City
of
Indian Rocks Beach

2027 Election Guide for Candidates

Lorin A. Kornijtschuk
INDIAN ROCKS BEACH- CITY CLERK~ QUALIFYING OFFICER
PRINTED 10/2026 FOR 2027 ELECTION

Dear Candidate,

Thank you for your interest in running for Commissioner in the City of Indian Rocks Beach Municipal Election on **March 9, 2027**.

This packet gives you the basic information and forms you need to qualify. It does not cover everything. As a candidate, you are responsible for following Florida election law, the City Charter, and the City Code of Ordinances.

Qualifying Period

Qualifying begins at **noon on Monday, December 7, 2026**, and ends at **noon on Monday, December 14, 2026**.

To get your name on the ballot, you must file the following with the City Clerk by the end of qualifying:

- All qualifying documents
- The required number of signed petitions from qualified voters
- The election assessment fee

The required forms are included in this packet. You can also get forms from the City Clerk's office, the Florida Division of Elections (dos.myflorida.com/elections), or the Florida Commission on Ethics (ethics.state.fl.us).

Turn in Petitions Early

Please submit your signed petitions at least two days before qualifying ends. This gives the Pinellas County Supervisor of Elections time to verify signatures. If more signatures are needed, they cannot be accepted after qualifying closes at noon on Monday, December 14, 2026.

The City Clerk's Role

The City Clerk is the Filing and Qualifying Officer for municipal candidates. The Clerk checks that your papers are complete and properly signed and verified (Section 92.525(1)(a), Florida Statutes), but cannot check whether the information in them is accurate, and cannot give legal advice or interpret the law.

Your Responsibilities

You are responsible for every part of your campaign, including filing treasurer's reports on time and including the correct political disclaimers on advertising. Learning the rules now can help you avoid fines and bad publicity. Please download and review:

- 2026 Candidate and Campaign Treasurer Handbook: https://files.floridados.gov/media/711203/2026-candidate-and-campaign-treasurer-handbook.pdf
- Florida Election Code: https://files.floridados.gov/media/709540/election-code-2025-combined-final-20250908.pdf

Questions and Complaints

- For legal questions or interpretations, contact the Florida Division of Elections at (850) 245-6200.

- Violations of the Florida Election Code are handled by the Florida Elections Commission at (850) 922-4539. Complaint forms are available at https://www.fec.state.fl.us/file-a-complaint.

Submitting Your Papers

Qualifying papers are accepted Monday through Friday, 8:00 a.m. to 4:00 p.m., in person or by U.S. Mail. Please call ahead to schedule an appointment.

Lorin Kornijtschuk

City Clerk and Qualifying Officer

City of Indian Rocks Beach

1507 Bay Palm Boulevard

Indian Rocks Beach, FL 33785

727-595-2517 | LORINK@irbcity.com

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-Candidate Oath Nonpartisan Office. Form DS – DE 302 NP.

-File Statement of Financial Interest

-Open Campaign Account

-Petition Cards

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Affidavit of Undue Burden. Form DS-DE 19 A. (If requested)

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- Notice - Pre-Election Testing of Voting Equipment.

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QUALIFYING PERIOD

City of Indian Rocks Beach | 2027 Municipal Election

Key Dates at a Glance

Item	Details
Early submittal of qualifying papers begins	Monday, November 23, 2026 (City Hall closed November 26–27 for Thanksgiving)
Qualifying opens	**Noon, Monday, December 7, 2026**
Qualifying closes (all papers, petitions and fee due)	**Noon, Monday, December 14, 2026**
Poll watcher designations due to City Clerk	Before noon, February 9, 2027
Election Day	**Tuesday, March 9, 2027**
Seats up for election	**Two City Commission seats**
Term of office	Two years, March 2027 to March 2029. Begins at the next regular or special Commission meeting after the Pinellas County Canvassing Board certifies the results.

Who Can Run

To be a candidate for City Commission, you must (City Charter, Section 2.2(b)):

- Be over the age of 18
- Have lived continuously within the city limits for at least one year before the last day of qualifying
- Be a qualified Florida elector, eligible to vote in Indian Rocks Beach
- Not hold another elective or appointive office (state, county or municipal) without resigning from it

Commission Meetings

Regular meetings are held on the **2nd Tuesday of each month at 6:00 p.m.** Work sessions, special meetings and workshops are held as needed, especially during the budget process.

Financial Disclosure

The Florida Commission on Ethics requires elected officials to file a financial disclosure every year, and candidates to file one as part of qualifying (F.S. 112.3144 and 112.3145). Form 1 must be filed within 60 days of appointment. Questions? Contact the Florida Commission on Ethics at (850) 488-7864 or ethics.state.fl.us.

How Qualifying Works

- Qualifying is set by the City Charter and City Code. Filing makes you a candidate, but your name will not appear on the ballot until you complete **all** qualifying requirements.
- You cannot become a qualified candidate before **noon on December 7, 2026**, the first day of qualifying (City Code, Section 22-33).

CANDIDATE CHECKLIST / DETAIL

Complete these steps in order. Steps 1–9 must be done by **noon, Monday, December 14, 2026**.

Part A: Get Started (before you campaign)

Step 1: Candidate Application, Personal Resident Affidavit and Oath

City Charter, Section 3.2; City Code, Section 22-33(c).

