### Using This Manual

**Disclaimer**

This guide is not a substitute for Utah State Code, and it is not intended to be a comprehensive or an authoritative statement of law. For further legal information, please consult Utah State Code or other appropriate legal resources. If any inconsistency exists between this publication and statute, the statutory language governs.

The contents of this manual are subject to change by legislative or judicial action. The contents of this manual are also for the exclusive use of U.S. Senate and House, State Treasurer, legislative, and state board of education candidates. All instructions for partisan candidates within this guide are for Qualified Political Party (QPP) candidates.

**About this manual & additional assistance**

Congratulations on deciding to run for political office in Utah! Running for office is exhilarating, but the requirements can also be complicated and difficult to navigate—particularly if you are new to the process.

The purpose of this manual is to explain the procedures and requirements for individuals interested in filing for public office in the state of Utah.

**Assistance**

If you have any questions about the material covered in this manual or need further assistance, please contact:

**Utah Lieutenant Governor’s Office**

(801) 538-1041
elections@utah.gov
www.vote.utah.gov

**Utah State Capitol**
350 North State Street, Suite 220
PO Box 142325
Salt Lake City, UT 84114

The following icons used in this manual are to emphasize information:

- Indicates a reference to a form
- Indicates additional information
- Indicates a deadline
- Indicates alert; warning; attention needed
- Indicates a question

### Contents

**Online version: click on any section to jump to it**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using this Manual</td>
<td>3</td>
</tr>
<tr>
<td>About this manual</td>
<td>3</td>
</tr>
<tr>
<td>Assistance</td>
<td>3</td>
</tr>
<tr>
<td>Icons</td>
<td>3</td>
</tr>
<tr>
<td>Getting Started</td>
<td>4</td>
</tr>
<tr>
<td>Qualifications for office</td>
<td>4</td>
</tr>
<tr>
<td>Utah political parties</td>
<td>5</td>
</tr>
<tr>
<td>Selecting your path to office</td>
<td>6</td>
</tr>
<tr>
<td>Partisan Candidates</td>
<td>7</td>
</tr>
<tr>
<td>Convention Path</td>
<td>7</td>
</tr>
<tr>
<td>Get to know the system</td>
<td>7</td>
</tr>
<tr>
<td>Declaring candidacy</td>
<td>8</td>
</tr>
<tr>
<td>Attending your party’s convention</td>
<td>10</td>
</tr>
<tr>
<td>Gathering Signatures Path</td>
<td>11</td>
</tr>
<tr>
<td>Signature requirements</td>
<td>11</td>
</tr>
<tr>
<td>Declare intent to gather signatures</td>
<td>12</td>
</tr>
<tr>
<td>Gather signatures</td>
<td>12</td>
</tr>
<tr>
<td>Declare candidacy</td>
<td>14</td>
</tr>
<tr>
<td>Submit petition signatures</td>
<td>16</td>
</tr>
<tr>
<td>Unaffiliated Candidates</td>
<td>18</td>
</tr>
<tr>
<td>Signature requirements</td>
<td>18</td>
</tr>
<tr>
<td>Obtain petition template</td>
<td>18</td>
</tr>
<tr>
<td>Gather signatures</td>
<td>19</td>
</tr>
<tr>
<td>Verify signatures</td>
<td>20</td>
</tr>
<tr>
<td>Submit verified signatures</td>
<td>21</td>
</tr>
<tr>
<td>Declare candidacy</td>
<td>21</td>
</tr>
<tr>
<td>Write-in Candidates</td>
<td>23</td>
</tr>
<tr>
<td>Declaration of candidacy</td>
<td>23</td>
</tr>
</tbody>
</table>

**Other Useful Information**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campaign Finance &amp; Reporting</td>
<td>25</td>
</tr>
<tr>
<td>Who do I report my finances to?</td>
<td>25</td>
</tr>
<tr>
<td>Opening a campaign bank account</td>
<td>26</td>
</tr>
<tr>
<td>Contributions</td>
<td>26</td>
</tr>
<tr>
<td>Expenditures</td>
<td>28</td>
</tr>
<tr>
<td>Reporting schedule &amp; deadlines</td>
<td>29</td>
</tr>
<tr>
<td>How to report your campaign finances</td>
<td>31</td>
</tr>
<tr>
<td>Completing the financial ledger</td>
<td>32</td>
</tr>
<tr>
<td>When to stop and start reporting</td>
<td>34</td>
</tr>
<tr>
<td>Penalties &amp; fines</td>
<td>35</td>
</tr>
</tbody>
</table>

**Campaign regulations**

| Important election dates                     | 39   |
| County clerk contact information             | 40   |
| Single vs. multi-county districts            | 41   |
Qualifications for Office

Before you begin campaigning, meeting voters, or collecting campaign donations, you will want to ensure that you meet certain requirements to hold office. Review the table below to determine whether you meet the requirements of the office you plan to seek.

<table>
<thead>
<tr>
<th>Office</th>
<th>Age</th>
<th>Residency</th>
<th>Citizenship</th>
<th>Other Qualifications</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Senate</td>
<td>30</td>
<td>Resident of Utah when elected</td>
<td>U.S. Citizen for 9 years</td>
<td>-</td>
<td>6 years</td>
</tr>
<tr>
<td>U.S. House of Representatives</td>
<td>25</td>
<td>Resident of Utah when elected</td>
<td>U.S. Citizen for 7 years</td>
<td>-</td>
<td>2 years</td>
</tr>
<tr>
<td>State Treasurer</td>
<td>25</td>
<td>Resident of Utah for 5 years</td>
<td>U.S. Citizen</td>
<td>Qualified voter¹; not convicted of certain crimes²</td>
<td>4 years</td>
</tr>
<tr>
<td>Utah State Senate</td>
<td>25</td>
<td>Resident of Utah for 3 years; 6 months living in the Senate district prior to the last day of filing</td>
<td>U.S. Citizen</td>
<td>Qualified voter¹; not convicted of certain crimes²; cannot hold any public office of profit or trust³</td>
<td>4 years</td>
</tr>
<tr>
<td>Utah State House of Representatives</td>
<td>25</td>
<td>Resident of Utah for 3 years; 6 months living in the House district prior to the last day of filing</td>
<td>U.S. Citizen</td>
<td>Qualified voter¹; not convicted of certain crimes²; cannot hold any public office of profit or trust³</td>
<td>2 years</td>
</tr>
<tr>
<td>State Board of Education**</td>
<td>18</td>
<td>1 year living in the school board district</td>
<td>U.S. Citizen</td>
<td>Qualified voter¹; not convicted of certain crimes²; cannot hold any public office of profit or trust³</td>
<td>4 years</td>
</tr>
</tbody>
</table>

¹ A qualified voter meets the following requirements:
- Citizen of the United States;
- At least 18 years old and a resident of Utah for 30 days by the date of the election; and
- Registered to vote in Utah.

² An individual convicted of certain crimes loses the right to hold office until convictions have been expunged OR the individual meets all of the following requirements:
- 10 years have passed since the individual’s most recent felony conviction;
- The individual paid all court-ordered restitution and fines; and
- The individual completed probation, granted parole, or completed the term of incarceration associated with the felony.
- An individual convicted of an election related misdemeanor has restored their rights to hold office according to Utah Code 20A-2-101.3.

³ No person holding any public office of profit or trust under authority of the United States, or of this State, shall be a member of the Legislature, provided that appointments in the State Militia, and the offices of notary public, justice of the peace, United States commissioner, and postmaster of the fourth class, shall not, within the meaning of this section, be considered offices of profit or trust (see Utah Constitution Article VI, Section 6).

Political Parties

Utah state law does not regulate the way that political parties govern themselves. Each party is responsible for creating their own by-laws and nominating procedures.

