



THE FILING PROCESS CAN BE A WONDERFUL EXPERIENCE IF WE FOLLOW INSTRUCTIONS.

Things to Know:

- You may choose to organize your committee before filing your Notice of Candidacy. You must organize your committee within 10 days of spending or receiving any money towards the campaign.
- The Notice of Candidacy will not be accepted before the mandated filing period opens.
- If you choose to wait until the filing period to organize your committee, you will have 10 days from the date that you file the Notice of Candidacy to submit your organizational committee papers.

Filing Instructions:

1. We will verify your registration. You must live within the jurisdiction of the office in which you intend to file.
2. Determine whether or not you have an active or inactive committee on file with Election Services (Please call 704-283-3710 if you have any questions.)
3. New and returning candidates must determine if they plan to spend or receive over \$1000 on campaign during the election cycle. Keep in mind, any personal money a candidate spends counts toward the \$1000 limit. (\$1000 is the threshold for reporting purposes. If you do not plan to spend or receive more than \$1000 during the election cycle, you will complete the “New Candidate Under Threshold” forms and will not be required to report as long as your committee remains under the \$1000 threshold. Candidates planning to exceed the \$1000 threshold will select the “New Candidate Over Threshold” forms.
 - New Candidate Under Threshold
 - New Candidate Over Threshold
4. Returning candidates may need to complete the forms below to notify Election Services of any changes.
 - Certification to Return to Active Status (CRO-3300)
 - Certification of Threshold (CRO-3600)
 - Certification of Treasurer (CRO-3100)
5. Print out and review the appropriate group of forms based on your threshold selection.
6. Organize your committee.
 1. Choose a name for your committee.
 2. Appoint a treasurer. (Spouses are prohibited)
 3. Open a separate bank account to be utilized exclusively by the committee.
7. Mail your completed committee forms or bring them in person to the address below within 10 days of spending or receiving any money in support of the candidate’s candidacy or within 10 days of filing a Notice of Candidacy.

Union County Board of Elections
P O Box 1106
Monroe NC 28111

Physical Address: 316 B East Windsor St Monroe

Federal Offices: All Notices of Candidacy, together with the proper filing fee, must be in the possession of the State Board of Elections by Noon, February 29, 2012, to be accepted. This does not mean in the mail at that time, and all Notices arriving after that time cannot be accepted. The filing fee must be paid with individual check or money order, payable to the State Board of Elections. Business or corporate checks are not accepted. The State Board of Elections is located at 506 North Harrington St. Raleigh, NC 27803. In addition if you plan to be a 2012 candidate for Federal office, you or your treasurer, need to contact the Federal Election Commission for filing requirements. Their toll free number at 1-800-424-9530.

Judicial Offices: All Notices of Candidacy, together with the proper filing fee, must be in the possession of the State Board of Elections by Noon, February 29, 2012, to be accepted. This does not mean in the mail at that time, and all Notices arriving after that time cannot be accepted. The filing fee must be paid with individual check or money order, payable to the State Board of Elections. Business or corporate checks are not accepted. The State Board of Elections is located at 506 North Harrington St. Raleigh, NC 27803.

“Please note”: A portion of the Notice of Candidacy, Verification by County Board, must be completed prior to the submission of the form to the State Board of Elections. This portion of the Notice of Candidacy may be completed before the filing period opens. Bring the Notice of Candidacy to Union County Board of Elections located at 316 B East Windsor St. Monroe.

Legislative and County Offices: All Notices of Candidacy, together with the proper filing fee, must be in the possession of the Union County Board of Elections by Noon, February 29, 2012, to be accepted for Legislative and County Offices. This does not mean in the mail at that time, and all Notices arriving after that time cannot be accepted. The filing fee must be paid with individual check or money order, payable to the Union County Board of Elections. Business or corporate checks are not accepted.

Legislative committees file organizational papers and submit campaign finance reports to the State Board of Elections, P O Box 27255, Raleigh NC 27611-7255.

County Committees file organizational papers and submit campaign finance reports to the Union County Board of Elections office located at 316 B East Windsor St. Monroe NC 28112 during the filing period. (Mailing address is P O Box 1106 Monroe NC 28111)

Additional Information

Please use the following link to access fact sheets and filing forms for all offices:

[Fact Sheets and Filing Forms](#)

8. If you choose to wait until the filing period to submit your organizational committee papers, bring them along with your filing fee, in the form of a check or money order, to the appropriate elections office beginning 12:00 p.m. Monday, February 13, 2012 thru 12:00 p.m. Wednesday, February 29, 2012.
9. Please contact Vickie Deese, Union County Board of Elections, at 704-283-3710 if you have any questions in regard to campaign finance. We look forward to serving you!