Step 2: Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9)

F.S. 106.021. Filing this form makes you an **announced candidate**. It must be on file with the City Clerk **before** you:

- Open a campaign account
- Accept contributions or spend money, or let anyone do so on your behalf
- Collect signatures on petitions (Form DS-DE 104)
- Post campaign signs

Note: You may announce that you plan to run before filing, as long as you don't do any of the above. You may serve as your own treasurer. The form takes effect only when the treasurer has signed it and the City Clerk has received it. Mailing it does not count as filing.

Step 3: Statement of Candidate (Form DS-DE 84)

Due **within 10 days after you file Form DS-DE 9**. This form confirms you have read and understand Florida's Campaign Financing Act (Chapter 106). You can get a copy of the Act from the City Clerk or download it.

Note: Willful failure to file is a first-degree misdemeanor and a civil violation (F.S. 106.19(1)(c), 106.265(1)).

Part B: Qualify (by noon, December 14, 2026)

Step 4: Candidate Oath, Nonpartisan Office (Form DS-DE 302NP)

F.S. 99.021. Select **No Party Affiliation (NPA)** on all qualifying documents.

Step 5: Financial Disclosure

Provide proof that you filed **Form 1** electronically with the Commission on Ethics: disclosure.floridaethics.gov

Step 6: Open Your Campaign Account

Open the account only after Form DS-DE 9 is on file.

- All accounts, checks and debit cards must show the campaign account name (for example, "John Doe Campaign Account"). See Chapter 106.
- Campaign finance reports are required from the date you file.

Step 7: Petitions (Form DS-DE 104)

- The City Clerk provides the petition forms.
- You need **20 petitions** signed by qualified voters (City Code, Section 22-33).
- The Supervisor of Elections recommends collecting **about 10% extra** in case some are invalid.

- Turn petitions in to the City Clerk **at least two days early** so the Pinellas County Supervisor of Elections can verify them. The final deadline is **noon, December 14, 2026**, and more petitions cannot be accepted after that.
- A petition with any missing information is **not valid**.

Note: Petition information becomes public record once the Supervisor of Elections receives it. Knowingly signing a petition for the same candidate more than once is a first-degree misdemeanor (F.S. 775.082, 775.083).

Step 8: Election Assessment Fee

F.S. 99.093. The fee is 1% of the seat's annual salary and funds the Elections Commission Trust Fund.

- **City Commissioner: $72.00**
- Pay by check from your **campaign account**, payable to the **City of Indian Rocks Beach**.
- If paying would be an undue burden on your personal resources, file an **Affidavit of Undue Burden (Form DS-DE 19A)** instead.

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

Part C: After Qualifying

Step 10: Notice of Pre-Election Testing of Voting Equipment

The County Canvassing Board certifies test results of the ballot counting equipment and files the election settings with the Division of Elections. Testing takes place at the Election Service Center, 13001 Starkey Road, Largo. **Dates to be announced.**

Step 11: Designation of Poll Watchers (if applicable)

See Poll Watcher Information in this guide.

Step 12: Oath of Acquisition (if applicable)

See Poll Watcher Information in this guide.

Step 13: Notice of Penalty for Late Filing of Treasurer's Report

CANDIDATE CHECKLIST

Return all items to the City Clerk **before noon, Monday, December 14, 2026.**

#	Item	Where to Get It	Done
1	Candidate Application, Personal Resident Affidavit and Oath	City Clerk	☐
2	Appointment of Campaign Treasurer and Designation of Depository (DS-DE 9)	City Clerk or dos.myflorida.com/elections	☐
3	Statement of Candidate (DS-DE 84), within 10 days of DS-DE 9	City Clerk or dos.myflorida.com/elections	☐
4	Candidate Oath, Nonpartisan (DS-DE 302NP)	City Clerk or dos.myflorida.com/elections	☐
5	Proof of electronic filing of Form 1 with the Commission on Ethics	disclosure.floridaethics.gov	☐
6	Campaign account opened	Your bank	☐
7	20 certified petitions (DS-DE 104)	City Clerk	☐
8	Pay Election Assessment Fee ($72.00) **or** Affidavit of Undue Burden (DS-DE 19A)	City Clerk	☐
9	Affidavit for Use of Nickname on Ballot (if applicable)	City Clerk	☐
10	Receipt of Notice of Pre-Election Test (after qualifying)	City Clerk	☐
11	Designation of Poll Watchers (after qualifying, if applicable)	City Clerk	☐
12	Oath of Acquisition (after qualifying, if applicable)	City Clerk	☐
13	Notice of Penalty for Late Filing of Treasurer's Report	City Clerk	☐

ADVERTISING AND POLITICAL SIGNS

Political Advertising Disclaimer

All political advertising, including signs and bumper stickers, must clearly display one of these disclaimers (F.S. 106.143):

- "Political advertisement paid for and approved by (name of candidate), for (office sought)."
- "Paid by (name of candidate), for (office sought)."

This is a nonpartisan office, so do not include a political party affiliation in your advertising.

Political Signs (City Code, Section 98-110)

Political signs do not need a permit in Indian Rocks Beach, but they must follow these rules:

Rule	Requirement
Distance from Gulf Boulevard	At least 8 feet from the curb or edge of pavement
Distance from all other streets	At least 6 feet from the curb or edge of pavement
Maximum size	6 square feet per sign face; 12 square feet total for a two-sided sign
Not allowed on	City property, streets, roads or rights-of-way; state or county road rights-of-way (F.S. Chapter 479)
Violations	The City will send written notice. If not corrected within 24 hours, the City will remove the sign.