What is the difference between Partisan and Non-partisan?

Partisan candidates:
If you plan on running as a party candidate and you meet the requirements for the particular office described in the chart on page 4, you must be a member of that particular party at the time of filing your Declaration of Candidacy documents*. To run for federal office, statewide executive, legislative, or the state board of education as a partisan candidate, refer to pages 7-17.

*Some parties may have additional requirements to be eligible to declare as a party candidate. You will want to contact party leaders to ensure that you meet all the requirements.

Non-partisan candidates:
If you wish to not take part in the political party system and you meet the requirements for the particular office described in the chart on page 4, you are able to file a Declaration of Candidacy as an unaffiliated or write-in candidate. To run for federal office, statewide executive, legislative, or the state board of education as a non-partisan candidate, refer to pages 18-21.

Utah Political Parties:

Constitution Party - www.utahconstitutionparty.com; 801-560-7978
Democratic Party - www.utahdemocrats.org; 801-328-1212
Independent American Party - iaputah.org; 801-970-1076
Libertarian Party - www.libertarianutah.org; 866-511-8587
Republican Party - www.utgop.org; 801-533-9777
United Utah Party - www.unitedutah.org; 385-325-1620

How do I join a party or change my party affiliation? Simply fill out a new voter registration form and select the party that you wish to be affiliated with. You can update your voter registration information online at voter.utah.gov or contact your county clerk for assistance.
Selecting your path to become a candidate

You have several paths from which to select to become a candidate. If you want to be a partisan (political party) candidate, you have three options:

- Participate in your political party’s caucus and convention system.
- Gather signatures from voters.
- Participate in your political party’s caucus and convention system and gather signatures from voters.

If you prefer not to be a partisan candidate, you can be an unaffiliated candidate or a write-in candidate. An unaffiliated candidate’s name appears on the ballot, but a write-in candidate’s name does not appear on the ballot.

Below is a simple chart that illustrates the basic requirements for each path.

If you are reading this online, click anywhere on a section below to jump to the requirements.

### Partisan Candidates

#### Convention Path

(Pages 7-10)

1. Get to know the convention system
2. Declare candidacy between February 28, 2022 and 5:00 p.m. on March 4, 2022
3. Attend your party’s convention

#### Gathering Signatures Path

(Pages 11-17)

1. Determine your signature requirement & obtain petition template
2. Gather signatures
3. Submit signatures for verification
4. Submit the verified signatures & declare candidacy
5. General election

#### Convention & Gathering Signatures Path

(Pages 7-17)

1. Get to know the convention system
2. Declare candidacy
3. Gather signatures
4. Declare candidacy
5. Submit petition signatures for review
6. Attend your party’s convention
7. Primary election
8. General election

### Non-Partisan Candidates

#### Unaffiliated Candidates

(Pages 18-22)

1. Determine your signature requirement & obtain petition template
2. Gather signatures
3. Submit signatures for verification
4. Submit the verified signatures & declare candidacy
5. General election

#### Write-in Candidates

(Pages 23-24)

1. Declare Candidacy
2. General election
3. Primary Election

### Step 1: Get to know your convention system*

*Each political party will have a unique process. This is a general description of how the process works.

#### 1. Caucus Meetings

A caucus is a neighborhood meeting of a political party’s members. Caucuses are typically held in March/April. During the meeting, caucus members select representatives from the caucus to attend either the county or state convention. These representatives are known as delegates.

#### 2. County & State Conventions

Delegates gather at the party’s conventions to nominate candidates.

Delegates at the county convention vote for candidates for county and legislative offices that lie entirely within one county.

Delegates at the state convention vote for candidates for federal, statewide, legislative, and state school board offices that are located within multiple counties.

#### 3. Primary Election

Candidates who receive a certain percentage of delegates’ votes will be nominated and their name will be placed on the primary ballot. The Primary Election will be held on Tuesday, June 28, 2022.
Step 2: Declare Candidacy

All candidates must declare candidacy with their filing officer. If you choose to gather signatures in addition to participating in your party’s convention, you do not need to declare candidacy twice.

Use this chart to determine who your filing officer is:

<table>
<thead>
<tr>
<th>County Clerk in Resident County</th>
<th>Office of Lieutenant Governor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah State House of Representatives</td>
<td>U.S. Senate</td>
</tr>
<tr>
<td>Utah State Senate</td>
<td>U.S. House of Representatives</td>
</tr>
<tr>
<td>State Board of Education</td>
<td>State Treasurer</td>
</tr>
<tr>
<td></td>
<td>Utah State House of Representatives</td>
</tr>
<tr>
<td></td>
<td>Utah State Senate</td>
</tr>
</tbody>
</table>

You must declare candidacy between Monday, February 28, 2022 and 5:00 p.m. on Friday, March 14 2022*. Late declarations cannot be accepted.

Federal and statewide executive candidates file in-person with the Lieutenant Governor’s office. State House and Senate candidates may file in either their respective county clerk’s office or the Lieutenant Governor’s office.

You must submit the forms listed below to declare candidacy. Your filing officer will make these forms available during the filing period. After you file the forms they will be posted on vote.utah.gov.

Declaration of Candidacy Form. This form requires your name, contact information, party, and whether you will go through convention, gather signatures, or both. You may also provide your campaign’s email address and website.

Conflict of Interest Form. (File prior to declaring). This form is required for Utah legislative and statewide executive office candidates (not candidates for U.S. House of Representatives). The process for filing this form requires each candidate to file online at disclosures.utah.gov. Here are the steps that a candidate must take to submit this form:

1. Create a username and register your campaign (follow instructions on page 31)
2. After creating your account and registering the page, return to the disclosures.utah.gov home page. (Instructions continued on next page)

What paperwork do I need to declare candidacy?

When do I declare candidacy?

Where do I declare candidacy?

What fees do I need to pay?

What if I can’t declare candidacy in person?

Partisan Candidates: Convention Path

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf.

<table>
<thead>
<tr>
<th>Office</th>
<th>Filing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Senate</td>
<td>$1,355</td>
</tr>
<tr>
<td>U.S. House of Representatives</td>
<td>$485</td>
</tr>
<tr>
<td>State Treasurer</td>
<td>$792.50</td>
</tr>
<tr>
<td>State Senator</td>
<td>$114.12</td>
</tr>
<tr>
<td>State House of Representatives</td>
<td>$82.06</td>
</tr>
<tr>
<td>State Board of Education</td>
<td>$99.88</td>
</tr>
</tbody>
</table>
**Step 3: Attend your party’s convention**

If you are a candidate for a legislative or state board of education office that is located entirely within a single county, you will likely attend your party’s county convention.

If you are a candidate for federal, statewide executive office, or multi-county legislative or state board of education office, you will likely attend your party’s statewide convention. Each party may have different rules regarding convention attendance.

Reach out to your party leaders to inquire about convention if you are unsure about which convention to attend.

County conventions are typically held between late March and mid-April. State conventions are typically held in late April after the county conventions. Contact your party (refer to page 5) to determine the exact date of your convention.

Your party’s constitution or bylaws may require you to perform additional steps to qualify for the convention. You should contact your party (refer to page 5) to determine if any additional steps exist.

---

**Partisan Candidates: Gathering Signatures Path**

Gathering voters’ signatures is one path partisan candidates can take to get their name on the primary election ballot. If you select this path, you must complete 5 steps:

1. Determine your signature requirement (continue reading this page).
2. Declare intent to gather signatures between January 3, 2022 and 5:00 p.m. on March 4, 2022 (page 12).
4. Declare candidacy between February 28, 2022 and 5:00 p.m. on March 4, 2022 (pages 14-15).
5. Submit petition signatures at least 2 weeks before your convention (pages 16-17).

