida.com/elections

CANNOT BE ACCEPTED AFTER THE DEADLINE

Additional Information and dates:

The deadline to register to vote for the 2026 General Election is [February 9, 2026](#). [F.S.97.055] 29 days prior to the election.

**MAIL BALLOTS are available to the public through the Supervisor of Elections.
Call 727.464.6788. [F.S.101.62(4)].**

Forms

Candidates can download forms from the Florida Division of Elections:

<https://dos.myflorida.com/elections/forms-publications/forms/>

Filing Financial Statement Form 1.

Candidates qualifying for the March 10, 2026, Municipal Election in 2026 will use the 2024 Form 1 for qualifying.

<https://disclosure.floridaethics.gov/Account/Login?ReturnUrl=%2f>

ELECTION RESULTS: Election results will be released throughout the election night and posted "real time" to the Pinellas County Supervisor of Elections' website (www.votepinellas.com).

DEPARTMENT OF STATE - DIVISION OF ELECTIONS The Division of Elections oversees the interpretation of and provides guidance on Florida's elections laws. It also provides advisory opinions to supervisors of elections, candidates, local officers having election-related duties, political parties, political committees, or other persons or organizations engaged in political activity, conducts audits with respect to reports and statements, and prescribes rules and regulations to carry out the provisions of Chapter 106, Florida Statutes. Under Fla. Stat. 97.012(15), the Division of Elections has authority to conduct preliminary investigations into any allegations of irregularities or fraud involving voter registration or voting, or candidate or issue petition activities. The Department may then report its findings to the Office of Statewide Prosecution or to the State Attorney for the judicial circuit in which the alleged violation occurred for prosecution, where warranted. Please note that "elections fraud" does not include violations of Chapter 106, Florida Statutes, which are instead enforced by the Florida Elections Commission. The Division of Elections reports to the Florida Elections Commission any apparent violations of Chapter 106.

Should you observe or witness a potential case of elections fraud, please complete and submit a complaint form so it may be further investigated.

Florida Division of Elections

500 South Bronough Street R. A. Gray Building Room 316

Tallahassee, FL 32399

850-245-6200

Voter Fraud Hotline (in English and Español)

1.877.868.3737, M-F 8:00 a.m. - 5:00 p.m. (EST)

*If you are hearing or speech impaired, please contact the Division using the Florida Relay Service, 1.800.955.8771 (TDD) or 1.800.955-8770 (Voice). For more information visit the Florida Relay Service.

Florida Elections Commission

107 W. Gaines Street Collins Building Suite 224

Tallahassee, FL 32399

Phone: 850-922-4539

www.fec.state.fl.us

Federal Elections Commission www.fec.gov

Florida Attorney General myfloridalegal.com



Resign-to-Run Law

DE Reference Guide 0016 (Updated 01/2018)

These guidelines are for reference only. They are not to be construed as legal advice or representation. For any particular set of facts or circumstances, refer to the applicable state, federal law, and case law, and/or consult a private attorney before drawing any legal conclusions or relying upon this information.

RESIGN-TO-RUN LAW – GENERAL OVERVIEW

- **Governing law:** An elected or appointed “officer” may not qualify as a candidate for another state, district, county or municipal public office if the terms or any part of the terms would overlap with each other if the person were to be elected or appointed and did not resign from the office the person presently holds. (s. [99.012](#)(3), F.S.)
- **Who is an “officer”?** An “officer” is any elected or appointed person who has the authority to exercise the sovereign powers pertaining to an office recognized under the State Constitution or state laws. With respect to a municipality, an “officer” means a person, whether elected or appointed, who has the authority to exercise municipal power as provided by the State Constitution, state laws, or municipal charter. (s. 99.012(1), F.S.)¹ “Officers” include, but are not limited to: mayors, city and county commissioners, state legislators, supervisors of elections, sheriffs, property appraisers, judges, school board members, superintendents of school, state attorneys and public defenders, municipal fire chiefs, medical examiners, and elected hospital board and airport authority members.
- **Exceptions to the resign-to-run law:**
 - Political party offices; or
 - Persons serving without salary on an appointed board or authority.
 - Candidates for federal office;
 - Persons seeking the office of President or Vice President. (ss. [99.012](#)(3)(a), (6), and (7), F.S.)
- **How to submit a resignation:**
 - In writing at least 10 days prior to the first day of qualifying for the office the officer seeks. (s. [99.012](#)(3)(c), F.S.)
 - Submitted to:
 - *For elected district, county, or municipal officers:*
 - To the officer before whom he or she qualified for the office he or she holds,
 - Copy to the Governor and the Department of State.
 - *For appointed district, county, or municipal officers:*
 - To the officer or authority which appointed him or her to the office he or she holds
 - Copy to the Governor and the Department of State.
 - *For all other officers:*
 - To the Governor
 - Copy to the Department of State.

(s. [99.012](#)(3)(e), F.S.)

Address for Governor’s office	Address for Department of State
The Honorable Rick Scott, Governor The Capitol 400 S. Monroe St. Tallahassee, FL 32399-0001 Email: Rick.Scott@myflorida.com Fax: (850) 922-9002	Kristi Willis, Chief, Bureau of Election Records Department of State R.A. Gray Building, Room 316, 500 S. Bronough Street Tallahassee, Florida 32399-0250 Email: kristi.willis@dos.myflorida.com Fax: 850-245-6259 or -6290

¹ Florida case law further explains that an “officer” is someone who exercises sovereign power, in part or wholly, either in making, executing or administering the laws and who derives his or her position from a duly and legally authorized election or appointment, whose duties are continuous in nature and defined by law, not contract. See *State ex rel. Holloway v. Sheats*, 83 So. 508, 509 (Fla. 1919). And see *State ex rel. Clyatt v. Hocker*, 22 So. 721 (Fla. 1897).

- **Effective date of the resignation:** The resignation must take effect no later than the earlier of the following dates.
 - The date the officer would take office, if elected; or
 - The date the officer's successor is required to take office. (s. [99.012](#)(3)(d), F.S.)
- **Resignation is irrevocable.** Once submitted, the resignation is irrevocable (s. [99.012](#)(3)(b), F.S.)

FREQUENTLY ASKED QUESTIONS – RESIGN-TO-RUN LAW:

- **I am a school board member and I will not seek re-election at the next general election; instead, I wish to qualify to run for state representative. Do I have to submit a resignation under the resign-to-run law?**
 - Yes. Section [100.041](#), F.S., reflects that the term of office of a state representative begins upon election for a term of two years and the term of office for a school board member begins on the second Tuesday following the general election for a term of four years. Therefore, your term as a school board member, if elected as a state representative, will not expire until two weeks after you take office as a state representative. This two-week overlap requires you to submit a resignation under the resign-to-run law at least 10 days prior to qualifying as a candidate as a state representative.
- **What can an officer do if he or she missed the deadline for submitting the resignation 10 days prior to the beginning of the qualifying period?**
 - If the officer still wishes to run for office, the officer may submit his or her resignation to take effect immediately or to take effect on a date prior to qualifying for office. In this situation, the officer qualifies as a non-officeholder and the "resign-to-run" law does not apply. (s. [99.012](#)(3)(g), F.S.)
- **What happens to an elected officer's term of office if he or she submits a resignation under the "resign-to-run" law?**
 - Except as noted in the next paragraph, when an elected official resigns, it creates a vacancy in office to be filled by election. The election is held to fill the office for the remaining unexpired term. So, if an officer had one year left in his or her four-year term of office on the effective date of his or her resignation, persons would qualify as a candidate for the office and, if elected, would serve the one year remaining in the former officer's term.
 - If the officer resigning under the "resign-to-run" law occupies an elective charter county office or elective municipal office, the vacancy created by the resignation may be filled for that portion of the remaining unexpired term in the manner specified by the county or municipal charter, as applicable. (s. [99.012](#)(3)(f), Florida Statutes.)
- **Does the "resign-to-run" law apply to subordinate officers, deputy sheriffs, or police officers?**
 - Generally no, but the law will apply in a limited situation. A subordinate officer, deputy sheriff, or police officer is exempt from the resign-to-run law unless the person is seeking to qualify for a public office which is currently held by "an officer who has authority to appoint, employ, promote or otherwise supervise that person and who has qualified as a candidate for reelection to that office." If the subordinate officer, deputy sheriff, or police officer must resign, the resignation must be effective upon qualifying for the office, not the later times specified above for an "officer."
 - So, a deputy sheriff wishing to run for sheriff against an incumbent sheriff would have to resign, but if the incumbent sheriff is not seeking reelection, the deputy sheriff would not have to resign. Also, if a deputy sheriff wishes to run for a non-sheriff office (for example, state representative or city council), he or she would not have to resign under the "resign-to-run" law.
 - If a subordinate officer, deputy sheriff, or police officer must resign under this provision, he or she may not take an unpaid leave of absence instead of resigning. (The Legislature removed the alternative approach of taking an unpaid leave of absence from the statute in 2000.)

- Subordinate officers would include, among others: assistant public defenders, assistant state attorneys deputy supervisors of elections. (s. 99.012(4), F.S; see also, for example, Division of Elections advisory opinions DE 08-04, DE 07-08, and 99-01, which can be found at the [Advisory Opinions webpage](#).)
- **Does a city's Chief of Police have to resign in order to run for another public office?**
 - It depends. The exemption mentioned in the answer to the question immediately above applies to a "police officer." A "chief of police" is a police officer; therefore, the chief of police need only resign to run for public office if the chief is seeking to qualify for a public office which is currently held by "an officer who has authority to appoint, employ, promote or otherwise supervise that person and who has qualified as a candidate for reelection to that office." For example, a city's chief of police would not have to resign to run for county sheriff unless the sheriff has the authority to appoint, employ, promote or otherwise supervise the chief of police and the incumbent sheriff has also qualified as a candidate for reelection. In the typical county-city relationship, the sheriff does not have the authority to appoint, employ, promote or otherwise supervise a city's chief of police. However, for example, if a city mayor has the authority to hire and fire the chief of police, the chief of police could not run for city mayor without resigning as chief of police if the incumbent mayor is seeking re-election. (s. [99.012](#)(4), F.S.)
- **What happens if an officer does not comply with the "resign-to-run" law?**
 - If an order of a court that has become final determines that a person did not comply with the resign-to-run law, the person may not be qualified as a candidate for an election or appear on the ballot. (s. 99.012(5), F.S.) Note, however, that the filing officer performs only a ministerial function in reviewing qualifying papers and cannot determine whether the contents of the qualifying papers are accurate. (s. 99.061(7)(c), F. S.) One of the qualifying papers is the candidate oath in which the candidate states that he or she has resigned from any office from which the candidate is required to resign; therefore, the filing officer may not look beyond the oath. As stated above, it will take a court order to remove the person's name from the ballot.
- **What's the difference in the treatment of "district" officers under the resign-to-run law and the dual office-holding constitutional provision?**
 - The Attorney General has opined that district offices are not within the purview of the dual office-holding provisions of the Constitution. However, district offices, by express statutory provision, are subject to the provisions of the "resign-to-run" law. For example, an elected state or county officer may be appointed also to a district office. However, if the state or county officer later seeks reelection to the state or county office while occupying the district office, he or she would have to submit a resignation under the "resign-to-run" law from the district office before qualifying and running for reelection if the terms of office overlap, unless the district office consists of being a member on an appointed board or authority and the county or state officer receives no salary for being on the board or authority.
- **How does the "resign-to-run" law relate to the federal "Hatch Act?"**
 - The state resign-to-run law is entirely separate from the federal "Hatch Act." (5 U.S.C. §§ 1501- 1508).
 - The federal Hatch Act applies to executive branch state and local employees who are principally employed in connection with programs financed in whole or in part by loans or grants made by the United States or a federal agency. The Act prohibits a state, county, or municipal employee from being a candidate for public office in a partisan election *if the employee's salary is completely funded with federal dollars*. It is only when the covered employee's entire salary is paid from federal funds that the employee would have to resign *under the Hatch Act* before becoming a candidate for partisan office. See 5 U.S.C. § 1502 (Hatch Act Modernization Act of 2012 (eff. 1.27.2013)).

- Governors, Lieutenant Governors, mayors, elected heads of executive departments, and individuals holding elective office are specifically exempt from the Hatch Act prohibition against being a candidate for public office.

- A partisan election means one in which any candidate will be listed on the ballot as a candidate for a political party.

- Additionally, an employee's conduct is also subject to the laws of the state and the regulations of the employing agency, so the employee should check with his or her supervisor, personnel office, or the agency's general counsel to determine what state or local law or agency rules or policies may apply regarding the employee's political activities.
- **For questions or requests for advisory opinions about the Hatch Act** and how it may affect an employee who seeks to run for office, the employee should contact:

Hatch Act Unit
U.S. Office of Special Counsel
1730 M Street, N.W., Suite 218
Washington, D.C. 20036-4505
Tel: (800) 85-HATCH or (800) 854-2824
(202) 254-3650;
Email: hatchact@osc.gov
website: osc.gov/Pages/HatchAct.aspx

- **Who can I contact about questions concerning Florida's "Resign-to-Run" law?**

Office of General Counsel
Florida Department of State
R.A. Gray Building
500 S. Bronough Street
Tallahassee, Florida 32399-0250
Telephone: (850) 245-6536
Email: DOS.GeneralCounsel@DOS.MyFlorida.com



CANDIDATE APPLICATION, PERSONAL RESIDENT AFFIDAVIT & OATH

NAME AS IT IS TO APPEAR ON BALLOT: _____

STATE OF FLORIDA)

COUNTY OF PINELLAS)

Pursuant to the Indian Rocks Beach City Code, Section 22-33(c)(6) and City Charter Section 3.2, I, ☒ _____ being duly sworn, depose, and say that **I am a resident of the City of Indian Rocks Beach, Florida, and have physically resided therein for a period of at least one year immediately prior to submitting petition cards.**

That I reside at _____ **in the City of** Indian Rocks Beach, Pinellas County, Florida. That I have lived in the City of Indian Rocks Beach since _____.

I am a qualified elector of the city; and that I am a Candidate for the office of:

☐ **Mayor/Commissioner** or ☐ **City Commissioner** at a non-partisan election for said office to be held on the **10th day of March 2026** of the City of Indian Rocks Beach, Pinellas County Florida, created by Chapter 30852, Laws of Florida, Special Acts of 1955.

That I have met all the requirements of and am a legal voter in said City of Indian Rocks Beach, Pinellas County, Florida. **That I am** not a candidate as a nominee or representative of any political party or any committee or convention representing or sitting for a political party. **That I have read** and will comply with all provisions of Chapter 106, Florida Statutes. **That I have received** a copy of the Oath of Acquisition Form, for list of voters requesting vote-By-Mail Ballots.