Campaigning Near Polling Places

You may not solicit voters inside a polling place or within **150 feet** of its entrance. See Political Activity at Polling Locations.

DISTRIBUTION OF CAMPAIGN MATERIALS

City Code, Sections 26-102 through 26-108, controls how flyers and handbills may be handed out.

You May

- Hand out free, noncommercial flyers on sidewalks, streets and public places to anyone willing to take them (26-102).
- Hand flyers directly to the owner or occupant of a home (26-106).
- Leave flyers at an occupied home that has no “No Trespassing” or similar sign, unless someone asks you not to. Secure them so they cannot blow away (26-106).

You May Not

- Throw or leave flyers on sidewalks, streets or other public places (26-102).
- Place flyers on or in vehicles (26-103).
- Leave flyers at vacant or unoccupied property (26-104).
- Leave flyers where you’ve been asked not to, or where a sign says “No Trespassing,” “No Peddlers or Agents,” “No Advertisement” or similar (26-105).
- Put flyers in mailboxes (26-106).
- Drop flyers or other items from an aircraft (26-107).
- Post signs or notices on light posts, utility poles, trees, or public buildings or structures (26-108).

POLITICAL ACTIVITY AT POLLING LOCATIONS

Florida Statutes, Section 102.031, sets the rules for conduct at the polls.

150-Foot No-Solicitation Zone

No one may solicit voters inside a polling place or within **150 feet** of the entrance to:

- A polling place or polling room
- An early voting site
- A Supervisor of Elections office where vote-by-mail ballots are printed on demand

"Soliciting" includes: asking for votes, opinions or contributions; handing out campaign materials; conducting polls (exit polling is allowed); collecting petition signatures; and selling items.

The clerk or Supervisor of Elections marks the zone before voting begins. Outside the zone, the property owner cannot ban soliciting during voting hours.

Who May Enter the Polling Room

During voting hours, only these people may enter a polling room or early voting area:

- Official poll watchers
- Inspectors and election clerks
- The Supervisor of Elections or a deputy
- Voters, and people caring for a voter
- Law enforcement or emergency personnel, with permission from the clerk or a majority of inspectors
- People taking part in an approved simulated election for minors

Order at the Polls

- The election board has full authority to keep order at the polls.
- A deputy sheriff is present at each polling place and early voting site.
- Disruptive people may be removed by law enforcement from the polling room or the 150-foot zone.
- **No photography** in the polling room or early voting area, except voters may photograph their own ballots.

POLL WATCHER INFORMATION

Florida Statutes, Section 101.131

Election Day	Poll Watcher Forms Due to City Clerk
March 9, 2027	**Before noon, February 9, 2027**

Forms will not be accepted after the deadline. Get forms from the City Clerk or at dos.myflorida.com/elections.

Who Can Be a Poll Watcher

- Each candidate may have **one** watcher in each polling room or early voting area at a time.
- Watchers must be qualified and registered voters in Pinellas County.
- Candidates, sheriffs, deputy sheriffs, police officers and other law enforcement officers **cannot** serve as poll watchers.

How to Designate

- Submit your poll watchers in writing to the City Clerk by the deadline above.
- The Supervisor of Elections approves Election Day watchers by the Tuesday before the election, and early voting watchers at least 7 days before early voting begins.
- The Supervisor of Elections gives each election board a list of approved watchers.

Rules for Poll Watchers

- Watch and observe voters and officials, but stay no closer to the officials' table or voting booths than necessary.
- Do not talk or interact with voters.
- Do not interfere with the election.
- Bring your own materials and supplies.
- Direct any questions about polling place procedures to the City Clerk.

ADDITIONAL INFORMATION

Helpful Links

Election forms	dos.myflorida.com/elections/forms-publications/forms
File financial disclosure (Form 1)	disclosure.floridaethics.gov
Election results (posted in real time on election night)	votepinellas.com

Florida Division of Elections

The Division of Elections interprets and gives guidance on Florida election law, issues advisory opinions, audits reports, and writes rules for Chapter 106. It can also investigate claims of voter registration, voting or petition fraud and refer them for prosecution (F.S. 97.012(15)). Violations of Chapter 106 (campaign finance) are handled by the Florida Elections Commission instead.

If you see possible election fraud, please file a complaint so it can be investigated.

Agency	Contact
Florida Division of Elections	R.A. Gray Building, Room 316 500 South Bronough Street, Tallahassee, FL 32399 (850) 245-6200
Voter Fraud Hotline (English and Español)	1-877-868-3737 Monday–Friday, 8:00 a.m.–5:00 p.m. (ET)
Florida Relay Service (hearing or speech impaired)	1-800-955-8771 (TDD) 1-800-955-8770 (Voice)
Florida Elections Commission	Collins Building, Suite 224 107 W. Gaines Street, Tallahassee, FL 32399 (850) 922-4539 | www.fec.state.fl.us
Federal Election Commission	www.fec.gov
Florida Attorney General	myfloridalegal.com

Resign-to-Run Law

DE Reference Guide 0016 (Updated 08/17/2023)

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**[1]
  - An "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 and did not resign from the office the person presently holds.
  - An officer who qualifies for federal public office must resign from his or her presently-held office if the terms, or any part, thereof, would overlap with each other. (See below "What is "qualify" and "Exceptions to the resign-to-run law")

- **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.)[2] "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.