**Step 1: Determine your signature requirement**

The number of signatures you need to gather depends on the office you are seeking. The table below outlines signature requirements:

<table>
<thead>
<tr>
<th>Office</th>
<th>Valid Signatures Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Senate</td>
<td>28,000</td>
</tr>
<tr>
<td>U.S. House of Representatives</td>
<td>7,000</td>
</tr>
<tr>
<td>Statewide Offices</td>
<td>28,000</td>
</tr>
<tr>
<td>State Senator</td>
<td>2,000</td>
</tr>
<tr>
<td>State House of Representatives</td>
<td>1,000</td>
</tr>
<tr>
<td>State Board of Education</td>
<td>The lesser of 2,000 registered voters permitted to vote in the Primary Election in the District, OR 3% of registered voters affiliated with the political party in the District.</td>
</tr>
</tbody>
</table>

A good rule of thumb is to collect more signatures than what is required because not every signature you collect will be valid.

All signers must meet the following requirements in order for their signature to be considered valid:

- Registered to vote in Utah (or will be registered before the signature is verified by the election officer).
- Live in the district or area of the office you are seeking.
- Allowed to vote in your party’s primary election.
- Did not sign a petition for another candidate running for the same office.

---

**Partisan Candidates: Convention Path**

Your signature must be notarized on the declaration of candidacy—your designated agent cannot sign for you. To file on your behalf, the designated agent must file your paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (FaceTime).

Payment of filing fees to the Office of the Lieutenant Governor can be made with all major credit cards, personal check, or cash (with exact change). You will want to contact your county clerk about acceptable payment methods, as they could vary.
Partisan Candidates: Gathering Signatures Path

Step 2: Declare intent to gather signatures

Before you begin to gather signatures, you must declare an intent to gather signatures. You may not collect any signatures before filing this notice. Declaring your intent is not the same as declaring for candidacy.

When do I declare my intent to gather signatures?

You must declare your intent to gather signatures between January 3, 2022 and 5:00 p.m. on March 4, 2022. Late submissions cannot be accepted.

Federal, statewide executive, and legislative candidates file with the Lieutenant Governor’s Office. All other candidates, regardless of whether they are multi- or single-county candidates, file with the county clerk of their county of residence.

Where do I declare my intent?

You need to submit one form to declare your intent to gather signatures. Your filing officer will make this form available during the filing period. Your form will be posted on www.vote.utah.gov. There is no fee to declare your intent to gather signatures.

How do I declare my intent?

Candidates filing that file with the Lieutenant Governor’s Office may file in-person or electronically over Facetime. Candidates that file electronically will need to meet with a member of the lieutenant governor’s staff electronically to verify the information on the intent to gather signature page before receiving a packet.

Once you submit your form, the filing officer will provide you with instructions and 3 documents to compile your petition packets:

- Petition cover sheet (Microsoft Word format)
- Petition signature sheet (PDF format)
- Petition verification sheet (PDF format)

Please note that these petition materials differ from those of unaffiliated candidate petitions. Do not use unaffiliated candidate petitions.

Step 3: Gather signatures

You may begin gathering signatures after you file your declaration of intent to gather signatures. The first thing to do is compile your petition packets.

Barcodes on petition materials

You will notice there is a barcode on your petition packet materials. These unique barcodes are linked to you, so do not use or share petition materials with other campaigns or candidates.

Printing, binding, & arranging petition packets

You are responsible for printing and binding your petition packets. They must be bound across the top (long edge of paper) in at least 3 places using either staples or spiral binding. Packets must be bound before they are circulated, and they cannot be taken apart or rearranged once they are bound. Your packets may be rejected if you do so.

Exceptions

The candidate is required to fill out the form prior to submitting it to the filing officer. For candidates that file with the county clerk, this option may not be available. Please contact them for assistance.

Forms

Please note this only applies to declaring intent to gather signatures. Candidates will still be required to submit their declaration of candidacy in person, unless the candidate is out of the state during the entire declaration period.

Once you submit your form, the filing officer will provide you with instructions and 3 documents to compile your petition packets:

- Petition cover sheet (Microsoft Word format)
- Petition signature sheet (PDF format)
- Petition verification sheet (PDF format)

Please note that these petition materials differ from those of unaffiliated candidate petitions. Do not use unaffiliated candidate petitions.
Petition packets must include 3 sheets and be arranged in the order below.

1. Cover Sheet
   - This indicates the office you are seeking, your name, party affiliation, and address.
   - The Microsoft Word format will allow you to insert your photograph.
   - Each petition packet needs 1 cover sheet.

2. Signature Sheet
   - This is where voters will sign your petition. Voters provide their name, signature, address, and the date. They have the option of providing their age or birth date.
   - Each petition packet may have up to 50 signature sheets.

3. Verification Sheet
   - The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the packet and sign. A packet must be circulated by only one person.
   - Each petition packet needs 1 verification sheet.

Any resident of Utah who is over 18 years of age may circulate a petition. They do not need to be registered to vote; however, the filing officer can better verify the circulator’s age if they are registered to vote. If a circulator does not meet these requirements, the signatures they gathered are not valid.

Circulators must complete and sign the verification sheet of every petition packet they use to gather signatures. Circulators cannot sign the signature sheets of any petitions they circulate—they must sign a petition packet of another circulator if they wish to sign the petition.

Each petition packet must be used by only one circulator. If you have multiple circulators, they will each need one packet.

Petition circulators should receive permission from the appropriate entity or owner if they want to gather signatures in private and public areas.

Who can circulate petitions?

Responsibilities of petition circulators

Printing, binding, & arranging petition packets (cont.)

Partisan Candidates: Gathering Signatures Path

Partisan Candidates: Gathering Signatures Path

Step 4: Declare candidacy

All candidates must declare candidacy with their filing officer. Declaring candidacy is not the same as declaring your intent to gather signatures. If you choose to participate in your party’s convention in addition to gathering signatures, you do not need to declare candidacy twice.

When do I declare candidacy?

Where do I declare candidacy?

You must declare candidacy between Monday, February 28, 2022 and 5:00 p.m. on Friday, March 4, 2022*. Late declarations cannot be accepted.

Federal and statewide constitutional candidates file in-person with the Lieutenant Governor’s Office. State House and Senate candidates may file at their respective county clerk’s office or in the Lieutenant Governor’s office.

All other candidates, regardless of whether they are multi- or single-county candidates, file with the county clerk of their county of residence.

You must submit the forms listed on the next page to declare candidacy. Your filing officer will make these forms available during the filing period. After you file the forms they will be posted, and publicly accessible, on vote.utah.gov.

Volunteer signature gatherers

You can also use volunteers to gather signatures. Volunteers and their time do not qualify as campaign contributions. However, if volunteers are paid by a third party (e.g., a political action committee or corporation), this would be considered an in-kind contribution from the third party.

Refer to page 27 for more information on in-kind contributions.

Registering petition signers to vote

County clerks cannot guarantee that a voter registration form will be processed prior to the petition signature.

Paid signature gatherers

You can pay circulators to gather signatures. If you choose to do so, keep these rules in mind:

- Gatherers cannot be paid based on the total number of signatures they collect.
- Gatherers can be paid based on the total number of valid signatures they collect, an hourly rate, or any other legal method of payment.
- Using companies that offer signature collection services is allowed, but they must follow all applicable state laws.

You can also pay circulators to gather signatures. If you choose to do so, keep these rules in mind:

- Gatherers cannot be paid based on the total number of signatures they collect.
- Gatherers can be paid based on the total number of valid signatures they collect, an hourly rate, or any other legal method of payment.
- Using companies that offer signature collection services is allowed, but they must follow all applicable state laws.

