



OFFICE of the COUNTY CLERK

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Daniel C. Krueger
County Clerk

Sherri A. Sayles
Chief Deputy

MEMO

DATE: December, 2009
TO: Candidates for City/Township Election
FROM: Justin F. Roebuck, Ottawa County Elections Coordinator
RE: Campaign Finance Filing Requirements

To All Local Candidates:

While all candidates for city and township office must file an Affidavit of Identity and a number of petition signatures or a fee determined by the charter of the city or township in which they seek office, the campaign finance form titled “Statement of Organization” must be filed with the County Clerk. The Statement of Organization form must be filed ten days after the candidate committee is formed or no more than twenty days after the filing of an Affidavit of Identity and petitions.

Be sure to include the disclosure statement on all campaign material. It must include the name and the address of the committee who paid for the material.

If you should spend or receive more than \$1,000 on your campaign, or if you choose not to mark the reporting waiver on the Statement of Organization, you must file a Pre and Post Election Campaign Finance Statement and an Annual Report. The candidate committee forms can be found at the Clerk’s office or on our website at: www.miottawa.org/elections under “Information for Candidates”.

If you have any further questions please feel free to contact me directly at: 616-994-4535 or JRoebuck@miottawa.org.

Justin F. Roebuck
Elections Coordinator