

THIS FORM MUST BE COMPLETE IN ORDER TO BE ACCEPTED. READ INSTRUCTIONS CAREFULLY.

STATE OF WEST VIRGINIA

Municipal Candidate's Certificate of Announcement

I hereby swear and affirm that the following information is true:

(1) Election Type: (Check one)

Primary

General

Unexpired Term

(2) Name of Office Sought: _____ Ward: _____

(3) Candidate's Legal Name: _____
(First, middle and last name)

(4) Candidates name used in seeking office: _____
(Limited to 25 characters)

(5) I am a resident and legally qualified voter of the municipality of: _____
(5)(a) Ward: (if applicable) _____

(6) Current residence address: _____
(Specific address where candidate resides at time of filing):

(7) Mailing address: _____
(If different from residence address above):

(8) For Partisan Elections only:
I am affiliated with the following political party: _____

By filling out this space, I hereby certify and attest that I am a member of and affiliated with this political party as evidenced by my current voter's registration and I have not been registered as a member of another political party within sixty (60) days of this date, pursuant to W. Va. Code §3-5-7(d)(6).

Daytime Phone (for public use)

Email Address (for public use)

Campaign Committee Name (if applicable)

Campaign Website (if applicable)

I swear or affirm that I am a candidate for this office in good faith, that I am eligible and qualified to hold this office, and that the information provided on this form is true.

Candidate's Signature (must be notarized)

Date

(Notary Public Use Only)

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Notary Public or official authorized to give oaths.



Instructions for Filing the Candidate's Certificate of Announcement

1. Provide all the required information.

An incomplete filing cannot be certified, and the first requirement of a complete filing is complete information. For example, if you file for a council seat from a ward but do not designate which ward, or you file for a partisan office and do not list your party for a partisan election, it is impossible to tell how to place your name on the ballot. Fill in all the blanks, unless the instructions specifically tell you the information is not required for the office you are seeking.

2. Pay the required filing fee.

Check with your municipal office to determine the filing fee. The filing fee must accompany the Certificate of Announcement, unless you are eligible for a petition in lieu of fee waiver (ask your filing officer for additional information). A personal check is generally accepted, but if your check is returned for lack of funds, unsigned or does not contain sufficient information, your candidacy will not be certified.

3. File your Certificate of Announcement & filing fee with the correct office.

All municipal candidates file for office with the recorder or city clerk, unless the municipal charter states otherwise.

4. File your Certificate of Announcement within the filing period.

Many towns have a special charter provision or ordinance which sets a specific filing time. If not, the filing period begins the second Monday of January, and closes at midnight on the last Saturday in January. You may file in person during office hours, or by U.S. Mail, providing your filing is postmarked by the U.S. Postal Service no later than midnight on the last day of filing. Any filing received before the filing period will be returned, and any filing received after the deadline showing only a private postage meter mark does not meet the filing requirement and cannot be accepted.

5. Do not file for more than one office.

If you file for more than one office (or more than one division) and do not withdraw from all but one before the close of the filing period, you will not be placed on the ballot for any office.

6. File your personal financial disclosure form with the West Virginia Ethics Commission.

If your municipality has adopted the West Virginia Ethics Act, this disclosure is due within 10 days after you file your Certificate of Announcement. Most municipalities have not adopted the act, but it is helpful to check with your clerk or recorder or the Ethics Commission (304-558-0664) for more information.

7. If you decide to withdraw, you must do so formally by the deadline.

W. Va. Code sets the third Tuesday after the close of filing as the last day for your withdrawal to be received to remove your name from the ballot for the Primary Election. For the General Election, your withdrawal must be received 70 days prior to the General Election, unless your charter or ordinance provisions state otherwise. Some towns will set an earlier deadline in order to have ballots printed on time.

8. Your position on the ballot will be decided by random drawing.

All ballots are arranged by random drawing, except in municipalities where the charter requires a different ballot arrangement. To determine the order of names for a Primary Election, the clerk or recorder will draw for ballot position for all offices in all voting systems at 9 a.m. on the fourth Tuesday following the close of filing, unless your charter or ordinance provisions set another date. To determine the order or names for a General Election, the clerk or recorder will draw for ballot position for all offices in all voting systems 70 days prior to the General Election. Check with your municipal office for the date and time. You or your representative may attend.