You can also pay circulators to gather signatures. If you choose to do so, keep these rules in mind:

- Gatherers cannot be paid based on the total number of signatures they collect.
- Gatherers can be paid based on the total number of valid signatures they collect, an hourly rate, or any other legal method of payment.
- Using companies that offer signature collection services is allowed, but they must follow all applicable state laws.

You can also pay circulators to gather signatures. If you choose to do so, keep these rules in mind:

- Gatherers cannot be paid based on the total number of signatures they collect.
- Gatherers can be paid based on the total number of valid signatures they collect, an hourly rate, or any other legal method of payment.
- Using companies that offer signature collection services is allowed, but they must follow all applicable state laws.

You can also pay circulators to gather signatures. If you choose to do so, keep these rules in mind:

- Gatherers cannot be paid based on the total number of signatures they collect.
- Gatherers can be paid based on the total number of valid signatures they collect, an hourly rate, or any other legal method of payment.
- Using companies that offer signature collection services is allowed, but they must follow all applicable state laws.
Declaration of Candidacy Form. This form requires your name, contact information, party, and whether you will go through convention, gather signatures, or both. You may also provide your campaign's email address, and website.

Conflict of Interest Form. (File prior to declaring). This form is required for Utah legislative and statewide executive office candidates (not candidates for U.S. Senate and House of Representatives). The process for filing this form is different in 2020 from previous years and requires each candidate to file online at disclosures.utah.gov. Here are the steps that a candidate must take to submit this form:
1. Create a username and register your campaign (follow instructions on page 33)
2. After creating your account and registering the page, return to the disclosures.utah.gov home page.
3. Click on “My Folder” on the left hand side of the screen.
4. Click “Submit or Update Conflict of Interest Forms”
5. Click “Begin a new Conflict of Interest Form.”
6. Fill out the required fields and submit the form. This form must be completed prior to declaring candidacy.

Pledge of Fair Campaign Practices (optional). This is a pledge to conduct your campaign according to the statements outlined in the pledge.

Address Protection Form (optional). This form allows a candidate to have their residential or mailing address classified as a protected record. If you choose to file this form, you must provide the filing office another address or phone number where you may be contacted.

You must pay a filing fee when you declare candidacy. The table on the next page lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf. Your signature must be notarized on the declaration of candidacy—your designated agent cannot sign for you.

In order to file on your behalf, the designated agent must file your paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (Facetime) when you declare candidacy.

You must submit petition signatures no later than 2 weeks prior to your party’s nominating convention—even if you are not participating in the convention process. The deadline will be extended to the following business day if the 2 week deadline falls on a weekend or holiday. You may submit petition signatures any time before this deadline.

You must also obtain the required number of signatures before you submit them for verification. For example, if you are required to obtain 1,000 signatures, you cannot submit any petition signatures until you have collected at least 1,000 signatures.

You are encouraged to submit your petition signatures earlier than the deadline. This will allow you to gather and submit more signatures if you fail to reach the required number of valid signatures with your first submission.

All federal, statewide executive office, and multi-county candidates must submit petition signatures to the Lieutenant Governor’s Office. Single-county candidates must submit petition signatures to the county clerk.
How will petition signatures be verified?

Election officials will verify that each signer in your petition is qualified to sign (refer to page 11 to read about these qualifications). Election officials will also verify petitions in the order in which they are received. If your opponent submits their petition before you, election officials will verify your opponent's entire petition before yours. A submission of supplemental signatures will be considered a new submission and will take its place at the bottom of the verification order. Voters may only sign for one candidate per office. If a voter signs two separate candidate petitions for the same office, the candidate who submits the signature first will receive credit for the signature. Election officials will verify your petition signatures until you meet the signature requirement. The time required to verify your petition signatures will depend on the size of your petition and the number of petitions submitted before yours. Avoid submitting your petition near the deadline, as the number of submissions is expected to increase during that period of time. Regardless of your petition size and submission date, election officials will complete the verification of your petition within 14 days after the signatures are submitted, OR, at least 1 day prior to your party's convention (13 days after the submission deadline)--whichever is earlier. Once your petition signatures are verified, your election official will notify you within 1 business day whether you meet the signature requirement. If the signature verification process is still underway, you can check on your petition's status on the Lieutenant Governor's website, vote.utah.gov.

How do I submit petition signatures?

You or a designated agent must submit your petition signatures in-person and complete a petition submission form that includes the following information:

- Name and contact information.
- Estimated number of petition packets being submitted.
- Estimated number of signatures being submitted.
- You or your designated agent's signature.

After you submit this form and your petitions, the election official will provide a copy of the form. Keep this copy for your records.

Can I supplement my petition signatures?

Yes. You may submit additional petition signatures if it is before the deadline and you have not yet obtained the required number of signatures. The requirements to submit supplemental signatures are identical to those of your first submission. Election officials will verify in the order in which they are received. If your opponent submits their petition before you, election officials will verify your opponent’s entire petition before yours.

Unaffiliated Candidates

If you prefer not to participate in the political party process, you can run for office as an unaffiliated candidate. As an unaffiliated candidate, you are entitled to all the rights and subject to all the regulations and penalties of political party candidates. You will have your name printed on the ballot, but your name will be accompanied with a short explanation that you are not affiliated with a political party. Follow the 4 steps below to become an unaffiliated candidate:

1. Determine your signature requirement and obtain petition templates (continue reading this page).
2. Gather signatures (pages 19-20).
3. Submit signatures to county clerks for verification (page 20).
4. Submit the verified signatures and declare candidacy between February 28, 2022 and 5:00 p.m. on March 4, 2022 (pages 21-22).

Unaffiliated Candidates: Gathering Signatures Path

How do I submit petition signatures?

You or a designated agent must submit your petition signatures in-person and complete a petition submission form that includes the following information:

- Name and contact information.
- Estimated number of petition packets being submitted.
- Estimated number of signatures being submitted.
- You or your designated agent's signature.

After you submit this form and your petitions, the election official will provide a copy of the form. Keep this copy for your records.

Can I supplement my petition signatures?

Yes. You may submit additional petition signatures if it is before the deadline and you have not yet obtained the required number of signatures. The requirements to submit supplemental signatures are identical to those of your first submission.

Election officials will verify that each signer in your petition is qualified to sign (refer to page 11 to read about these qualifications).

Election officials will also verify petitions in the order in which they are received. If your opponent submits their petition before you, election officials will verify your opponent’s entire petition before yours. A submission of supplemental signatures will be considered a new submission and will take its place at the bottom of the verification order.

Voters may only sign for one candidate per office. If a voter signs two separate candidate petitions for the same office, the candidate who submits the signature first will receive credit for the signature.

Election officials will verify your petition signatures until you meet the signature requirement.

The time required to verify your petition signatures will depend on the size of your petition and the number of petitions submitted before yours. Avoid submitting your petition near the deadline, as the number of submissions is expected to increase during that period of time.

Regardless of your petition size and submission date, election officials will complete the verification of your petition within 14 days after the signatures are submitted, OR, at least 1 day prior to your party’s convention (13 days after the submission deadline)—whichever is earlier.

Once your petition signatures are verified, your election official will notify you within 1 business day whether you meet the signature requirement. If the signature verification process is still underway, you can check on your petition's status on the Lieutenant Governor's website, vote.utah.gov.

Step 1: Determine your signature requirement and obtain petition template

How many signatures do I need to gather?

The number of signatures you need to gather depends on the office you are seeking. U.S. House, legislative, and state board of education candidates must gather signatures from at least 300 or 5% of registered voters within the district, whichever is less. If you are seeking statewide office, you will need to gather from at least 1,000 registered voters residing within the state.

Who can sign my petition?

A good rule of thumb is to collect more signatures than what is required because not every signature you collect will be valid.

All signers must meet the following requirements in order for their signature to be considered valid:

- Registered to vote in Utah (or will be registered before the signature is verified by the election officer).
- Live in the district or area of the office you are seeking.
- Did not sign a petition for another unaffiliated candidate running for the same office.