I hereby acknowledge having been advised of the provisions of the F.S. § 104.011, which provides: Whoever is found guilty of willful and corrupt swearing or affirming or willfully and fraudulently subscribes to any oath or affirmation, or willfully corruptly procures another person or swear or affirm falsely, or subscribe an oath or affirmation in connection with or arising out of voting, registration or elections shall be found guilty of a felony or the third degree, punishable as provided in F.S. § 775.083 or F.S. § 775.084.

Signature: _____

Printed Name: _____

Address City/State/Zip: _____

Phone & Email: _____

State of Florida
County of Pinellas

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, who is personally known to me or who has produced _____ as identification.

WITNESS my hand and official seal, this ____ day of _____ 20____.

✓

Notary Public of Florida

STAMP:

**APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

NOTE: This form must be on file with the filing officer before opening the campaign account.

OFFICE USE ONLY

1. CHECK APPROPRIATE BOX(ES):

☐ Initial Filing of Form ☐ Re-filing to Change: ☐ Treasurer/Deputy ☐ Depository ☐ Office ☐ Party

2. Name of Candidate (in this order: First, Middle, Last):
(Please Print or Type Name)

3. Address (include PO Box or Street, City, State, Zip Code):

4. Telephone:

()

5. Candidate's Voter Registration #:

_____ (not required for qualifying purposes)

6. Email Address:

7. Office Sought (include district, circuit, group, or seat #):

8. If a candidate for a nonpartisan office, check the box if applicable:

☐ I intend to run as a Write-In Candidate.

9. If a candidate for partisan office, check the box and fill in the name of the party as applicable: I intend to run as a

☐ Write-In Candidate. ☐ No Party Affiliation Candidate. ☐ _____ Party candidate.

10. I have appointed the following person to act as my:

☐ Campaign Treasurer

☐ Deputy Treasurer

11. Name of Treasurer or Deputy Treasurer:

12. Telephone:

()

13. Email Address:

14. Mailing Address:

15. City:

16. State:

17. Zip Code:

18. I have designated the following bank as my (check appropriate box): ☐ Primary Depository ☐ Secondary Depository

19. Name of Bank:

20. Address:

21. City:

22. County:

23. State:

24. Zip Code:

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR THE APPOINTMENT OF THE CAMPAIGN TREASURER AND DESIGNATION OF THE CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

25. Date:

26. Signature of Candidate:

X

27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate box)

I, _____ do hereby accept the appointment designated above as:
(Please Print or Type Name)

☐ Campaign Treasurer.

☐ Deputy Treasurer.

28. Date:

29. Signature of Campaign Treasurer or Deputy Treasurer

X

STATEMENT OF CANDIDATE

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY

I, _____ ,

candidate for the office of _____ ;

have been provided access to read and understand the requirements of

Chapter 106, Florida Statutes.

X

Signature of Candidate

Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

CANDIDATE OATH

NONPARTISAN OFFICE

(Do not use this form if a Judicial or School Board Candidate)
Check box **only** if you are seeking to qualify as a write-in candidate:

☐ Write-in candidate

OFFICE USE ONLY

Candidate Oath

Name to appear on ballot: _____

Check box if two last names without hyphen. ☐ (Name cannot be changed after qualifying.)

Check box if name includes nickname. ☐ (For use of a nickname, you must complete the Nickname Affidavit on reverse side.)

I swear or affirm that I am a candidate for the nonpartisan office of _____, _____, _____,
(Office) (District #)
_____, _____; I am a qualified elector of _____ County, Florida.
(Circuit #) (Group or Seat #)

I am a qualified elector under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

Statement of Outstanding Fines, Fees, or Penalties

I owe outstanding fines, fees, or penalties, that cumulatively exceed \$250, for ethics or campaign finance violations (s. 99.021(1)(d), F.S.).

YES, I Do _____ NO, I Do Not _____

If you do, you must also specify the amount owed and each entity that levied the same on the reverse side.

X

()

Signature of Candidate

Telephone Number

Email Address

Address of Legal Residence

City

State

ZIP Code

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of

online notarization ☐ OR physical presence ☐

this _____ day of _____, 20____.

Personally Known ☐ OR Produced Identification ☐

Type of Identification Produced: _____

Signature of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public below:

Phonetic Spelling of Name

Phonetic spelling for the audio ballot (not required for qualifying purposes): Print the name phonetically on the line below as you wish it to be pronounced on the audio ballot as may be used by persons with disabilities (see instructions on page 3 of this form):

Statement of Outstanding Fines, Fees or Penalties

Pursuant to Section 99.021(1)(d), F.S., each candidate, whether a party candidate, a candidate with no party affiliation, or a write-in candidate, shall, at the time of subscribing to the oath or affirmation, state in writing whether he or she owes any outstanding fines, fees, or penalties that cumulatively exceed \$250 for any violations of s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees under part III of chapter 112, any local ethics ordinance governing standards of conduct and disclosure requirements, or chapter 106.

Amount	Entity

Affidavit of Nickname (Only required if using nickname for the ballot.)

My legal name is _____. I am over the age of eighteen (18) and the contents of this affidavit are true and correct.

My nickname is _____. I am generally known by this nickname or have used it as part of my legal name. I have not created the nickname to mislead voters. My nickname does not imply I am some other person, constitute a political slogan or otherwise associate me with a cause or issue, or that is obscene or profane.

Signature of Candidate: _____

STATE OF FLORIDA

COUNTY OF _____

Signature of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public below:

Sworn to (or affirmed) and subscribed before me by means

of online notarization ☐ OR physical presence ☐

this _____ day of _____, 20_____.

Personally Known ☐ OR Produced Identification ☐

Type of Identification Produced: _____

DO NOT SUBMIT THIS PAGE TO THE FILING OFFICER

Guide for Designating Phonetic Spelling of Candidate's Name for Audio Ballot

1. Use the tables below.
2. Use upper case for "stressed" syllables. Use lowercase for "unstressed" syllables.
3. Use dashes (-) to separate syllables.
4. Add any notes such as rhyming examples, silent letters, etc.

Vowels			
Stressed Vowel Sounds		Unstressed Vowel Sounds	
EE	(FEET) feet	uh	(SO-fuh) sofa (FING-guhr) finger
I	(FIT) fit		
E	(BED) bed		
A	(KAT) cat (KAD) cad		
AH	(FAH-thur) father (PAHR) par		
AH	(HAHT) hot (TAH-dee) toddy		
UH	(FUHJ) fudge (FLUHD) flood		
UH	(CHUHRCH) church		
AW	(FAWN) fawn	Certain Vowel Sounds with R	
U	(FUL) full	AHR	(PAHR) par
OO	(FOOD) food	ER	(PER) pair
OU	(FOUND) found	IR	(PIR) peer
O	(FO) foe	OR	(POR) pour
EI	(FEIT) fight	OOR	(POOR) poor
AI	(FAIT) fate	UHR	(PUHR) purr
OI	(FOIL) foil		
YOO	(FYOOR-ee-uhs) furious		
Consonants			
B	(BED) bed	R	(RED) red
D	(DET) debt	S	(SET) set
F	(FED) fed	T	(TEN) ten
G	(GET) get	V	(VET) vet
H	(HED) head	Y	(YET) yet
HW	(WHICH) which	W	(WICH) witch
J	(JUHG) jug	CH	(CHUCRCH) church
K	(KAD) cad	SH	(SHEEP) sheep
L	(LAIM) lame	TS	(ITS) its (PITS-feeld) Pittsfield
M	(MAT) mat	TH	(THEI) thigh
N	(NET) net	TH	(THEI) thy
NG	(SING-uhr) singer	ZH	(A-zuhr) azure (VI-zuhhn) vision
P	(PET) pet	Z	(GOODZ) goods(HUH-buhz-tuhn) Hubbardston
Examples of Phonetically Spelled Names			
NAME ON BALLOT		PRONOUNCED AS	
Mishaud		mee-SHO ('d' is silent)	
Jahn		HAHN (rhyme: fawn)	
Beauprez		boo-PRAI (rhyme: hooray)	
Maniscalco		man-uh-SKAL-ko	
Tangipahoa		TAN-ji-pah-HO-uh	
Monte		Mahn-TAI	
Tanya		TAWN-yuh (not TAN)	

DO NOT SUBMIT THIS PAGE TO THE FILING OFFICER

FILE STATEMENT OF FINANCIAL INTEREST

Candidates qualifying for the March 10, 2026, Municipal Election
will use the 2024 Form 1 for qualifying.

