TREASURER INFORMATION GUIDE

I. FILE OFFICIAL PAPERWORK

- 1. Complete the Treasurer Appointment form.
- Bring the form to the district administration building to file with their elections person. (This would be the same person who files Board candidate's paperwork.) Ask them for a time-stamped copy.
- 3. Email the time-stamped copy of the Treasurer Appointment form, along with the Security form to the Texas Ethics Commission at formsecurity@ethics.state. tx.us. You will receive a Filer ID number and login information via email to file the 30-day, 8-day, and dissolution reports electronically on their website.



II. SET UP AN EIN

- 1. This will be necessary for opening a bank account.
- 2. Go to <u>https://www.irs.gov/Businesses/Small-</u> <u>Businesses-&-Self-Employed/Employer-ID-Numbers-</u> <u>EINs</u>
- 3. Click on "Apply for an EIN Online" about mid-way down the page
- 4. Click on "Apply online now" towards the end of the page
- 5. Click on "Begin Application" button
- 6. Select last option on "View additional..."
- 7. Select "Political Organization" and Select "Continue"

- 8. Select "Continue"
- 9. Select "Banking Purposes" and Select "Continue"
- 10. Select "Individual" and Select "Continue"
- 11. Fill out required information about yourself
- 12. Select first option: "I am a responsible and duly authorized officer or a board member having knowledge of this organization's affairs" and Select "Continue"
- 13. Fill out remaining pieces of information requested

III. OPEN BANK ACCOUNT

- IV. Open bank account in the PAC's name
- V. Request debit card for online orders

VI. FILE FINANCE REPORTS ONLINE

- VII. Use Filer ID & log-in provided by the Texas Ethics Commission
- VIII. 30-Day Report is due April 4
- IX. 8-Day Report is due April 26