Where can I obtain petition templates?

You can access the petition template form on the vote.utah.gov website or by clicking here. Refer to the next page to determine how to compile your petition packets.
You are responsible for printing and binding your petition. It must be bound across the top (long edge of paper) in at least 3 places using either staples or spiral binding. The packet must be bound before it is circulated, and it cannot be taken apart or rearranged once it is bound. Your packet will be rejected if you do so.

The petition must include 2 sheets and be arranged in the order below:

1. **Signature Sheet(s)**
   - This is where voters will sign your petition. Voters provide their name, signature, and address. They have the option of providing their age or birth date.

2. **Verification Sheet**
   - The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the packet and sign. A packet must be circulated by only one person.
   - Each petition packet needs 1 verification sheet.

Any resident of Utah who is over 18 years of age may circulate a petition. They do not need to be registered to vote; however, the county clerk can better verify the circulator's age if they are registered to vote. If a circulator does not meet these requirements, the signatures they gathered are not valid.

Circulators must complete and sign the verification sheet of every petition packet they use to gather signatures. Circulators cannot sign the signature sheets of any petitions they circulate—they must sign a petition packet of another circulator if they wish to sign the petition.

Each petition packet must be used by only 1 circulator. If you have multiple circulators, they will each need 1 packet.

Petition circulators should receive permission from the appropriate entity or owner if they want to gather signatures in private and public areas.
Declaration of Candidacy Form. This form requires your name, contact information, party, and whether you will go through convention, gather signatures, or both. You may also provide your campaign’s email address, website, and Twitter handle.

Conflict of Interest Form. (File prior to declaring). This form is required for Utah legislative and statewide executive office candidates (not candidates for U.S. Senate and House of Representatives). The process for filing this form is different in 2020 from previous years and requires each candidate to file online at disclosures.utah.gov. Here are the steps that a candidate must take to submit this form:

1. Create a username and register your campaign (follow instructions on page 33)
2. After creating your account and registering the page, return to the disclosures.utah.gov home page.
3. Click on “My Folder” on the left hand side of the screen.
4. Click “Submit or Update Conflict of Interest Forms”

To file on your behalf, the designated agent must file your petition and paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (Facetime).

Office Filing Fee

<table>
<thead>
<tr>
<th>Office</th>
<th>Filing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Senate</td>
<td>$1,355</td>
</tr>
<tr>
<td>U.S. House of Representatives</td>
<td>$485</td>
</tr>
<tr>
<td>State Treasurer</td>
<td>$792.50</td>
</tr>
<tr>
<td>State Senator</td>
<td>$114.12</td>
</tr>
<tr>
<td>State House of Representatives</td>
<td>$82.06</td>
</tr>
<tr>
<td>State Board of Education</td>
<td>$99.88</td>
</tr>
</tbody>
</table>

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf. Your signature must be notarized on the declaration of candidacy—you or your designated agent cannot sign for you.

What fees do I need to pay?
As a write-in candidate, your name does not appear on the ballot. Voters must write or type your name on the write-in line for a vote to count. The process to become a write-in candidate is simple: you must declare candidacy with the appropriate election official.

You cannot be elected to any office as a write-in candidate unless you officially declare candidacy.

The deadline to declare write-in candidacy is 5:00 p.m. on September 5, 2022*. Late submissions cannot be accepted.

Federal and statewide executive office candidates file in-person with the Lieutenant Governor's Office. All other candidates, regardless of whether they are multi- or single-county candidates, file in-person with the county clerk of their county of residence.

You must submit the forms listed below to declare candidacy. Your filing officer will provide these forms when you declare. After you declare candidacy, your declaration forms will be posted on vote.utah.gov.

Conflict of Interest Form. (File prior to declaring). This form is required for Utah legislative and statewide executive office candidates (not candidates for U.S. Senate and House of Representatives). The process for filing this form is different in 2020 from previous years and requires each candidate to file online at disclosures.utah.gov. Here are the steps that a candidate must take to submit this form:

1. Create a username and register your campaign (follow instructions on page 33)
2. After creating your account and registering the page, return to the disclosures.utah.gov home page.
3. Click on “My Folder” on the left hand side of the screen.

Instructions continued on next page
Reporting your campaign finances is required by law. Federal candidates file with the Federal Election Commission (FEC). If you are a federal candidate, refer to the FEC’s website, www.fec.gov, for more information on federal campaign finance regulations.

If you are a statewide executive candidate, a legislative candidate, or a state board of education candidate (including unaffiliated and write-in candidates), you will follow state campaign finance law and file with the Lieutenant Governor’s Office at www.disclosures.utah.gov.

Failure to adhere to campaign finance requirements may lead to financial penalties and disqualification from the election.

Continue reading the sections below to find out how to follow these requirements.

- Opening a campaign bank account (page 28).
- Contributions (pages 28-29).
- Expenditures (page 30).
- Reporting schedule & deadlines (pages 31-32).
- How to report campaign finances (pages 33-35).
- When to start & stop reporting finances (page 36).
- Penalties & fines (page 37).

Who do I report my campaign finances to?

<table>
<thead>
<tr>
<th>Federal Election Commission</th>
<th>Utah Lieutenant Governor’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Senate</td>
<td>State Treasurer</td>
</tr>
<tr>
<td>U.S. House of Representatives</td>
<td>State Senate</td>
</tr>
<tr>
<td></td>
<td>State House of Representatives</td>
</tr>
<tr>
<td></td>
<td>State Board of Education</td>
</tr>
</tbody>
</table>

Contributions

What is a contribution?

A contribution is generally anything of value that your campaign receives. The state does not place limits on contributions.

Utah Code 20A-11-101(6) provides the legal definition of a contribution. Here are the 4 most common types:

- Money donations;
- Gifts;
- Loans (including ones from yourself); or
- In-kind services or donations

Every contribution your campaign receives must be reported, including contributions from your personal accounts. When reporting contributions, you must include the contribution’s value, date, and the contributor’s name and address.

Unpaid volunteers and goods or services that your campaign did not authorize or coordinate do not need to be reported.

Individuals, corporations, political action committees (PAC), and political parties may contribute to your campaign.

If you receive a contribution from a PAC or political party, they may have additional requirements to file financial disclosure reports separate from yours. It is recommended that you notify these entities of this possible requirement to ensure they comply with the law and avoid fines.

Federal law prohibits any foreign nationals from making any contributions or expenditures in connection with any election. (Refer to the FEC’s “Foreign Nationals” brochure for more information).
If your campaign receives anything of value that is not money, this is considered an in-kind contribution. Just like monetary donations, you must report all in-kind contributions to your campaign.

If your campaign receives an in-kind contribution, you are responsible for determining its value to report it. You can typically ask the contributor to provide an estimate of the market value of the service or product. For example, if a farmers’ market typically charges $100.00 for booth space but waived the fee for your campaign, you received a $100.00 in-kind donation from the farmers’ market for booth space.

It is recommended that in-kind contributions are reported at the time that the candidate benefits. If the value of the contribution is not known, it is advised that you report an approximate value and then amend it later if and when you become aware of a more precise value.

Although the in-kind amount is displayed on your online financial ledger and on your disclosure reports, it will not affect the balance of your financial ledger. For example, if you have a $0.00 balance and add a $100.00 in-kind contribution to your financial ledger, your balance will remain $0.00. For more information about your financial ledger, refer to page 32.

No, each contribution received must be reported as a separate contribution. It is unlawful to aggregate—or combine—contributions, no matter how small they may be. Whether the contribution was $1.00 or $10,000.00, you must include the contributor’s name and address as well as the contribution’s value and date.

