

Statement of Organization – Political Action Committee [CRO-2100D]

Form Description

All political action committees will complete this form. A political action committee is one that is either created by a corporation, business entity, insurance company, labor union or professional association; or a committee that is created with a major purpose to advance either an economic interest or a political purpose. In addition to the *Statement of Organization* a political action committee must complete an **Organizational Report** within 10 days of organizing the committee.

All committees must complete a Certification of Financial **Account Number Information** (CRO-3500) form along with the *Statement of Organization*.

Additional assistant treasurers and bank accounts may be listed on the **Statement of Organization Addendum** (CRO-2110) form and the **Additional Committee Funds** (CRO-2120) form.

The *Statement of Organization* is used to show any changes in committee information. The entire form must be completed and resubmitted with the new information in order for an amendment to be correctly documented. Check the “Yes” box at the top of the page if this report is an amendment.

Line-by-Line Instructions

LINE 1. Committee Information

- a. Provide the full name of the committee.
- b. Provide the committee’s complete mailing address, including city, state and zip code.
- c. Provide the ID number of the committee. If this is a new committee, this field may be blank.
- d. Provide the date that the committee was organized.
- e. Provide the telephone number (including area code) of the committee.

- a. Provide the first and last name of the treasurer of the committee.
- b. Provide the treasurer’s complete mailing address, including city, state and zip code.
- c. Provide the telephone number (including area code) of the treasurer.
- d. Provide the email address of the treasurer.

LINE 2. Political Action Committee Information

- a. Check the category that best suits the purpose of this political committee.
- b. Check the appropriate box for the type of general political committee. The committee is a *parent entity type* if officials, employees, or members and their families of any business entity create a PAC. The committee is an *economic interest type* if the organizer’s principle purpose is identifiable as economically based. If the committee has a political interest and is not a parent entity or an economic interest, then it is a *political purpose type* (this includes the support or opposition of a particular party, candidate or specific issues).
- c. Provide the definition of the type of political committee. Provide the business entity for a parent entity type (eg: The ABC Company PAC would list “ABC Company”), the economic interest for an economic interest type (eg: A group of restaurant workers organizing a PAC would list “to increase the wages of restaurant workers”), and the political purpose for a political purpose type (eg: A group concerned with the environment, organizing a PAC, would list “to support candidates that support environmental issues”).
- d. Provide the definition of members of the committee (eg: The ABC Company PAC would list “employees of the ABC Company”). The committee may solicit contributions only from defined members of the committee.

LINE 5. Custodian of Books Information

- a. Provide the first and last name of the custodian of books of the committee.
- b. Provide the custodian of books’ complete mailing address, including city, state and zip code.
- c. Provide the telephone number (including area code) of the custodian of books.
- d. Provide the email address of the custodian of books.

LINE 6. Assistant Treasurer Information- The two checkboxes (“Add” and “Remove”) are used in amendments when a new assistant treasurer must be added or removed.

- a. Provide the first and last name of the assistant treasurer of the committee.
- b. Provide the assistant treasurer’s complete mailing address, including the city, state and zip code.
- c. Provide the telephone number (including area code) of the assistant treasurer.
- d. Provide the email address of the assistant treasurer.

LINE 7. Account Information –The two checkboxes (“Add” and “Remove”) are only used in amendments when a new account must be added or an old account removed for this fund.

- a. Provide the complete name of the financial institution providing this account.
- b. Provide the purpose for which this account is used.
- c. List the code that corresponds to the account for the committee. Remember to leave all account numbers off of the statements in order to preserve confidentiality. Use the codes provided on the **Certification of Financial Account Information** (CRO 3500) form. The committee must assign each bank account a different code.
- d. Provide the type of account (such as checking, savings, CD, money market, etc). If a credit card is specified, please list the type of card.

LINE 3. Connected Organization or Affiliated Committee – This line item is *only* completed if there is a connected organization or affiliated committee.

- a. Provide the full name of the organization or the affiliated committee.
- b. Provide the organization’s (or committee’s) complete mailing address, including city, state and zip code.
- c. Provide the telephone number (including area code) of the organization or committee.
- d. Provide the relationship between the general political committee and this organization or committee.

LINE 4. Treasurer Information

CERTIFICATION– The treasurer must certify this form by signing and dating this form.