<https://disclosure.floridaethics.gov/Account/Login>

Florida Commission on Ethics

(850) 488-7864

E-filing assistance available Monday — Friday 8:00 a.m. - 5:00 p.m. EST





I AM A CANDIDATE

Chrome, Edge, or Firefox are the recommended browsers to use in the EFDMS website. If you are not using one of these browsers, you will be able to access the site, but the pages may not display or function as designed.
The use of a mobile device for completing a form in EFDMS is strongly discouraged.

Login

Please tell us what type of user you are:

How to Video

I am a Filer
Are you a public officer or public employee with a Form 1 or a Form 6 requirement? If so, then click here to log in and file the Form 1, Form 6, or Form 2. Candidates for office who currently hold public employment or a public position that requires financial disclosure should also click here to log in.

How to Video

I am a Candidate
Are you a non-incumbent candidate who is attempting to qualify for office AND you do not currently hold a public position that requires financial disclosure?
If so, then click here to log in.

I am an Organization Coordinator

I am a CPA or Attorney who is assisting a filer

As part of qualifying, you must file a Form 1 2024, Statement of Financial Interests, with the Florida Commission on Ethics electronically via Electronic Disclosure Management System (EFDMS). Print a copy for your records and a copy to give to the City Clerk during the Candidate Qualifying Period.

Florida Commission on Ethics
<https://disclosure.floridaethics.gov/Account/Login>



OPEN CAMPAIGN ACCOUNT

All campaign accounts/check/debit cards must contain the name of the candidate's Campaign Account (for example: John Doe Campaign Account) refer to Chapter 106. Candidates may appoint themselves as their own campaign treasurer. Submittal of campaign finance reports will be required from the date of filing forward





Campaign Checks

Note: When issuing checks from the campaign account, the campaign treasurer or deputy treasurer shall be responsible for the completeness and accuracy of the information on such check and for ensuring that such expenditure is an authorized expenditure.

Campaign checks must contain the following information:

- The name of the campaign account of the candidate.
- Account number and name of bank.
- The exact amount of the expenditure.
- The signature of the campaign treasurer or deputy treasurer.
- The exact purpose of the expenditure.
- The name of the payee.

This information may be typed or handwritten on starter checks provided by the bank until printed checks arrive.

(Section [106.11\(1\)](#), Fla. Stat.)

Example of Campaign Check:

John Doe Campaign Account State Senate District 3		Date	7/2/10	00001
PAY TO THE ORDER OF		XYZ Lumber Company	\$	200.00
Two Hundred and 00/100		DOLLARS		
BANK OF FLORIDA TALLAHASSEE, FL 32323				
FOR	Sign materials	Signature of Campaign Treasurer		
003382558-0326 0075894				

OBTAIN CANDIDATE PETITION CARDS FROM QUALIFYING OFFICER

The City Clerk will provide nomination petitions FORM DS-DE 104. Candidates are required to submit twenty (20) petition cards signed by qualified voters per City Code Section 22-33. Petitions must be brought to the City Clerk's Office **no later than noon on December 8, 2025**. The City Clerk will have petitions certified by the Pinellas County Supervisor of Elections. SOE recommends that a candidate submit at least 10% more petitions than the required number to account for the possibility of invalid petitions.

Note: All information on this form becomes a public record upon receipt by the Supervisor of Elections. A person who knowingly signs a petition or petitions for a candidate more than one time commits a misdemeanor of the first degree, punishable as provided in Section 775.082 or 775.083, Florida Statutes. If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.



Election Assessment Fee

Election Assessment Fee. F.S. 99.093 requires municipal candidates to pay election assessment for the purpose of funding the Elections Commission Trust Fund, which is 1% of the annual salary of the candidate qualifying for. It also provides for an exemption if assessment if an undue burden on personal resources of the candidate.

Mayor/Commissioner\$84.00

City Commissioner.....\$72.00

Or Affidavit of Undue Burden

Checks Payable to
City of Indian Rocks Beach
For: Election Assessment Fee
EXAMPLE OF CAMPAIGN CHECK

John Doe Campaign Account State Senate District 3		00001
Date <u>7/21/2025</u>		
PAY TO THE ORDER OF	City of Indian Rocks Beach XXXXXXXXXX	\$ 200.00
Two Hundred and 00/100		DOLLARS
BANK OF FLORIDA TALLAHASSEE, FL 32323		
FOR	Election Assessment Fee <small>Sign materials</small>	<small>Signature of Campaign Treasurer</small>
003382558:0326 0075894		

AFFIDAVIT OF UNDUE BURDEN FOR CANDIDATES

Notice: An undue burden affidavit may be filed by a candidate seeking to qualify if paying the charges to verify signatures pursuant to section [99.097](#)(4)(a)-(b), Florida Statutes, would impose an undue burden on personal resources or other resources otherwise available to such candidate.

If any person is paid to solicit signatures on a petition, an undue burden oath may not be subsequently filed in lieu of paying the fees to verify the petition. If an undue burden oath has been filed and payment is subsequently made to any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for all signatures previously submitted to the supervisor of elections and any that are submitted thereafter shall be paid. See s. [99.097](#)(6), Florida Statutes.

(1) If contributions as defined in section [106.011](#), Florida Statutes, are received, any monetary contributions must first be used to reimburse the supervisor of elections for any signature verification fees that were not paid because of the filing of an undue burden oath. (2) Any candidate who qualified by the petition process and who has surplus funds, must first apply the surplus funds to the reimbursement of the signature verification fee (if applicable) upon terminating the campaign. See s. [106.141](#)(7), Florida Statutes.

I certify under oath that I intend to qualify as a candidate for the office of _____
_____ and that I am unable to pay the fee for verification of petition signatures
for that office without imposing an undue burden on my personal resources or on resources otherwise
available to me.

Print Name

X _____
Signature

Address

City

State

Zip

Telephone Number

STATE OF FLORIDA

COUNTY OF _____

Signature of Notary Public

Print, Type or Stamp Commissioned Name of Notary Public below:

Sworn to (or affirmed) and subscribed before me

by means of online notarization ☐

or physical presence ☐

this _____ day of _____, 20____

Personally Known ☐ or Produced identification ☐

Type of Identification Produced: _____




FLORIDA DEPARTMENT of STATE

CHARLIE CRIST
Governor

KURT S. BROWNING
Secretary of State

IMPORTANT NOTICE

TO: All Candidates Qualifying with the Division of Elections

FROM: Donald L. Palmer, Director
Division of Elections 

DATE: February 26, 2010

SUBJECT: Use of Nickname on Ballot

The candidate oath form that must be filed during the qualifying period requires you to designate your "name as you wish it to appear on ballot." Case law and Division of Elections Opinions 86-06 and 09-05 permit a nickname to be printed on the ballot along with one's legal name (e.g., John J. "Bo" Jones) when the nickname is one by which the person is generally known or one that the person has used as part of his or her legal name. The Division of Elections opinions recognize that a qualifying officer may require the candidate to make a satisfactory showing that the candidate is generally known by the nickname or the nickname has been used as part of the candidate's legal name before a nickname is printed on the ballot.