You cannot use a campaign contribution if it is from an anonymous source and greater than $50.00. If you receive an anonymous contribution greater than $50.00, you must transfer the money to the state, county, city or a 501(c)(3) non-profit organization.

Many candidates use pass-through entities to collect donations (such as PayPal, Act Blue, Square, or GoFundMe). When you report your contributions that come through an entity like this, report the original source of the contribution instead of the pass-through entity.

Pass-through entity example: Jane Doe contributes $100 to your campaign using PayPal. Because you received the money from Jane Doe and not PayPal, you would report the contribution as received from Jane Doe.

A contribution is considered received when you:
- Deposit a check;
- Have the cash in hand; or
- Benefit from an in-kind contribution.

An expenditure is anything of value that your campaign spends. Utah Code 20A-11-101(15) provides the legal definition of expenditure, but here are some common types:
- Purchases or payments related to the campaign;
- Compensation for staff or services;
- Campaign loan repayments.

Every expenditure that your campaign makes must be reported. When you report expenditures, you must include the amount, the date, and where the expenditure falls within a list of specified categories:

Prohibited expenditures
- Rent, mortgage, or utilities for your personal property (campaign office space is exempt);
- Household food items or supplies;
- Clothing (except clothing that bears your campaign’s logo and is used for the campaign);
- Personal services (e.g., attorney & physician fees);
- Membership fee to a professional organization;
- Admission to events;
- Dues or fees to clubs or gyms;
- Salary or payment to anyone who does not work for your campaign;
- Vehicle payment;
- Personal debt;
- Travel expenses unrelated to the campaign;
- Meal expenses unrelated to the campaign;
- Vacation or vacation related expenses.

We recommend that you contact a disclosures specialist in the Office of the Lieutenant Governor. Call (801) 538-1041 or email disclosures@utah.gov for guidance on your specific circumstances.

You can use credit cards to pay for campaign expenses. However, do not report your monthly credit card payment as an expenditure. Instead, report each transaction on your credit card’s billing statement.

For example, if you charged $200.00 on your credit card, report the individual transactions (such as $100.00 paid to Printing, Inc. for printing and $100.00 paid to...
Utah campaign finance law requires candidates and current officeholders to report contributions on a rolling basis AND on specific dates throughout the year.

### Reporting Schedule & Deadlines

**Utah law requires candidates and current officeholders to report contributions on a rolling basis AND on specific dates throughout the year.**

You must report each contribution within 31 calendar days of receiving it.

See page 27 for an explanation of when a contribution is considered received.

If you have an opponent for the convention, primary election, or general election, you must report all campaign contributions within 7 business days beginning the 30 days before the convention or election. Refer to the table below to determine when this requirement begins:

The 31 day rule and 7 day rule only applies to campaign contributions. However, the report chart below applies to contributions and expenditures.

In addition to regular contribution reporting, state executive, legislative and state board of education candidates are required to submit 5 reports throughout the 2022 election cycle. Refer to the table below for these reporting deadlines:

### Campaign Contribution/Expenditure Reporting Chart

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Deadline</th>
<th>Report Includes Transactions Between</th>
<th>Candidates who file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention</td>
<td>7 days before convention (April 18, 2022 at 11:59 p.m.)</td>
<td>When financial activity begins - 5 days before convention report is due</td>
<td>All partisan candidates (not state board of education candidates)</td>
</tr>
<tr>
<td>March 28th</td>
<td>March 28, 2022 (11:59 p.m.)</td>
<td>When candidacy begins - March 23, 2022</td>
<td>Unaffiliated candidates</td>
</tr>
<tr>
<td>May 16th</td>
<td>May 16, 2022 (11:59 p.m.)</td>
<td>When candidacy begins - May 10, 2022</td>
<td>State board of education candidates only</td>
</tr>
<tr>
<td>Primary Election</td>
<td>June 21, 2022 (11:59 p.m.)</td>
<td>4 days before the previous report - June 16, 2022</td>
<td>All candidates</td>
</tr>
<tr>
<td>September 30th</td>
<td>September 30, 2022 (11:59 p.m.)</td>
<td>June 17, 2022 - September 25, 2022</td>
<td>All candidates</td>
</tr>
<tr>
<td>General Election</td>
<td>November 1, 2022 (11:59 p.m.)</td>
<td>September 26, 2022 - October 27, 2022</td>
<td>All candidates</td>
</tr>
<tr>
<td>Year-End</td>
<td>January 10, 2023 (11:59 p.m.)</td>
<td>October 28, 2022 - December 31, 2022</td>
<td>All candidates</td>
</tr>
</tbody>
</table>

Questions about campaign finance? Email disclosures@utah.gov

Questions about campaign finance? Email disclosures@utah.gov
How to report your campaign finances

All statewide constitutional offices, legislative, and state board of education candidates must file financial disclosure reports on the Lieutenant Governor’s Office website, www.disclosures.utah.gov. Candidates should follow the steps below to report contributions, expenditures, and file reports.

1. Create a username & register your campaign

Using a web browser, go to www.disclosures.utah.gov

On the top left-hand section of the screen, select “New User.” Skip this and the next item if you already have a username.

The “Create a New Web Account” screen should appear. Here you will create a username which allows you to access the disclosures website. This is not the same as registering your campaign—that will be done in the next step.

Fill out your personal information and create your username and password. Click “Register.”

***Your username information will not be public***

Once the user account has been created and you are logged in, click the “Create Entity” tab on the left hand side of the screen and select “Candidates & Officeholders.” After the required information has been filled in and saved, the registration will need to be approved by the office, which could take anywhere from 1-3 business days. Once the registration is approved, you will be able to access your financial ledger through the “My Folder” tab.

All contributions and expenditures are entered into your online financial ledger. This is also where reports are filed.

To access your ledger, log on to www.disclosures.utah.gov and click “My Folder” on the left of your screen.

On the “My Folder” screen, there are three red links in the middle of the screen under the bolded word “Actions.” Click on “Financial Ledger.”

You will want to familiarize yourself with the “Financial Ledger” tool. See the next page for instructions on using the various functions.

2. Navigate your online financial ledger

Name of Reports

These are the names of the required reports for a regular general election year. When you enter a contribution or expenditure, the ledger automatically sorts them under the appropriate report based on the reporting period. You can view reporting period dates by hovering your cursor over a report name. To view all contributions and expenditures under a particular report, simply click “Show Details” next to the report’s name.

Purpose/Address

This column displays the expenditure purpose or the address of a contribution. This information is only displayed if you click “Show Details” for a report.

Contributions/Expenditures/Balance

These columns display the total amount of contributions and expenditures, as well as the total account balance for each report. If you click “Show Details,” each column will display amounts for individual contributions and expenditures. Use the “Add” button in the top row to enter a new contribution or expenditure.

Special Reporting Categories

These columns represent four items:

- I = in-kind contribution
- L = loan
- A = report amendment
- P = public service assistance (for current office holders only)

If a transaction falls into one or more of these categories, the ledger will make a note of it in these columns. Remember that in-kind contributions will not affect the balance of your ledger.

File Report

These are the buttons to file your reports. Simply click “File Report” once you have entered all contributions and expenditures for the applicable reporting period.

Year Tabs

These tabs display the years your account has been active since you last declared candidacy. If you are a new candidate, you will only have one tab for the current year. For older accounts, simply click on a year to view the ledger for that year.

Download Import Sheet

If you prefer, you can complete an import sheet in Microsoft Excel and email the file to disclosures@utah.gov.

Questions about campaign finance? Email disclosures@utah.gov

Unaffiliated Candidates

The “unaffiliated” report will be displayed as the May 15th report.

In-kind Contributions

These contributions do not affect your total balance, but they still must be reported.

Loan

Means any funds received by the filing entity if the person expects repayment or reimbursement. Loans can be from a personal account.

