



Filing Requirements for Candidates

General and Municipal Requirements | September 6, 2023

Generally, individuals must be a U.S. citizen and meet the legal requirements of the office. Municipalities and counties require candidates to be a resident of the municipality/county they seek to hold elected office in. Special districts do not have additional requirements for their candidates.

General Declarations of Candidacy

For most elections, individuals must be a United States citizen and meet the legal requirements of the office. If a candidate is seeking a party's nomination, the candidate must state the party they belong to or declare if they are not a member of the party ([§20A-9-201](#)).

Municipal Declarations of Candidacy

Municipal elections include further requirements for candidacy. Candidates must be a registered voter and be a resident in the municipality they seek to hold elected office for at least 12 consecutive months before the election ([§20A-9-203](#)).

Counties

Like municipalities Counties also provide further requirements for candidacy. Candidates must be a U.S. citizen, be a registered voter in the county, and (with few exceptions) be a resident in the county they seek to hold elected office for at least 12 consecutive months before the election ([§17-16-1](#)).

Special Districts

Special districts do not have additional candidate filing requirements.



Campaign Finance Reporting

State Statutes | September 1, 2023

State Reporting Requirements

End of Year Report

Candidates running for state or statewide offices must file a end of the year summary of report ([§20A-11-203](#)). This report includes:

- the net balance of the last financial statement
- a single figure equal to the total amount of receipts and a single figure equal to the total amount of expenditures reported on all interim reports
- a detailed list of each contribution received since the last summary report that was not reported in the interim report
- for each nonmonetary contribution:
 - fair market value of the contribution
 - description of the contribution
- a detailed list of each expenditure made since the last summary report that was not reported in the interim report
- for each nonmonetary expenditure, the fair market value of the expenditure
- a net balance for the year
- the name of a political action committee that the state office candidate is designated as an officer with decision making authority.

Interim Report

Candidates running for state or statewide offices must file interim reports ([§20A-11-204](#)). These reports include:

- the net balance of the last summary report
- a single figure equal to the total amount of receipts and a single figure equal to the total amount of expenditures reported on all prior interim reports
- a detailed listing of:
 - for a state office candidate, each contribution received since the last summary report
 - for a state officeholder, each contribution and public service assistance received since the last summary report
- for each nonmonetary contribution:
 - the fair market value of the contribution
 - a specific description of the contribution
- a detailed listing of each expenditure made since the last summary report
- for each nonmonetary expenditure, the fair market value of the expenditure
- a net balance for the year
- a summary page in the form required by the lieutenant governor that identifies:
 - beginning balance
 - total contributions and public service assistance received
 - total contributions and public service assistance received to date
 - total expenditures during the period since the last statement
 - total expenditures to date
- the name of a political action committee that the state office candidate or state officeholder is designated as an officer with decision making authority



Statement of Dissolution

When the candidate is withdrawn or eliminated from an election, they must file a statement ([§20A-11-205](#)) stating that:

- the candidate is no longer receiving contributions and making expenditures
- the ending balance on the last summary report and on a separate bank account is zero
- a final summary report showing a zero balance

Municipal Reporting Requirements

State statute ([§10-3-208](#)) dictates that, in a year with a municipal primary, each candidate should file a campaign finance statement. If a municipality does not conduct a primary election, candidates who participate in a race still must file a campaign finance statement.

For all candidates receiving or spending more than \$500, the statement shall:

- report all of the candidate's itemized and total:
 - contributions, including in-kind and other nonmonetary contributions
 - expenditures
- identify:
 - the amount of each contribution and the name of the donor, if known
 - the amount of each expenditure and the name of the recipient of the expenditure; or

If contributions and expenditures are less than \$500, the candidate must report the total amount of the contributions.

A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided.

County Reporting Requirements

Counties adopt campaign finance disclosure requirements for candidates for county office; and candidates for local school board office who reside in that county ([§17-16-6.5](#)). Those requirements should include:

- a requirement for the candidate's itemized and total campaign contributions and expenditures
- a definition of "contribution" and "expenditure" that requires reporting of nonmonetary contributions such as in-kind contributions and contributions of tangible things;
- financial reports that identify:
 - the name and amount of each donor of the contribution
 - for each expenditure, the name of the recipient and the amount of the expenditure
- a requirement that a candidate for county office or local school board office deposit a contribution in a separate campaign account in a financial institution
- a prohibition against depositing or mingling contributions received into a personal or business account
- a requirement that a candidate for county office who receives a contribution that is cash or a negotiable instrument, exceeds \$50, and is from a donor whose name is unknown,



shall, within 30 days after receiving the contribution, disburse the amount of the contribution to:

- the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
- an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.