If you plan to designate a nickname on your candidate oath form other than a generally recognized shortened version of your legal name (e.g., "Rob" or "Bob" for Robert, "Bill" for William, "DJ" for David Joseph, *etc.*), you should provide notice of your intention to the Division of Elections well in advance of the qualifying period and make a satisfactory showing that you are generally known by the nickname or that you have used the nickname as part of your legal name. Failure to provide such information in advance may result in the Division not having sufficient time during the qualifying period to determine if the nickname may be printed the ballot.

Attached to this Notice is an example of an Affidavit that also mentions supporting documentation that you may consider submitting to the Division of Elections in advance to show that the nickname is legitimate.

NOTE: Division of Elections Opinion 86-06 states: Descriptive information such as a title (for example, Dr. or M.D.), although not part of a person's name, is permissible only when two persons of the same name or whose names are so similar as to reasonably cause confusion, seek



the same office.” Therefore, ordinarily, even if a candidate is commonly referred to as “Doctor,” “Professor,” or “Colonel,” those titles would not be allowed as a nickname or as a part of a nickname unless such descriptive information is reasonably necessary to avoid confusion among candidates.

If you are a candidate who does not qualify with the Division of Elections and you desire to have your nickname printed on the ballot, you should contact your qualifying officer well in advance of the qualifying period to find out what the qualifying officer’s requirements are to allow your nickname to be printed on the ballot.

KRB/kfg





Sample Affidavit for Use of Nickname on Ballot
AFFIDAVIT OF (Insert legal name of candidate)

STATE OF FLORIDA

COUNTY OF _____

BEFORE ME, the undersigned authority, personally appeared (insert legal name of candidate), who being first duly sworn or placed under affirmation, says:

1. My legal name is _____. I am over the age of eighteen (18) and the contents of this affidavit are true and correct.

2. I am a candidate for the office of _____.

3. My nickname is _____. I am generally known by this nickname or have used it as part of my legal name. I have not created the nickname to mislead voters. I plan to designate this nickname on my candidate oath as the name I wish to have printed on the ballot when I submit the candidate oath form during the qualifying period for the above office.

4. Attached are (insert #) documents that show that my nickname is one by which I am generally known or is one that I have used as a part of my legal name: (list the title of any documents or affidavits from other persons reflecting that the candidate is generally known by the nickname or that it has been used as part of the candidate's legal name).

Further, affiant sayeth not.

Signature of Affiant

Printed/Typed Name of Affiant

Sworn to and subscribed before me this ____ day of _____ 20__ by (insert legal name of candidate).

(SEAL)

Notary Public

Printed Name

Personally known _____ or Produced Identification _____

Type of Identification Produced _____





NOTICE TO CANDIDATES- Canvassing Board

Florida Statute 101.5612(2)

The location for ballot tabulation for Pinellas County elections is at the Election Service Center, 13001 Starkey Rd., Largo, Florida, 33773.

The Canvassing Board meets at the Election Service Center to canvass ballots and to conduct the public tests of the voting equipment. The Canvassing Board meeting schedules are attached/enclosed.

Any challenge of a mail ballot must be made before the ballots are canvassed, pursuant to Florida Statute 101.68.

All Canvassing Board meetings are open to the public. If persons with disabilities need any accommodations in order to participate in these proceedings, they are entitled, at no cost, to the provision of certain assistance. Within two working days of the publication of the Canvassing Board Meeting Schedule Notice, please contact the Office of Human Rights, 400 S. Ft. Harrison Ave., 5th Floor, Clearwater, FL 33756; (727) 464-4062 (V/TDD).

Attendance at this test of the equipment is strictly optional. You are welcome to observe. For more information, please call the Pinellas County Supervisor of Elections at [\(727\) 464-8683](tel:7274648683).

I, hereby acknowledgement of receipt of "Notice of Logic and Accuracy Test" information, pursuant to F.S. 101.5612.

PRINTED NAME OF CANDIDATE

CANDIDATE SIGNATURE

DATE

WITNESS

ORIGINAL – Supervisor of Elections

COPY - Candidate

NOTICE TO CANDIDATES- Canvassing Board

Designation of Poll Watchers

Section 1. Election					Official Use Only	
Election Date: <input style="width: 150px;" type="text"/>						
Select Early Voting or Election Day: <input style="width: 150px;" type="text"/>						
Section 2. Category of Authorized Persons						
					Complete Only One of the Boxes Below:	
I am a candidate (or candidate designee*) for the following office in this election:						
I am the chair (or designee*) of the County Executive Committee of the following Party:						
I am the chair (or designee*) of the following Political Committee:						
<small>* A candidate or chair as indicated above must first submit a written, signed designation to the supervisor of elections (or for statewide candidates/issues, to the Division of Elections) authorizing the designee to designate poll watchers on his or her behalf.</small>						
Section 3. Candidate/Chair/Designee						
I request that the listed person(s) below (none of whom is a candidate or a sheriff, deputy sheriff, police officer or other law enforcement officer), who are qualified and registered voters of the county in which they will serve, be approved as poll watchers at the locations indicated below.						
Name:						
Address:						
Email address:						
Phone:						
By submitting this form, I certify that I am the person listed above and I am authorized under s. 101.131, Florida Statutes, to designate poll watchers.						
Date Submitted: <input style="width: 80px;" type="text"/>		Note: This form becomes a public record when submitted to the Supervisor of Elections.				
Section 4. List of Designated Poll Watchers					Official Use Only	
Name	Date of Birth <small>(mm/dd/yyyy)</small>	Residential Address	Phone #	Polling Place / Early Voting Site <small>(Either write "All Locations" or specify location)</small>	Approved <small>(Y/N)</small>	Assigned Badge Number

Designation of Poll Watchers

Name	Date of Birth (mm/dd/yyyy)	Residential Address	Phone #	Polling Place / Early Voting Site (Either write "All Locations" or specify location)	Approved (Y/N)	Assigned Badge Number

Note: This instructional page need not be included with submission of the DS-DE 125.

INSTRUCTIONS FOR POLL WATCHER DESIGNATIONS

1. Each candidate/political party/political committee may have only one poll watcher per polling room or early voting area at any one time.
2. A candidate whose name will appear on the ballot in a future election may not designate poll watchers for an election in which the candidate's name is not on the ballot.
3. Designation of Poll Watchers, Form DS-DE 125, must be used to request designation of poll watchers. **Separate forms must be submitted for designating Early Voting and Election Day poll watchers.** Sufficient information concerning the desired poll watcher must be completed on the form so that the Supervisor of Elections can identify the person as a registered voter in the supervisor's county.
4. Form DS-DE 125 and any attachments to it may be provided to the supervisor of elections by personal delivery, mail, fax, or email.
5. The deadlines to submit a request for poll watcher designation:
For Early Voting (EV) -- No later than noon at least 14 days before EV begins.
For Election Day -- No later than noon of the second Tuesday preceding the election.
6. The Supervisors of Elections must approve or disapprove the designation of poll watchers for early voting areas no later than 7 days before the start of early voting and the designations for poll watchers for polling rooms on Election Day, on or before the Tuesday before the election.