Public Service Assistance

Can be a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to an officeholder. Can also include goods or services provided at less than fair market value for the benefit of the officeholder.

Changes/Edits

You may make changes to your report once you submit it, but any changes will be publicly displayed as amendments.

Questions about campaign finance? Email disclosures@utah.gov

Emailing Disclosures

All emailed disclosure documents must be received before the reporting deadline.
How to report your campaign finances (cont.)

3. Add a contribution or expenditure

To add a contribution or expenditure, simply click "Add" in the appropriate ledger column.

Contribution

Clicking the "Add" button will display a pop-up. Here you will enter the amount and date of the contribution (refer to page 29 to determine when a contribution is received) as well as the contributor’s name and address.

You can also designate the contribution as in-kind, loan, or public service assistance (for current office holders only).

Expenditure

"Clicking the "Add" button will display a pop-up. Here you will enter the date of the expenditure, the amount of the expenditure, and select the category from the dropdown menu under which the expenditure falls.

Please refer to 20A-11-101.3 for the list of categories. If the expenditure does not fall within one of the specific categories, choose the "other" category and include a description of the expenditure. Including the name of the ultimate payee is optional by encouraged. Also, there is a check box to use if the expenditure is related to a loan."

4. Edit or delete a contribution or expenditure

To edit or delete a specific transaction, click on the row you would like to change. The row will highlight and the "Edit" and "Delete" buttons will appear. Make changes as desired.

Note: If the report is already filed and you are making changes, "Amend" and "Delete" buttons will appear instead.

To edit a transaction, click the "Edit" button. After editing a transaction, it will be noted as an amendment.

To delete a transaction, click the "Delete" button. The transaction’s details will be deleted and it will no longer affect your balance, but the transaction’s name will be changed to "[DELETED]"

Before submitting your report, we recommend that you review all of your contributions and expenditures to ensure they have accurately been entered into the ledger.

When you are ready to submit a report, click the "File Report" button on the ledger. You will be asked to confirm the filing.

You will receive an on-screen and email confirmation each time you file a report.

5. File your disclosure report

When to start & stop reporting finances

UCA 20A-11-104, UCA 20A-11-304

When do I start reporting my campaign finances?

Once you declare candidacy, receive a contribution, or spend money on campaigning, you must begin reporting finances (even if you have not officially declared candidacy or your intent to gather signatures).

When do I stop reporting my campaign finances?

If you lose an election, resign from office, or no longer receive or spend campaign money, you have the option of closing your bank account and financial disclosure account. By closing your accounts, you will no longer need to report your campaign finances.

If you plan to run for office in the future, you can keep your campaign money and accounts, but you will be required to continue reporting your finances. If you close your accounts now but run again in the future, you must open a new bank account and disclosures.utah.gov account.

You must return or donate your remaining campaign funds to close your accounts. You may:

- Pay back any loans your campaign received (including loans you made to your own campaign);
- Return funds to contributors;
- Donate the funds to a candidate, political party, or political action committee (PAC); or
- Donate the funds to a 501(c)(3) organization.

Note: Refer to your bank for specific instructions to close your bank account.

To close your online financial disclosures account, follow these instructions:

1. Log in to www.disclosures.utah.gov. Ensure that your financial ledger is updated, your account balance is $0.00, and you have filed the next upcoming report.

2. Return to the home page after updating your ledger. Click "My Folder" on the toolbar located on the left side of the screen.

3. You will notice three red links in the middle of the screen under "Actions." Click "Manage Folder."

4. In this new screen, click "Close Account." A pop-up will appear and ask for confirmation. Read this carefully and then click "Submit."

Note: If the ledger balance is not $0.00 or other reports need to be filed, you will be instructed to complete these tasks prior to closing the account.

Questions about campaign finance? Email disclosures@utah.gov
Campaign Finance & Reporting (Penalties & Fines)

If you fail to adhere to campaign finance and disclosure laws, you may face fines, criminal penalties, and disqualification from the election.

This table outlines the penalties for filing a late report:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Deadline</th>
<th>Late Fee</th>
<th>Candidates who file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention</td>
<td>7 days before convention (April 18, 2022)</td>
<td>$100 fine</td>
<td>All partisan candidates</td>
</tr>
<tr>
<td>March 30th</td>
<td>March 28, 2022 (11:59 pm)</td>
<td>$100 fine</td>
<td>Nonpartisan legislative candidates only</td>
</tr>
<tr>
<td>May 16th</td>
<td>May 18, 2022 (11:59 pm)</td>
<td>$100 fine &amp; potential disqualification*</td>
<td>State board of education candidates only</td>
</tr>
<tr>
<td>Primary Election</td>
<td>June 21, 2022 (11:59 pm)</td>
<td>$100 fine &amp; potential disqualification*</td>
<td>All candidates</td>
</tr>
<tr>
<td>September 30th</td>
<td>September 30, 2022 (11:59 pm)</td>
<td>$100 fine &amp; potential disqualification*</td>
<td>All candidates</td>
</tr>
<tr>
<td>General Election</td>
<td>November 1, 2022 (11:59 pm)</td>
<td>$100 fine &amp; potential disqualification*</td>
<td>All candidates</td>
</tr>
<tr>
<td>Year-End</td>
<td>January 10, 2023 (11:59 pm)</td>
<td>$100 fine</td>
<td>All candidates</td>
</tr>
</tbody>
</table>

*If you fail to file the Primary, September 30th, or General Election report, you will be fined and given a 24-hour grace period to file the report. If you do not file the report within this grace period, you will be disqualified from the election.

Separate from the deadlines and penalties listed in the table above, there are penalties for failing to report contributions within the 31 calendar days or 7 business day requirement (refer to pages 29-31) for more information on these requirements:

- 10% of each late contribution if it is reported within 60 days after the deadline
- 20% of each late contribution if it is reported more than 60 days after the deadline

Statewide executive, legislative, and state board of education candidates must pay fines through the Lieutenant Governor's Office. You may pay with a check (made payable to the State of Utah), or you can call the Lieutenant Governor's Office at 801-538-1041 to conduct a credit card transaction over the phone.

Statewide executive, legislative, and state board of education candidates are required to pay within 30 calendar days of receiving the fine. Failure to pay within this time frame may result in a class B misdemeanor.

If you fail to file, or the filed report contains errors, the lieutenant governor will notify the candidate of the issue within 5 business days of discovering the issue. If a corrected report is not submitted within 7 business days after receiving this notice, the candidate could be guilty of a class B misdemeanor, and violations may be reported to the Utah Attorney General.

Questions about campaign finance? Email disclosures@utah.gov

Other Useful Information

- Campaign regulations (pages 36-38).
- Important election dates (page 39).
- County Clerk contact information (page 40).
- Single vs. Multi-county legislative and state board of education districts (coming soon)

Campaign Regulations

Utah law prohibits certain activities related to campaigning. Familiarize yourself with these laws to avoid possible legal issues, fines, and penalties. The laws listed below are some of the most common issues that arise during the campaign season, but this list is not all-inclusive. Refer to **Title 20A of the Utah State Code** for more information. To determine whether there are additional regulations for federal candidates, you should consult the appropriate federal agency.

Advertisements

If your campaign pays for any type of advertisement (e.g., mailers, TV, radio, newspaper, billboard, etc.), the advertisement must clearly state that your campaign authorized and paid for the advertisement.

If your campaign does not pay for an advertisement, but it is approved by your campaign, the advertisement must clearly state who paid for the advertisement and that your campaign authorized it.

However, this requirement does not apply to certain campaign items such as:

- Lawn signs smaller than 4ft. by 8ft. in size;
- Bumper stickers;
- Campaign buttons, stickers, and pens; and
- Items that are too small to conveniently print the disclaimer.

