



# MEMORANDUM

205 Grandview Ave., Suite 207 • Camp Hill, PA 17011  
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To: All Executive Officers  
From: Sally A. Paff, Business Administrator  
Re: PAC Filing Alert  
Date: December 23<sup>rd</sup> 2020

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According to the 2020 Campaign Finance Reporting Deadlines, the 2020 Annual (Cycle 7) Report is to be completed thru Thursday, December 31, 2020 (that would include any activity up thru that date). **The report must be filed with the Bureau of Campaign Finance and Civic Engagement by Monday, February 1, 2021.** Remember: Your report must be post-marked the day prior to deadline or you could be subject to \$20 late filing fee per day for the first six days that a report is late, and \$10 per day thereafter, up to a maximum penalty of \$250.

The Campaign Finance offices are strongly encouraging filers to submit their campaign finance reports online and if you need assistance a member of the campaign staff can help you with this. The requirement for the notarized cover page continues to be waived and I have addressed that in the E-mail sent with this notice.

Again your reports, along with the “Required Signed Unsworn Statement” (you have to complete this form-which can be accessed via the Campaign Finance website ***and this is not a pdf fillable form, so YES you do need to print this off***) needs to be filed with campaign finance offices. They are encouraging you to do your reporting online, or for those paper filers, simply scan your reports and e-mail both the reports and your “Required Signed Unsworn Statement” to [RA-stcampaignfinance@pa.gov](mailto:RA-stcampaignfinance@pa.gov)

It is **IMPORTANT** to note that ANNUAL REPORTS must be filed by ALL candidates, political committees and contributing lobbyists that have not filed a termination report.

The Department of State Website should be used to access various reports, etc. To find out information with regards to PAC filing reports, etc. paste the following link into your browser, hit return, and this will take you directly to the Campaign Finance Section:

<https://www.dos.pa.gov/VotingElections/CandidatesCommittees/CampaignFinance>

On the right-hand side of page, you will see **LINKS** and you can click on **Forms & Reports** to access what you require. I have included the links for your convenience below:

#### Links

[2020 Reporting Dates](#)

[Special Election Reporting Dates](#)

[Forms & Reports](#)

[Online Reporting and Search](#)

[Resources](#)

[24 Hour Reporting](#)

I’ve also attached with this e-mail the **2021 Campaign Finance Reporting Dates for 2021 filing deadlines.** Please note that only the Treasurer or Assistant Treasurer can sign your Campaign Finance Reports and if you’ve changed Treasurers or anticipate a change to your Chairperson or Treasurer you



must complete an Amended Political Registration Statement before filing your next Campaign Finance Report. The Political Registration Statement Form can be found under the **Links I referenced on previous page under Forms & Reports**.

If you have any questions regarding this memo, please contact the PBA offices OR for more specific information and/or questions call the Campaign Finance & Civic Engagement offices directly at 717-787-5280 (option #4). If your e-mail has changed, or you would like another person in your office to receive this notice, please let me know via e-mail at [spaff@pabuilders.org](mailto:spaff@pabuilders.org)

Have a Safe and Happy Holiday!



*The Pennsylvania Builders Association supports building industry professionals  
in delivering quality living environments.*