- **What is "qualify"?**[3]

  "Qualify" means to fulfill the requirements set forth in s. 99.061(7)(a) or s. 105.031(5)(a). Candidates for President and Vice President are not required to fulfill such requirements and therefore do not "qualify" for purposes of the resign-to-run law.

- **Exceptions to the resign-to-run law**[4]
  - Political party offices.
  - Persons serving without salary on an appointed board or authority.
  - Persons holding federal office.
  - An elected officer running for federal office if the term of office presently held is scheduled to expire and be filled by election in the same primary and general election period as the federal office the officer is seeking.
  - Persons running for President and Vice President of the United States

- **Resignation process**[5]
  - In writing at least 10 days prior to the first day of qualifying for the office the officer seeks.
    - *For elected district, county, or municipal officers*, submit:
      - To the officer before whom he or she qualified for the office he or she holds,

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[1] s. 99.012, F.S. (2023)

[2] See also *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)(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.)

[3] s. 99.012(1), F.S.

[4] ss. 99.012(7), F.S.

[5] ss. 99.012(3) - (5), F.S.

- Copy to the Governor and the Department of State.

- *For appointed district, county, or municipal officers*, submit:
  - 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*, submit:
  - To the Governor
  - Copy to the Department of State.[6]

Contact Information	
Address for Governor's office	**Address for Department of State**
Governor Ron DeSantis The Capitol 400 S. Monroe St. Tallahassee, FL 32399-0001 Email: Ron.DeSantis@eog.myflorida.com Fax: (850) 921-0733	Donna Brown Chief, Bureau of Election Records Department of State R.A. Gray Building, Room 316, 500 S. Bronough Street Tallahassee, Florida 32399-0250 Email: ElecRecords@dos.my florida.com Fax: 850-245-6259 or -6260

- **What is the effective date of the resignation?**[7]
  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.

- **Is the resignation irrevocable**?[8]
  Yes. Once submitted, the resignation is irrevocable.

- **What is an automatic resignation?** [9]
  An automatic irrevocable resignation occurs when an officer who qualifies for **federal** public office fails to submit a resignation pursuant to the resign-to-run law. The automatic resignation from the office he or she presently holds is effective immediately. The Department of State is then required to send a notice of the automatic resignation to the Governor. In the case of a district, county or municipal officer, a copy also is sent to the officer before the person qualified if officer held an elective office or the office or authority who appointed the officer.

FREQUENTLY ASKED QUESTIONS – RESIGN-TO-RUN LAW:

- **If someone is a school board member and will not seek re-election at the next general election but intends to qualify to run for state representative, will the person have to submit a resignation under the resign-to-run law?**
  - Yes. Section 100.041, F.S., reflects that the two-year term of office for a state representative begins upon election and the four-year term of office for a school board member begins on the second Tuesday following the general election. Therefore, if elected as a state representative, the term as a school board member, would not expire until two weeks after taking office as a state representative. This two-week overlap requires

[6] ss. 99.012(3)(e) and (4)(e), F.S.
[7] s. 99.012(3)(d) and (4)(d), F.S.
[8] s. 99.012(3)(b) and (4)(b), F.S.
[9] s. 99.012(4)(f), F.S.

the school board member 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 for a state, county, district, or municipal office?**
  - If the officer still wishes to run for office, the officer may submit a 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.) Note: If the officer is a candidate for **federal** office, the failure to satisfy the 10-day deadline operates as an automatic, immediate and irrevocable resignation from office. (s. 99.012(4)(f)1., F.S.)

- **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.
  - Subordinate officers would include, among others: assistant public defenders, assistant state attorneys, and deputy supervisors of elections. (s. 99.012(4), F.S; visit the Division of Elections' Advisory Opinions webpage for relevant resign to run opinions DE 08-04, 07-08, 99-01, 17-02, 17-03, 17-04, 18-07, 18-08)

- **Does a city's Chief of Police have to resign 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(5), F.S.)

- **What happens if an officer does not comply with the resign-to-run law?**
  - A filing officer performs a ministerial duty in reviewing qualifying documents such that if a candidate files an oath stating that he or she has resigned from office, the filing office cannot look beyond the contents of the oath to determine if it is accurate. (s. 99.061(7)(c), F. S.)
  - It takes a court order to determine if a person did not comply with the resign-to-run law, and to deem the person not qualified as a candidate or be removed from the ballot. (s. 99.012(6), F.S.)

- Notwithstanding the above, an officer who qualifies for **federal** public office who fails to submit a resignation pursuant to the resign-to-run law will result in an automatic irrevocable resignation, effective immediately, from the office he or she presently holds. (s. 99.012(4)(f)1. F.S.) The Department of State is required to notify the Governor and the appropriate qualifying officer or appointing authority of the automatic resignation. (s. 99.012(4)(f)2., F.S.)

- **How are district officers treated under the resign-to-run law versus 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 can 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 executive department heads, and elected officers 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 party candidate.
  - An employee's conduct is also subject to state and local laws and the regulations of the employing agency. An employee should consult with his or her supervisor, personnel office, or the agency's general counsel.

