



Establishing a Political Action Committee

August 30, 2022





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I. WHEN TO FORM A POLITICAL ACTION COMMITTEE

An entity is required to be registered as a political action committee (PAC) within 10 days of meeting the following:

- The entity is organized for the primary purpose of influencing the result of an election; and
- The entity knowingly receives contributions or makes expenditures (in any combination) in excess of \$1,300 for 2022.

II. WHERE TO REGISTER A COMMITTEE

- A committee is formed by filing a statement of organization with the appropriate filing officer (City Clerk) within 10 days of qualifying as a committee.



Establishing a Political Action Committee- Continued

III. FILING A STATEMENT OF ORGANIZATION

A. Preliminary Committee Information

1. Each committee must have two committee officers to head the organization, a chairperson and treasurer which must be different individuals.
 - chairperson's duties can be flexible, but the treasurer is responsible for keeping the committee's books and records, must sign off on financial transactions, and remains legally and personally responsible for filing complete and accurate campaign finance reports.
2. In addition to identifying information for each of its officers, the committee will also need basic contact information for the committee, such as physical address and email address.
3. A committee must establish a bank account and be prepared to disclose the name of its bank or other financial (intent to open with a named institution is ok if done within 30 days).
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Establishing a Political Action Committee- Continued

B. Components of a Statement of Organization

1. Committee name
2. Committee mailing address
3. Committee email address
4. Committee website (if the committee has a committee website).
5. Committee telephone number
6. Name of any banks or other financial institutions used by the committee. Bank account numbers should not be listed.



Establishing a Political Action Committee- Continued

C. Chairperson and Treasurer Information

The following information must be provided about a committee's chairperson and treasurer:

1. Name

- A PAC must identify separate individuals to serve as chairperson and treasurer.

2. Physical location or street address

3. Email address

- The chairperson and treasurer should provide separate email addresses.

4. Telephone number

- The chairperson and treasurer should provide separate telephone numbers.

5. Occupation

6. Employer



Establishing a Political Action Committee- Continued

D. Finalizing a Statement of Organization

After providing the required information outlined above, the chairperson and treasurer must swear under penalty of perjury that they (1) have read the Secretary of State's PAC Guide (and/or any additional guide provided by a local filing officer), (2) agree to comply with Arizona campaign finance law, and (3) agree to accept all notifications, statements, service of process, or other important documents via the committee's email address.

Once registration is complete, the filing officer will issue an identification number for the committee. This identification number will be used to identify the committee in future correspondence.

E. CHANGES IN COMMITTEE INFORMATION

If there is a change in any committee information provided in the statement of organization, a committee must file an amended statement of organization within ten days of the change.

F. SECRETARY OF STATE'S GUIDE IS AVAILABLE AT:

- [Campaign Finance – Political Action Committee Guide \(azsos.gov\)](http://azsos.gov)



Questions?