For the City/Town of Town of Bath, candidate drawing will be held on April 2, 2019

State of West Virginia Campaign Financial Statement (Short Form) in Relation to _____ Election Year

Beginning in 2018, all candidates that file Campaign Finance reports with the Secretary of State must file electronically.

W. Va. Code §3-8-5b

**IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, YOU CANNOT USE THIS FORM.
YOU MUST USE THE LONG FORM (FORM F-7) TO FILE YOUR CAMPAIGN FINANCE REPORT.**

1. Has your committee received any loans ?
2. Has your committee held any fundraisers?
3. Has your committee received any miscellaneous receipts, such as refunds or checking account interest?
4. Does your committee have any unpaid bills?
5. Have you or anyone else given your campaign an in-kind contribution?
6. Has your committee given or received a transfer of excess campaign funds?

Committee or Candidate Name: _____

Office Sought: _____ District/Circuit: _____

Committee's Treasurer: _____

Treasurer's Mailing Address: _____

Treasurer's Daytime Phone: _____

PLEASE SELECT REPORTING PERIOD

- | | | |
|---|---|---|
| <input type="checkbox"/> FIRST-PRIMARY
Due last Saturday in March or within 6 days thereafter. | <input type="checkbox"/> PRE-PRIMARY
Due 15 days preceding primary election or within 4 business days thereafter. | <input type="checkbox"/> POST-PRIMARY
Due 13 days following primary election or within 20 business days thereafter. |
| <input type="checkbox"/> FIRST-GENERAL
Due 43 days preceding general election or within 6 business days thereafter. | <input type="checkbox"/> PRE-GENERAL
Due 15 days preceding general election or within 4 business days thereafter. | <input type="checkbox"/> POST-GENERAL
Due 13 days following primary election or within 20 business days thereafter. |
| <input type="checkbox"/> ANNUAL REPORT
Due in _____ calendar year
Due last Saturday in March or within 6 business days thereafter. | <input type="checkbox"/> FINAL REPORT
Zero balance required PAC must file Dissolution (Form F-6) | <input type="checkbox"/> AMENDED REPORT
Must also check box of appropriate reporting period. |

REPORT TOTALS

CASH BALANCE SUMMARY

Beginning Balance (ending balance from previous report) 1.				
Total Contributions (from page 2) 2.	+			
Subtotal (lines 1+2) 3.	=			
Total Expenditures (from page 2) 4.	-			
Ending Balance (lines 3-4)	=			

**TOTAL CONTRIBUTIONS
ELECTION YEAR-TO-DATE**
(Add line 2 from all reports)

**TOTAL EXPENDITURES
ELECTION YEAR-TO-DATE**
(Add line 4 from all reports)

**Cannot have a negative ending balance*

CONTRIBUTIONS

\$250 or Less

Date	Full Name	Amount

More than \$250

Date	Full Name: Address: Contributor's job: (individual) Employer: (individual) Affiliation: (political committee)	Amount
	Full Name: Address: Contributor's job: (individual) Employer: (individual) Affiliation: (political committee)	
	Full Name: Address: Contributor's job: (individual) Employer: (individual) Affiliation: (political committee)	
	Full Name: Address: Contributor's job: (individual) Employer: (individual) Affiliation: (political committee)	
	Full Name: Address: Contributor's job: (individual) Employer: (individual) Affiliation: (political committee)	

Total Contributions:
(add both columns)

ITEMIZED EXPENDITURES

Date	Full name, residence address (if person); business address (if vendor)	Purpose	Amount

Total Expenditures:

OATH OR AFFIRMATION

I, _____, swear or affirm that the attached statement is true and correct, to the best of my knowledge, of all financial transactions occurring within the period covered by this statement, as required by West Virginia Code §3-8-5a.

Signature of Candidate, Treasurer, or Agent

Date _____

Office Use Only

Received by: _____