- **Who to contact for questions or requests for advisory opinions on Hatch Act or Resign-to-Run law**:

HATCH Act	Resign-to Run Law
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; (800) 854-2824;(202) 804-7002; Email: hatchact@osc.gov Website: https://osc.gov/Services/Pages/HatchAct-Federal.aspx	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

FORMS

1. Candidate **Application,** Personal Resident Affidavit and Oath.

2. Appointment Campaign Treasurer & Designation Campaign Depository/Candidates. **Form DS-DE 9.**

3. Statement of Candidate **Form DS-DE 84.**

4. Candidate Oath Nonpartisan Office. **Form DS – DE 302 NP**.

5. FORM 1 / Proof of Filing

6. (20)-Petition Cards **Form DS-DE 104** & **Submission of Petition Form**

7. Pay Assessment Fee/ **Receipt** **or** Affidavit of Undue Burden. **Form DS-DE 19 A**.

- Affidavit for Use of Nickname on Ballot. (If requested)

8. **Notice - Pre-Election Testing of Voting Equipment**.

- Designation of Poll Watcher Form. (If requested.)

- Oath of Acquisition. (If requested.)

9. **Notice of Penalty for Late Filing of Treasurer's Report.**

Candidate Application, Personal Resident Affidavit & Oath

Office of City Commissioner · Non-Partisan Municipal General Election · March 9, 2027

Name as it is to appear on ballot: _____

AFFIDAVIT

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:

1. **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.**
2. **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 _____.
3. **I am a qualified elector of the City;** and **that I am a Candidate for the office of City Commissioner** at a non-partisan election for said office to be held on the **9th day of March 2027** of the City of Indian Rocks Beach, Pinellas County, Florida, created by Chapter 30852, Laws of Florida, Special Acts of 1955.
4. **That I have met** all the requirements of and am a legal voter in said City of Indian Rocks Beach, Pinellas County, Florida.
5. **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.
6. **That I have read** and will comply with all provisions of Chapter 106, Florida Statutes.
7. **That I have received** a copy of the Oath of Acquisition Form, for list of voters requesting Vote-by-Mail Ballots.

> **Acknowledgment of F.S. 104.011.** I hereby acknowledge having been advised of the provisions of 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 to 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 of the third degree, punishable as provided in F.S. 775.083 or F.S. 775.084.

CANDIDATE

Signature: _____ Printed Name: _____

Street Address: _____

City, State, ZIP: **Indian Rocks Beach, FL 33785** Phone: _____

Email: _____

OATH ADMINISTERED

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2026 AT INDIAN ROCKS BEACH, PINELLAS COUNTY, FLORIDA.

_____ _____

Signature of Officer Administering Oath *Title*

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES

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

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 ☐ Refiling to Change: *(must specify change below)*

Type of 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: *(must 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 *(This portion is not applicable to candidates for nonpartisan office.)*

☐ 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: ☐ Primary Depository ☐ Secondary Depository

19. Name of Bank:	**20. County:**

21. Address:	**22. City:**	**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.

I swear or affirm that I meet, or will meet at the time of election for the office sought or at the time of assuming the office, as applicable, all statutory and constitutional qualifications for the office sought.

_____

Signature of Candidate **Date**

STATE OF FLORIDA

COUNTY OF _____

_____

Signature of Officer Administering Oath

Affix Seal Below or, if judge, provide name, title, and court (s. 92.50, F.S.)

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: _____

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

Name to appear on ballot *OR*
for voters to write in (if Write-in Candidate): _____

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

☐ Check box if name includes nickname. (To use nickname, you must complete the Affidavit of Nickname on page 2 of this form.)

I swear or affirm that I am a candidate for the nonpartisan office of _____, *(Office)*

_____ *(District #)*, _____ *(Circuit #)*, _____ *(Group or Seat #)*; I am a qualified elector of _____ **County**, Florida;

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.

I swear or affirm, in addition to being a citizen of the United States, that: *(Check applicable box.)*

☐ **I am not** a citizen of another country. ☐ **I am** a citizen of another country, specifically _____.

Statement of Legal Name Change: I have not legally changed my name through a petition pursuant to s. 68.07, F.S., during the 365-day period preceding the beginning of qualifying. (This does not apply to any change of name in proceedings for dissolution of marriage or adoption of children or based on a change of name conducted with a marriage certificate.)

Statement of Outstanding Fines, Fees, or Penalties: *(Check applicable box. If you do owe more than $250, you must also specify the amount owed and each entity that levied the same on page 2 of this form.)*

☐ **I do not** / ☐ **I do** owe 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. (s. 99.021(1)(d), F.S.)

( )

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

☐ physical presence *OR* ☐ online notarization

this _____ day of _____, 20____.

☐ Personally Known *OR*

☐ Produced Identification: _____
(Type of ID Produced)

Signature of Officer Administering Oath
Affix Seal Below or, if judge, provide name, title, and court (s. 92.50, F.S.)

Detailed Statement of Outstanding Fines, Fees, or Penalties

(Only required if you owe more than $250)

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 _____

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

☐ physical presence *OR* ☐ online notarization

this _____ day of _____, 20____.

☐ Personally Known *OR*

☐ Produced Identification: _____
(Type of ID Produced)

_____
Signature of Officer Administering Oath
Affix Seal Below or, if judge, provide name, title, and court (s. 92.50, F.S.)