POLL WATCHERS

A poll watcher:

1. Must be a qualified and registered voter of the county in which they serve as poll watcher.
2. Cannot be a candidate, sheriff, deputy sheriff, policeman, or other law enforcement officer.
3. Who is designated for a specific location is not precluded from going to another polling room/EV area if the number of poll watchers at any particular polling room/EV area does not exceed the allowable number for the applicable candidate/political party/political committee.
4. Who is designated for "All locations/areas" (at-large) is not permitted to be present in a polling room/EV area at the same time as another poll watcher designated by the same candidate/political party/political committee.
5. Will be provided a Poll Watcher Identification Badge by the Supervisor of Elections. The poll watcher must wear his or her Poll Watcher Identification Badge while in the polling room or EV area.
6. Must bring his or her own materials and necessities.
7. Is allowed within the polling room to observe the conduct of the election. He or she *may not* obstruct the orderly conduct of the election.
8. May observe the voter check-in process. He or she may not come closer to the inspectors' table or the voting booths than is reasonably necessary to perform the poll watcher's functions.
9. May not speak to or otherwise interact with voters nor provide assistance to a voter in any way with the voting of his/her ballot, unless a Request for Assistance Form is completed at the voter's request.
10. May make and provide written voter challenges to the precinct clerk.
11. Shall pose any questions regarding polling place procedures directly to the precinct clerk for resolution.

Note: For further details or requirements governing the designation and conduct of poll watchers, refer to sections 101.131 and 101.111, Florida Statutes; Rule 1S-2.034 of the Florida Administrative Code; and the rule's incorporated form, DS-DE 11, which contains the Polling Place Procedures Manual.

**OATH OF ACQUISITION
FOR LIST OF VOTERS REQUESTING VOTE-BY-MAIL BALLOTS**

Florida Statute 101.62(2) provides that for political purposes only the following can request a list of registered voters who have requested absentee ballots:

- ☐ A canvassing board
- ☐ An election official
- ☐ A political party or political party official
- ☐ A candidate who has filed qualification papers and is opposed in an upcoming election
- ☐ A registered political committee

Please check the appropriate box above and complete the following statement(s) as applicable:
I hereby swear or affirm that I am authorized to receive this information

<hr/> (Print Name)	<hr/> (Signature)
<hr/> (Title)	<hr/> (Email)
	<hr/> (Phone)

I authorize the following person(s) to place and accept orders on my behalf.

Designated Representative(s):

<hr/> (Print Name)	<hr/> (Email, Phone)
<hr/> (Print Name)	<hr/> (Email, Phone)

Signature MUST be notarized or witnessed by a Deputy Supervisor of Elections:

(A) Sworn to and subscribed before me, a Notary Public of the State of Florida, this _____ day of _____, 20____.

Signature of Notary Public: _____

Print, Type, or Stamp Commissioned Name of Notary Public: _____

____ Personally known OR ____ Produced Identification

Type of Identification Produced: _____

OR

(B) Sworn to and subscribed before me, the Supervisor or Deputy Supervisor of Elections of Pinellas County, this _____ day of _____, 20____.

Signature of Supervisor or Deputy: _____

To the best of my knowledge, the information supplied on lists, correctly reflects information supplied to the Office of the Supervisor of Elections by the registered voters of Pinellas County, Florida.

Julie Marcus, Pinellas County Supervisor of Elections
13001 Starkey Road, Largo, Florida 33773

**CERTIFICATION OF RECEIPT OF NOTICE OF PENALTY
FOR LATE FILING OF CAMPAIGN TREASURER'S REPORTS**

[s. 106.07(8)(b), F.S.]

I hereby certify that I have received this notice that any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first three days late, and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding each primary and general election, the fine shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

A candidate shall pay this fine from his/her personal funds. The fine is assessed by the filing officer (city clerk) and must be paid within 20 days of receipt of notice of the payment due. The monies will be collected and deposited in the General Fund of the City of Indian Rocks Beach.

Reports shall be filed not later than 4:00 P.M., of the day designated; however, any report postmarked by the U.S. Postal Service no later than midnight of the day designated shall be deemed to have been filed in a timely manner. A certificate of mailing obtained from and dated by the U.S. Postal Service at the time of mailing, or a receipt from an established courier service, which bears a date on or before the date on which the report is due, shall be proof of filing in a timely manner.

✓

Candidate's signature

Date



Filing Campaign Reports

This document serves as brief information regarding Filing Campaign Reports. It is not a substitute for the [Florida Election Code or applicable constitutional and rule provisions, the text of which controls. Chapters 97-106, Florida Statutes](#), or the [Candidate and Treasurer Handbook](#). For further assistance, contact the Division of Elections Help Desk at (850) 245-6280.

Filing Campaign Reports ([Section 106.07, Florida Statutes](#))

The campaign treasurer designated by a candidate shall electronically file regular reports of all contributions received and all expenditures made by or on behalf of such candidate.

- Note: Deputy Treasurer may perform all of the duties of a campaign treasurer when specifically authorized to do so by the campaign treasurer in the case of a candidate, or the campaign treasurer and chairperson in the case of a political committee. ([Section 106.021\(4\), F.S.](#))

The candidate and their campaign treasurer shall certify as to the correctness of each report. Each person certifying shall bear the responsibility for the accuracy and veracity of each report. Any campaign treasurer or candidate who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete commits a misdemeanor of the first degree.

The electronically filed campaign report will consist of the following three forms. You may complete these forms manually to ensure accuracy when filing electronically:

- ✓ [DS-DE 12: CTR – Summary](#)
- ✓ [DS-DE 13: CTR – Itemized Contributions](#)
- ✓ [DS-DE 14: CTR – Itemized Expenditures](#)
- Please file Form DS-DE 87 electronically if there is no activity for the reporting period, meaning no contribution received and no expenditure made. Do not file DS-DE 12, 13, and 14 if you file DS-DE 87.
- ✓ [DS-DE 87: Waiver of Report](#)

The above forms are available from the City Clerk or the Florida Division of Elections at <https://dos.myflorida.com/elections/forms-publications/forms/>

For further assistance, contact the Division of Elections Help Desk at (850) 245-6280



When to File [\(Section 106.07, Florida Statutes\)](#)

Please file the campaign treasurer reports by the due dates on the Campaign Treasurer Report Calendar provided in this packet, following this document.

Penalty for Late Filing [\(Section 106.07\(2\) and \(8\), Florida Statutes\)](#)

Any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first three days late and, thereafter, \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding the primary and general election, the fine shall be \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

For a candidate's termination report, the fine shall be \$50 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. All fines must be paid from the candidate's **personal funds** – not campaign funds.

Notice of No Activity

In any reporting period during which a candidate has not received funds or made any expenditures, the filing of the required report for that period is waived. The Candidate will file a Waiver of Report ([DS-DE 87](#)) electronically with the filing officer through the Easy Campaign Finance Portal by the due day specified on the Campaign Treasurer Reporting Calendar. The next report filed must specify that the report covers the entire period between the last submitted report and the report being filed. [\(Section 106.07\(7\), Florida Statutes\)](#)

Incomplete Reports [\(Section 106.07\(2\)\(b\), Florida Statutes\)](#)

Although the Electronic Filing System will allow a candidate to file an incomplete report, an incomplete report does not comply with the Florida Statutes.

If a candidate or campaign treasurer files a report that is deemed incomplete, they will be notified by the filing officer as to why the report is incomplete. The candidate or campaign treasurer must file an addendum to the incomplete report within seven days of notification. The addendum must include all necessary information to complete the report. Failure to file a complete report after notice constitutes a violation of [Chapter 106, Florida Statutes](#).