Any type of bribery is strictly prohibited by law. You cannot:

- Offer or promise an individual money, prizes, benefits, or employment to vote, refrain from voting, remain away from the polls, or receive political support.
- Offer or promise anything to other candidates to drop out of the race, stay in the race, or perform any other action.
- Pay for endorsements.

A person convicted of these offenses is guilty of a third degree felony.

When voting is taking place at a polling location, you are not allowed to campaign or electioneer on public property within 150 feet of the building. This includes wearing campaign or campaign-related shirts and buttons or displaying signs or bumper stickers. You also cannot interfere with voters or the administration of the polling place.
Campaign signs on public roadways

State and federal law prohibit campaign signs within state rights-of-way (Utah Code Section 72-7-102). This includes all state highways, medians, road shoulders, sound walls, on-ramps, off-ramps, overpasses, and adjoining fence lines. Candidates are encouraged to place signs on private property with the consent of the property owner. The only restriction for signs on private property is that they must not block the view of oncoming traffic.

If a campaign sign is placed within the state rights-of-way or poses a traffic hazard, it may be removed. Signs that have been removed will be stored by UDOT, and the sign owner may retrieve the signs for future use.

A local government may allow campaign signs in its own rights-of-way. Please contact your local government for more information; regulations and restrictions vary among cities and counties.

For more information about state sign regulations please email OutdoorAdvertisingControl@udot.gov, or call (801) 965-4209.

Names on the ballot

The order of candidates’ names on the ballot is established by a random alphabet—the master ballot position list. The ballot position list will be determined after the declaration of candidacy period. The list will be posted on vote.utah.gov.

Poll watchers

Poll watchers are not required, but you may designate poll watchers. Poll watchers should register with the county clerk beforehand.

Watchers are there to observe the voting and tabulation process. They are not there to interfere. Watchers may make written memos, but they cannot communicate the progress of the voting or counting in any way. Doing so will result in a third degree felony.

Counties may make other rules regarding poll watching. Watchers may be required to surrender their cell phone or remain in a certain area of the room.

Using public email for political purposes

If you are a current office holder or work in the public sector (including public education), you cannot use your public entity email address for political or campaign-related purposes. The fine for the first offense is $250. Fines for subsequent offenses are $1,000 and over.

Other Useful Information

Withdrawing your candidacy or intent to gather signatures

You may withdraw your candidacy or your declaration of intent to gather signatures by submitting a written affidavit to your filing officer. If you withdraw your intent to gather signatures, any signatures you submitted prior to withdrawal will not be verified.

Submitting ballots

Candidates or their campaigns cannot collect or submit mail ballots on behalf of voters. They can, however, give voters rides to polling locations.
Below is a calendar of important dates for the election. Note that not all election related dates and deadlines are presented in this calendar.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3, 2022</td>
<td>Declaration of intent to gather signatures begins</td>
</tr>
<tr>
<td>February 28, 2022</td>
<td>Declaration of candidacy period begins candidly period begins</td>
</tr>
<tr>
<td>March 4, 2022</td>
<td>Declaration of candidacy period ends; declaration of intent to gather signatures period ends</td>
</tr>
<tr>
<td>2 weeks before convention</td>
<td>Candidate petition signatures must be submitted</td>
</tr>
<tr>
<td>7 days before convention</td>
<td>Financial disclosure report due (except for unaffiliated candidates)</td>
</tr>
<tr>
<td>Late March - Late April</td>
<td>Political parties hold nominating conventions</td>
</tr>
<tr>
<td>March 28, 2022</td>
<td>Declaration of candidacy period ends; declaration of intent to gather signatures period ends</td>
</tr>
<tr>
<td>May 16, 2022</td>
<td>Candidate biographies/profiles must be submitted to vote.utah.gov</td>
</tr>
<tr>
<td>May 16, 2022</td>
<td>Primary Election ballots are sent to military and out-of-country voters</td>
</tr>
<tr>
<td>May 15, 2022</td>
<td>Financial disclosure report due for state board of education candidates</td>
</tr>
<tr>
<td>June 1, 2022</td>
<td>Last day a voter can register to vote for the Primary Election by mailing a registration form</td>
</tr>
<tr>
<td>June 7, 2022</td>
<td>Primary Election mail ballots are sent to voters</td>
</tr>
<tr>
<td>June 14, 2022</td>
<td>Primary Election in-person early voting begins</td>
</tr>
<tr>
<td>June 17, 2022</td>
<td>Declaration of candidacy period ends; declaration of intent to gather signatures period ends</td>
</tr>
<tr>
<td>June 21, 2022</td>
<td>Last day a voter can register to vote for the Primary Election online or at the county clerk's office</td>
</tr>
<tr>
<td>June 21, 2022</td>
<td>Last day a voter may request an absentee ballot for the Primary Election</td>
</tr>
<tr>
<td>June 24, 2022</td>
<td>Primary Election in-person early voting ends (a county may extend early voting until June 27th)</td>
</tr>
<tr>
<td>June 28, 2022</td>
<td>PRIMARY ELECTION DAY</td>
</tr>
<tr>
<td>July 12, 2022</td>
<td>Final Primary Election results are certified by the county clerks</td>
</tr>
<tr>
<td>September 9, 2022</td>
<td>Candidate biographies/profiles must be submitted for voter information website for general election</td>
</tr>
<tr>
<td>September 23, 2022</td>
<td>Financial disclosure report due</td>
</tr>
<tr>
<td>September 30, 2022</td>
<td>Financial disclosure report due</td>
</tr>
<tr>
<td>October 18, 2022</td>
<td>General Election mail ballots are sent to voters</td>
</tr>
<tr>
<td>October 25, 2022</td>
<td>General Election in-person early voting begins</td>
</tr>
<tr>
<td>October 28, 2022</td>
<td>Last day to register to vote before the November General Election</td>
</tr>
<tr>
<td>October 31, 2022</td>
<td>Financial disclosure report due</td>
</tr>
<tr>
<td>November 1, 2022</td>
<td>Last day a voter may request an absentee ballot for the General Election</td>
</tr>
<tr>
<td>November 8, 2022</td>
<td>GENERAL ELECTION DAY</td>
</tr>
<tr>
<td>November 22, 2022</td>
<td>Final General Election results are certified by the county clerks</td>
</tr>
<tr>
<td>November 28, 2022</td>
<td>Federal and multi-county candidates are certified by the State Board of Carverrashev</td>
</tr>
</tbody>
</table>
Single vs. Multi-County Legislative and State Board of Education Districts (click on District to see demographic profiles prepared by the Utah OLRGC)

### Senate Single-County Districts
(Only districts up for election in 2020 listed)

- District 6: Salt Lake
- District 7: Utah
- District 8: Salt Lake
- District 10: Salt Lake
- District 14: Utah
- District 29: Washington

### Senate Multi-County Districts
(Only districts up for election in 2020 listed)

- District 1: Box Elder; Cache, Tooele
- District 13: Salt Lake; Utah
- District 15: Morgan; Summit; Weber
- District 20: Davis; Weber
- District 23: Davis; Salt Lake
- District 24: Beaver; Garfield; Juab; Kane; Millard; Piute; Sanpete; Sevier; Utah; Wayne
- District 25: Cache; Rich
- District 27: Carbon; Emery; Grand; San Juan; Utah; Wasatch

### State Board of Education

#### Single-County Districts
(Only districts up for election in 2020 listed)

- District 8: Salt Lake
- District 10: Salt Lake
- District 13: Utah

#### Multi-County Districts
(Only districts up for election in 2020 listed)

- District 4: Davis; Weber
- District 7: Salt Lake; Summit
- District 11: Salt Lake; Utah
- District 12: Daggett; Duchesne; Summit; Uintah; Utah; Wasatch
- District 15: Iron; Washington