Phonetic Spelling of Name

(Not required for qualifying)

Print the name phonetically on the line below as you wish your name to be pronounced on the audio ballot that may be used by persons with disabilities (see attached Guide for Phonetic Spelling).

_____

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

(Do not submit this page to the filing officer)

1. Use the tables below for Phonetic Spelling of Candidate's Name on page 2 of Form.
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) f*ee*t	uh	(SO-fuh) sofa (FING-guhr) finger
I	(FIT) f*i*t		
E	(BED) b*e*d		
A	(KAT) c*a*t (KAD) c*a*d		
AH	(FAH-thur) f*a*ther (PAHR) p*a*r		
AH	(HAHT) h*o*t (TAH-dee) t*o*ddy		
UH	(FUHJ) f*u*dge (FLUHD) fl*oo*d		
UH	(CHUHRCH) ch*u*rch		
AW	(FAWN) f*aw*n	**Certain Vowel Sounds with R**	
U	(FUL) f*u*ll	AHR	(PAHR) p*ar*
OO	(FOOD) f*oo*d	ER	(PER) p*air*
OU	(FOUND) f*ou*nd	IR	(PIR) p*eer*
O	(FO) f*oe*	OR	(POR) p*our*
EI	(FEIT) f*i*ght	OOR	(POOR) p*oor*
AI	(FAIT) f*a*te	UHR	(PUHR) p*urr*
OI	(FOIL) f*oi*l		
YOO	(FYOOR-ee-uhs) f*ur*ious		

Consonants			
B	(BED) *b*ed	R	(RED) *r*ed
D	(DET) *d*ebt	S	(SET) *s*et
F	(FED) *f*ed	T	(TEN) *t*en
G	(GET) *g*et	V	(VET) *v*et
H	(HED) *h*ead	Y	(YET) *y*et
HW	(WHICH) *wh*ich	W	(WICH) *w*itch
J	(JUHG) *j*ug	CH	(CHUHRCH) *ch*urch
K	(KAD) *c*ad	SH	(SHEEP) *sh*eep
L	(LAIM) *l*ame	TS	(ITS) i*ts*
M	(MAT) *m*at	TH	(THEI) *th*igh
N	(NET) *n*et	TH	(THEI) *th*y
NG	(SING-uhr) si*ng*er	ZH	(A-zhuhr) a*z*ure (VI-zhuhn) vi*s*ion
P	(PET) *p*et	Z	(GOODZ) goods

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)
Pittsfield	PITS-feeld
Hubbardston	HUH-buhz-tuhn

FILE STATEMENT OF FINANCIAL INTEREST

Candidates qualifying for the March 19, 2027, Municipal Election
will use the 2025 Form 1 for qualifying.
https://disclosure.floridaethics.gov/Account/Login

FLORIDA COMMISSION ON ETHICS (850) 488-7864

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.

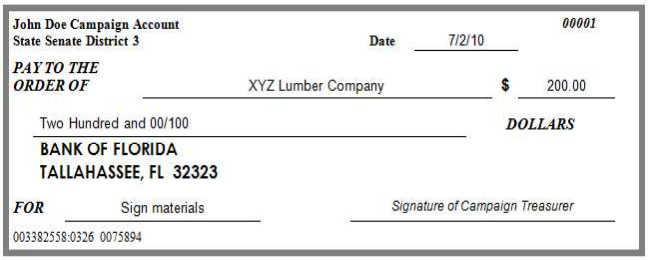
Campaign checks must contain the following information:

- 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
00001
Date 7/2/10
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 14, 2026.** 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.

Submission of Petition Cards

Non-Partisan Municipal General Election · March 9, 2027

NOMINATION

I hereby submit my nomination and _____ (number) complete petition cards for:

☐ **MAYOR-COMMISSIONER** ☐ **COMMISSIONER**

CANDIDATE ACKNOWLEDGMENT

I understand the Indian Rocks Beach City Charter requires, as part of the nomination process, that I submit a **minimum of twenty (20) petition cards** signed by qualified voters residing within the City of Indian Rocks Beach.

> **I also understand it is my responsibility to check the quantity of petition cards I have received to ensure that I have enough to qualify, as additional cards will not be accepted once the qualifying period ends.**

SIGNATURE VERIFICATION

Petition cards will be submitted by the Office of the City Clerk to the Pinellas County Supervisor of Elections Office for verification of voters' signatures. I choose to have _____ petition cards submitted to the Pinellas County Supervisor of Elections Office for signature verification.