Deadlines for Accepting Contributions [\(Section 106.08\(3\)\(a\), Florida Statutes\)](#)

Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy campaign treasurer of such a candidate on the day of that election or less than five days before the day of that election must be returned by the candidate to the person or committee contributing, and the contribution may not be used or expended by or on behalf of the candidate ([See Appendix C of Candidate and Campaign Treasurer Handbook.](#))

For the March 10, 2026 City of Indian Rocks Beach Municipal Election, the deadline for accepting contributions is no later than midnight on Thursday, March 5, 2026.

Termination Reports [\(Section 106.11\(5\), Florida Statutes\)](#)

Termination Reports must be filed within 90 days once a candidate withdraws, becomes unopposed, is eliminated, or elected to office.

Following the last day of qualifying for office, any unopposed candidate needs only to file a report within 90 days after the date such candidate became unopposed. Such report shall contain all previously unreported contributions and expenditures as required by this section and shall reflect the disposition of funds as required by [Section 106.141, Florida Statutes](#).

Once a candidate withdraws, becomes unopposed, is eliminated, or elected to office, the candidate must dispose of the funds on deposit in their campaign account and file a campaign treasurer's report (termination report) reflecting the disposition of funds. The person may only expend funds from the campaign account to:

- Purchase “thank you” advertising for up to 75 days after they withdraw, become unopposed, is eliminated, or elected to office.
- Pay for items which were obligated before they withdrew, became unopposed, were eliminated, or elected to office.
- Pay for expenditures necessary to close down the campaign office and to prepare final campaign reports.
- Dispose of surplus funds as provided in [Section 106.141, Florida Statutes](#). [\(Section 106.11\(5\), Florida Statutes\)](#)

For further assistance, contact the Division of Elections Help Desk at (850) 245-6280

References

[2024 Candidates & Campaign Treasurer Handbook \(9/2024\)](#)

[2025 Florida Election Code – Chapters 97-106, Florida Statutes \(9/2025\)](#)



CAMPAIGN TREASURER REPORTING CALENDAR

(Reports must be filed no later than 5 p.m. on the designated day)

Report Type	Report Description	Period covered	Report Due
Q-3	Quarterly Report	07/01/2025 – 09/30/2025	October 10, 2025
G1-26	60 th Day Preceding Election	10/01/2025 - 12/31/2025	January 9, 2026
G2-26	Bi-Weekly Report	01/01/2026 - 01/22/2026	January 23, 2026
G3-26	Bi-weekly Report	01/23/2026 – 02/05/2026	February 6, 2026
25TH DAY, 11TH DAY, 4TH DAY, & TERMINATION REPORT			
G4-26	25th day prior to the Election	02/06/2026 - 02/12/2026	February 13, 2026
G5-26	11th day prior to the Election	02/13/2026 – 02/26/2026	February 27, 2026
G6-26	4th day prior to the Election	02/27/2026 - 03/05/2026	March 6, 2026
	DEADLINE FOR ACCEPTING CONTRIBUTIONS	Thursday, Midnight on 03/05/2026	
TR-26, TERMINATION REPORTS (106.141 (1), (F.S)) Each candidate who withdraws his or her candidacy, becomes an unopposed candidate, or is eliminated as a candidate or elected to office shall, within 90 days, dispose of the funds on deposit in his or her campaign account and file a report reflecting the disposition of all remaining funds. Following the last day of qualifying for office, any unopposed candidate needs only to file a report within 90 days after the date such candidate became unopposed. Such report shall contain all previously unreported contributions and expenditures as required by this section and shall reflect the disposition of funds as required by Section 106.141, Florida Statutes .			
TR-26	Termination Report* (106.141 (1), (F.S))	Through December 12, 2025, the last day of qualifying	March 12, 2026 (unopposed candidate)
TR-26	Termination Report* (106.141 (1), (F.S))	03/06/2026 through disposing of the funds on deposit in the campaign account. File a report reflecting the disposition of all remaining funds.	June 8, 2026 (eliminated as a candidate or elected)
TR-25	Termination Report* (106.141 (1), (F.S.))	Through withdrawing as a candidate	The Termination Report due date is determined by the withdrawal date as a candidate.

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) _____
Name

(2) _____
Address (number and street)

City, State, Zip Code

☐ Check here if address has changed

OFFICE USE ONLY

(3) ID Number: _____

(4) Check appropriate box(es):

☐ Candidate Office Sought: _____

☐ Political Committee (PC)

☐ Electioneering Communications Org. (ECO)

☐ Party Executive Committee (PTY)

☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)

☐ Check here if PC or ECO has disbanded

☐ Check here if PTY has disbanded

☐ Check here if no other IE or EC reports will be filed

(5) Report Identifiers

Cover Period: From ____ / ____ / ____ To ____ / ____ / ____ Report Type: _____

☐ Original

☐ Amendment

☐ Special Election Report

(6) Contributions This Report

Cash & Checks \$ ____ , ____ , ____ . ____

Loans \$ ____ , ____ , ____ . ____

Total Monetary \$ ____ , ____ , ____ . ____

In-Kind \$ ____ , ____ , ____ . ____

(7) Expenditures This Report

Monetary Expenditures \$ ____ , ____ , ____ . ____

Transfers to Office Account \$ ____ , ____ , ____ . ____

Total Monetary \$ ____ , ____ , ____ . ____

(8) Other Distributions

\$ ____ , ____ , ____ . ____

(9) TOTAL Monetary Contributions To Date

\$ ____ , ____ , ____ . ____

(10) TOTAL Monetary Expenditures To Date

\$ ____ , ____ , ____ . ____

(11) Certification

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete:

(Type name) _____

☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer

X _____

Signature

(Type name) _____

☐ Candidate ☐ Chairperson (only for PC and PTY)

X _____

Signature

Instructions for Campaign Treasurer's Report Summary	
(1)	Name: full name of the candidate, political committee, party executive committee, electioneering communications organization, or individual making an independent expenditure or electioneering communication.
(2)	Address: the full address or post office box, city, state, and zip code. <input type="checkbox"/> Check the box if the address has changed since the last report filed.
(3)	ID Number: identification number assigned by the filing officer.
(4)	Check the appropriate box(es).
(5)	Report Identifiers Cover Period: the dates this report covers (i.e., From <u>1/1/15</u> To <u>1/31/55</u>). Important: use the appropriate cover period dates as published by the filing officer. Report Type: refer to the filing officer's calendar of reporting dates for the correct codes to be used for each reporting period. If report is for a special election add "S" in front of the report code (i.e., <u>SG3</u>). Check one of the appropriate boxes: <input type="checkbox"/> Original: first report filed for this reporting period. <input type="checkbox"/> Amendment: must summarize only contributions/fund transfers and expenditures/distributions being reported as additions or deletions. Read instructions for sequence numbers and amendment types on the back of Forms DS-DE 13A and 14A. <input type="checkbox"/> Special Election Report: Important: once a special election report is filed, the entity is required to file all remaining reports due for the special election.
(6)	Contributions This Report: Cash and Checks: total amount for this reporting period. Loans: total amount for this reporting period. Total Monetary: sum of Cash and Checks and Loans. In-Kind: the fair market value of the in-kind contribution at the time it is given for this reporting period.
(7)	Expenditures This Report: Monetary Expenditures: total amount of monetary expenditures for this reporting period. Transfers to Office Account: total amount transferred to an office account by <u>elected</u> candidates only. Total Monetary: sum of Monetary Expenditures and Transfers to Office Account.
(8)	Other Distributions: the total amount of goods and services contributed to a candidate or other committee by a PC, ECO, or PTY.
(9)	TOTAL Monetary Contributions To Date: the amount of total monetary contributions to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.
(10)	TOTAL Monetary Expenditures To Date: the amount of total monetary expenditures to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.
(11)	Type or print the required officer's name and have them sign the report: <input type="checkbox"/> Candidate report: treasurer and candidate must sign. <input type="checkbox"/> PC report: treasurer and chairperson must sign. <input type="checkbox"/> PTY report: treasurer and chairperson must sign. <input type="checkbox"/> ECO report: organization's treasurer must sign. <input type="checkbox"/> IE or EC report: individual must sign (this applies when an individual acts alone to make these expenditures)
AMENDMENT REPORTS: An amendment report summary should summarize only contributions, expenditures, distributions, & fund transfers being reported as additions or deletions. Read the instructions for the sequence number & amendment type fields on the back of forms DS-DE 13, 14, 14A and 94.	