_____ _____

Signature of Candidate *Date & Time*

FOR CITY CLERK USE ONLY

Number of Petition Cards Received: _____

_____ _____

City Clerk *Date & Time*

ELECTION ASSESSMENT

Election Assessment Fee

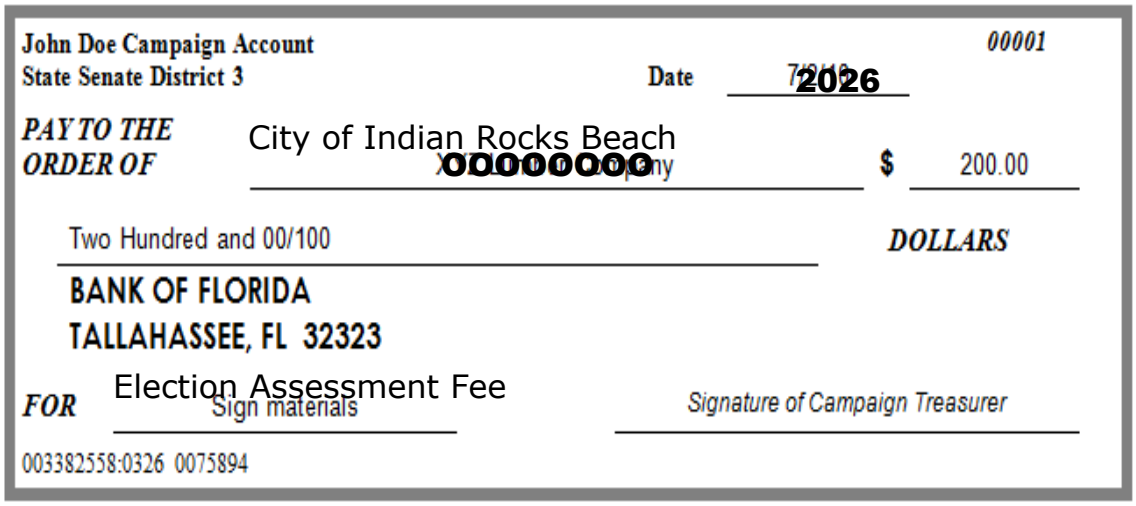
Election Assessment Fee. F.S. 99.093 requires municipal candidates to pay election assessment for the purpose of funding the Elections Commission Trust Fund, which is 1% of the annual salary of the candidate qualifying for. It also provides for an exemption if assessment if an undue burden on personal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



Election Assessment & Qualifying Fees

Non-Partisan Municipal General Election · March 9, 2027

FLORIDA STATUTES SECTION 99.093

Florida Statutes Section 99.093 provides that:

> **(1)** Each person seeking to qualify for nomination or election to a municipal office shall pay, at the time of qualifying for office, an election assessment. The election assessment shall be an amount equal to 1% of the annual salary of the office sought. Within thirty (30) days after the close of qualifying, the qualifying officer shall forward all assessments collected pursuant to this section to the Florida Elections Commission for deposit in the Elections Commission Trust Fund.
>
> **(2)** Any person seeking to qualify for nomination or election to a municipal office who is unable to pay the election assessment without imposing an undue burden on personal resources or on resources otherwise available to him or her shall, upon written certification of such inability given under oath to the qualifying officer, be exempt from paying the election assessment.

ASSESSMENT AMOUNTS

The annual salary of the **Mayor-Commissioner** is $8,400.00. Candidates for Mayor-Commissioner must submit an election assessment in the amount of **$84.00**. The annual salary of a **City Commissioner** is $7,200.00. Candidates for City Commissioner must submit an election assessment in the amount of **$72.00**.

OFFICE SOUGHT	ANNUAL SALARY	ELECTION ASSESSMENT (1%)
Mayor-Commissioner	$8,400.00	**$84.00**
City Commissioner	$7,200.00	**$72.00**

Checks should be made payable to the **City of Indian Rocks Beach**.

PAYMENT RECORD

_____ _____

Date Assessment Received *Check Number*

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.

_____ X_____
Print Name **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

Division of Elections
R. A. Gray Building, Room 316 • 500 South Bronough Street • Tallahassee, Florida 32399-0250
Telephone: (850) 245-6200 • Facsimile: (850) 245-6217
election.dos.state.fl.us

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 _____

PRE-ELECTION TESTING OF VOTING EQUIPMENT

City of Indian Rocks Beach
1507 Bay Palm Boulevard, Indian Rocks Beach, Florida 33785
www.indian-rocks-beach.com
727/595-2517

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.

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***

Designation of Poll Watchers

Section 1. Election | **Official Use Only**

Election Date:

Select **Early Voting** or **Election Day**:

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:

* 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.

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:

Note: This form becomes a public record when submitted to the Supervisor of Elections.

Section 4. List of Designated Poll Watchers

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

Early Voting Deadline - No later than noon at least 14 days before early voting begins
Election Day Deadline - No later than noon of the 2nd Tuesday before the election

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**

Form DS-DE 125 (Eff. 8/2016) Rule 1S-2.054, F. A. C.

Early Voting Deadline - No later than noon at least 14 days before early voting begins

Election Day Deadline - No later than noon of the 2nd Tuesday before the election

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

_____ _____
(**Print Name**) **(Signature)**

_____ _____ _____
(**Title**) **(Email)** **(Phone)**

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

Designated Representative(s):

_____ _____
(Print Name) (Email, Phone)

_____ _____
(Print Name) (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

NOTICE OF LATE FILING

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

CITY OF INDIAN ROCKS BEACH · MUNICIPAL GENERAL ELECTION

March 9, 2027 Campaign Filing Checklist

Qualifying, treasurer's reports and deadlines in date order. Click a box to check it off.

QUALIFYING

Done	Due	Task
☐	**Dec 7–14, 2026** Monday to Monday, noon to noon	**Qualify as a candidate** Qualifying opens Monday, Dec 7 at noon and closes Monday, Dec 14 at noon.

REPORTS AND KEY DATES BEFORE THE ELECTION

Done	Due	Task
☐	**Jan 8, 2027** Friday	**File report G1-27** 60th day before the election. Covers 01/01/2027 – 01/01/2027.
☐	**Jan 11, 2027** Monday	**File report Q4-26** 4th Quarter Report. Covers 10/01/2026 (or date account opened) – 12/31/2026.
☐	**Jan 22, 2027** Friday	**File report G2-27** 46th day before the election. Covers 01/02/2027 – 01/15/2027.
☐	**Feb 5, 2027** Friday	**File report G3-27** 32nd day before the election. Covers 01/16/2027 – 01/29/2027.
☐	**Feb 8, 2027** Monday	**Voter registration deadline** Last day for voters to register for the March 9 election.
☐	**Feb 12, 2027** Friday	**File report G4-27** 25th day before the election. Covers 01/30/2027 – 02/05/2027.
☐	**Feb 19, 2027** Friday	**File report G5-27** 18th day before the election. Covers 02/06/2027 – 02/12/2027.
☐	**Feb 23, 2027** Tuesday, before noon	**Submit poll watcher requests** DEADLINE Requests must reach the Supervisor of Elections Office before 12:00 noon.
☐	**Feb 26, 2027** Friday	**File report G6-27** 11th day before the election. Covers 02/13/2027 – 02/19/2027.
☐	**Mar 4, 2027** Thursday, midnight	**Stop accepting contributions** DEADLINE No further contributions can be accepted into campaign accounts after midnight.
☐	**Mar 5, 2027** Friday	**File report G7-27** $500/DAY IF LATE 4th day before the election. Covers 02/20/2027 – 03/04/2027. This is the report immediately before the election, so the higher late fine applies.

Done	Due	Task
☐	**Mar 9, 2027** Tuesday	**Election day** Municipal General Election. Polls open 7:00 a.m. – 7:00 p.m.

DATES STILL TO BE ANNOUNCED

These are marked tentative on the city's election calendar. Write in each date once it is set.

Done	Due	Task
☐	**Date: _____** before 5:00 p.m.	**Record your name and office for the audio ballot** TENTATIVE Call (727) 453-3293. A voice message will prompt you to record your name as it appears on your Candidate Oath and the office you are running for.
☐	**Date: _____**	**Military and overseas ballots mailed** TENTATIVE Deadline for the Supervisor of Elections Office to mail them.
☐	**Date: _____**	**Domestic mail ballots mailed** TENTATIVE Deadline for the Supervisor of Elections Office to mail them.
☐	**Date: _____** 5:00 p.m.	**Last day for voters to request mail ballots** TENTATIVE Requests go to the Supervisor of Elections Office.
☐	**Date: _____**	**2027 Candidate Forum** TENTATIVE

AFTER THE ELECTION

Done	Due	Task
☐	**Jun 7, 2027** Monday	**File report TRG-27** Termination Report. Covers 03/05/2027 – 06/06/2027 (or date account closed). F.S. 106.07(1)(b)
☐	**Within 90 days** of leaving the race or winning	**Dispose of campaign funds and file termination report 2021-TR** Required if you withdraw, become unopposed, are eliminated, or are elected.

RULES FOR EVERY REPORT

- **File by 4:00 p.m. on the due date.** A report postmarked by the U.S. Postal Service by midnight on the due date also counts as on time. Keep a dated USPS certificate of mailing, or a courier receipt dated on or before the due date, as proof.
- **No activity? Send a waiver notice instead.** If no money came in or went out during a period, the report is waived, but you must notify the filing officer in writing on the due date using Form DS-DE 87. (§106.07(7), F.S.)
- **Late fines.** $50 per day for the first three days late, then $500 per day, capped at 25% of the period's total receipts or expenditures, whichever is greater. For the report right before the election, the fine is $500 per day from day one. Fines are paid from personal funds within 20 days of notice from the city clerk and go to the City of Indian Rocks Beach General Fund. (§106.07(8)(b), F.S.)

Sources: City of Indian Rocks Beach Campaign Treasurer's Report Schedule and 2027 Municipal General Election Calendar.

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)***

- 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 filed campaign report will consist of the following three forms.

- ✓ DS-DE 12: CTR – Summary
- ✓ DS-DE 13: CTR – Itemized Contributions
- ✓ DS-DE 14: CTR – Itemized Expenditures

- Please file Form DS-DE 87 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 Statues)***

Incomplete Reports ***(Section 106.07(2)(b), 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 9, 2027 City of Indian Rocks Beach Municipal Election, the deadline for accepting contributions is no later than midnight on March 4, 2027.

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

Candidates & Campaign Treasurer Handbook

Florida Election Code – Chapters 97-106, Florida Statutes

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) _____
Name

(2) _____
Address (number and street)

_____
City, State, Zip Code

OFFICE USE ONLY

☐ **Check here if address has changed**

(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.
☐ 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 1/1/15 To 1/31/55). **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., SG3).

Check one of the appropriate boxes:
☐ Original: first report filed for this reporting period.
☐ 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.
☐ 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 elected 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:**

☐ Candidate report: treasurer and candidate must sign.
☐ PC report: treasurer and chairperson must sign.
☐ PTY report: treasurer and chairperson must sign.
☐ ECO report: organization's treasurer must sign.
☐ 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 / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type	(8) Contributor 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 / (6) Sequence Number	(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
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

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 #
Q _____

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.