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period ____ / ____ / ____ through ____ / ____ / ____ (4) Page ____ of ____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type Occupation		(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

- (1) Candidate's full name or name of the political committee (PC), electioneering communications organizations (ECO) or party executive committee (PTY).
- (2) The identification number assigned by the filing officer.
- (3) Cover period dates (e.g., 1/1/15 through 1/31/15). (See filing officer's reporting dates calendar for appropriate year and cover periods.)
- (4) Page numbers (e.g., 1 of 3).
- (5) Date contribution was RECEIVED (Month/Day/Year).
- (6) **Sequence Number** – Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.
For example, a M1 report having 75 contributions would use sequence numbers 1 through 75. The next report (M2), comprised of 40 contributions would use sequence numbers 1 through 40. Contributions on amended M1 reports would begin with sequence number 76 and on amended M2 reports would begin with sequence number 41. See the *Amendment Type* instructions below.
- (7) Type full name and address of contributor (including city, state and zip code).
- (8) Enter the type of contributor using one of the following codes:
Occupation of contributor for **contributions over \$100 only**. (If a business, please indicate nature of business.)

I	Individual	
B	Business	(also includes corporations, organizations, groups, etc.)
E	Electioneering Communications Organizations	
F	Political Committee	(federal or state)
P	Political Parties	(includes federal, state and county executive committees)
O	Other	(e.g., candidate surplus funds to party, etc.)
S	Candidate to Self	

- (9) Enter Contribution Type using one of the following codes:
NOTE: Cash includes cash and cashier's checks.

Code	Description
CAS	Cash or Cashier's Check
CHE	Check
COF	Carryover Funds from Previous Campaign
INK	In-Kind
INT	Interest
LOA	Loan
MO	Money Order
MUC	Multiple Uniform Contributions
RCT	Other Receipts
REF	Refund (Negative Amount Only)

- (10) Type the description of any in-kind contribution received.
Candidate's Only – If in-kind contribution is from a party executive committee and is allocable toward the contribution limits, type an "A" in this box. If contribution is not allocable, type an "N".
- (11) **Amendment Type** (required on amended reports) – To add a new (previously unreported) contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.
The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report. For example, amending an original M1 report that had 75 contributions means the sequence number of the first contribution having amendment type "ADD" will be 76; the second "ADD" contribution would be 77, etc. When amending an original M2 report that had 40 contributions, the sixth "ADD" contribution would have sequence number 46.
To correct a previously submitted contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.
- (12) Type amount of contribution received. **Political Committees ONLY**: Multiple uniform contributions from the same person, aggregating NMT \$250 per calendar year, collected by an organization that is the affiliated sponsor of a PC, may be reported by the PC in an aggregate amount listing the number of contributors together with the amount contributed by each and the total amount contributed during the reporting period. The identity of each person making such uniform contribution must be reported to the filing officer by July 1 of each calendar year, or, in a general election year, NLT the 60th day immediately preceding the primary election.

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name _____

(2) I.D. Number _____

(3) Cover Period ____/____/____ through ____/____/____

(4) Page _____ of _____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
(6) Sequence Number					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

- (1) Candidate's full name or name of the political committee (PC), electioneering communications organization (ECO), or party executive committee (PTY).
- (2) Identification number assigned by the filing officer.
- (3) Cover period dates (01/01/15 through 01/31/15). (See filing officer's reporting dates calendar for appropriate cover periods.)
- (4) Page numbers (e.g., 1 of 3).
- (5) Date of expenditure (Month/Day/Year).
- (6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting requirements.

For example, a M1 report having 40 expenditures would use sequence numbers 1 through 40. The next report (M2), comprised of 30 expenditures would use sequence numbers 1 through 30. Expenditures on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See *Amendment Type* instructions below.
- (7) Full name and address of entity receiving payment (including city, state and zip code).
- (8) Purpose of expenditure (if expenditure is a contribution to a candidate, also type the office sought by the candidate). **PLEASE NOTE:** This column does not apply to candidate expenditures, as candidates cannot contribute to other candidates from campaign funds. However, PCs (supporting candidates) and party executive committees contributing to candidates must report office sought (Section 106.07, F.S.).
- (9) Enter Expenditure Type using one of the following codes:

Code	Description
CAN	Candidate Expense
DIS	Disposition of Funds
DFC	Disposition of Funds to Future Campaign (effective 11/1/13)
DPP	Disposition of Funds to Political Party (effective 11/1/13)
DPV	Disposition of Funds to Petition Verification (effective 11/1/13)
ECC	Electioneering Communication
IEC	Independent Expenditure Regarding a Candidate
IEI	Independent Expenditure Regarding an Issue
MON	Monetary (Not to a Candidate)
PCW	Petty Cash Withdrawn
PCS	Petty Cash Spent
PPD	Pre-paid Distribution
REF	Refund (Negative Amount Only)
RMB	Reimbursements
TOA	Transfer to Office Account (Disposition of Funds)

- (10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) expenditure for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report. For example, amending an original M1 reports that had 75 expenditures, means the sequence number of the first expenditure having amendment type "ADD" will be 76; the second "ADD" expenditure would have sequence number 39.

To correct a previously submitted expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(11) Amount of expenditure.

WAIVER OF REPORT

(Section 106.07(7), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Name

Office Sought

Address

City

State

Zip Code

☐ Candidate

☐ Political Committee

☐ Party Executive Committee

NOTE: This form does not apply to an electioneering communications organization (ECO). An ECO must file a report (not a waiver) that no reportable contributions or expenditures were made during the reporting period (s. 106.0703(6), F.S.).

☐ Check here if address has changed since last report.

☐ Check here if PC has DISBANDED and will no longer file reports.

TYPE OF REPORT (Check Appropriate Box and Complete Applicable Line beneath Box)

☐ QUARTERLY REPORT

☐ PRIMARY ELECTION

☐ GENERAL ELECTION

☐ OTHER REPORT TYPE

Indicate report #

M _____

Indicate report #

P _____

Indicate report #

G _____

Indicate report type and #
as applicable:

☐ TERMINATION REPORT

☐ SPECIAL ELECTION

NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF

THROUGH

X

Signature

Date

X

Signature

Date

REQUIRED SIGNATURES FOR:

Candidates:

Candidate and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

Political Committees:

Chairman and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

Party Executive Committees:

Treasurer and Chairman (s. 106.29(2), F.S.)

Except as noted above for an ECO, in any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.