**SAMPLE LETTERS FOR TOWN CLERKS**

Attached are sample letters that staff of the State Elections Enforcement Commission has prepared for your use. The language appearing in brackets is merely suggested language that you may change at your discretion. You may also want to confer with your town attorney on such language.

You should keep in mind that where a treasurer fails to timely file a financial disclosure statement or a candidate fails to timely file a registration statement you are required to: (1) impose a mandatory late filing fee of $100; and (2) notify them by certified mail, return receipt requested, forthwith after the deadline is known to have passed, that if such statement is not filed within seven days after you have sent the notice, then you are required to refer them to the Commission for investigation. *See* General Statutes § 9-623.

If you have any questions about the attached sample letters, or any other questions concerning campaign finance disclosure, please contact the Commission’s offices at 860-256-2940.

**SAMPLE ACKNOWLEDGEMENT LETTER**

Date

Mr. Joseph Smith, Treasurer

COMMITTEE TO ELECT RITA KELLY

123 Main Street

South Haven, CT 06000

Dear Mr. Smith:

This is to acknowledge receipt of your appointment as Treasurer of the above-named candidate committee. **PLEASE USE THIS COMMITTEE NAME ON ALL CORRESPONDENCE**. As Treasurer, you are required to file a financial disclosure statement with this office on the statutory dates indicated on the enclosed calendar. These dates are mandatory filings regardless of the amount of money received or spent by the committee. You will also find enclosed the forms for reporting receipts and expenditures. I urge you to study the enclosed materials carefully to determine your responsibilities as Treasurer.

You may review the *Guide for Municipal Candidates* and access additional financial reporting forms on the State Elections Enforcement Commission’s website: [www.ct.gov/seec](http://www.ct.gov/seec). Forms are also available through my office.

General Statutes § 9-623 provides a mandatory fee of $100 for any late filing, which may not be paid from committee funds. This office cannot waive the fee under any circumstances.

If you have any questions concerning the filing requirements, we will be happy to assist you. Please call us at (860) 555-1111.

Sincerely,

Alan Egan

Town Clerk

**SAMPLE LATE FILING FEE LETTER**

CERTIFIED MAIL #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RETURN RECEIPT REQUESTED

Date

Ms. Susan Jones, Treasurer

STEVE FOR FIRST SELECTMAN

1 Valley Road

South Haven, CT 06000

Dear Ms. Jones:

A review of our records indicates that you submitted a financial disclosure statement required by General Statutes § 9-608 after the date it was due.

 **Filing Date** **Date Received**

JANUARY 10, 2015 January 14, 2015

As you are aware, a statement filed late incurs a mandatory $100 late filing fee. *See* General Statutes §§ 9-608 and 9-623. The fee is mandated by the General Statutes and may not be waived. In accordance with the statutes, you must pay a late filing fee of $100 for each report filed late. On or before [fifteen days] from the date of this letter, please remit your check or money order made payable to “Town Clerk.” *Please indicate on the face of the check that this is a late filing fee*. Payment of this fee **may not** be paid from committee funds.

If full payment is not received within [fifteen days] from the date on which this letter was mailed, your account will be considered delinquent and this office will take further steps to collect this indebtedness.

If you have any questions regarding this matter, please call me at (860) 555-1111.

Sincerely,

Alan Egan

Town Clerk

**SAMPLE NON FILER LETTER**

CERTIFIED MAIL #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RETURN RECEIPT REQUESTED

Date

Mr. James Regan, Treasurer

RE-ELECT COLLINS

30 Thomas Street

South Haven, CT 06000

Dear Mr. Regan:

A review of our records indicates we have not received the Itemized Campaign Finance Disclosure Statement from the above-named committee due on:

# FILING DEADLINES PERIOD COVERED

APRIL 10, 2015 JANUARY 1 – MARCH 31, 2015

Please complete the enclosed financial statement that must be received by this office or postmarked within seven days of the date on which this notice was mailed. In accordance with the statutes, you must also pay a late filing fee of $100 for each report filed late. Please remit your check or money order made payable to “Town Clerk.” *Please indicate on the face of the check that this is a late filing fee*. Payment of this fee **may not** be paid from committee funds.

If you do not submit your report within the deadline described above, General Statutes § 9-623 requires me to refer this matter to the Enforcement Unit of the State Elections Enforcement Commission. If full payment of the fee is not received within [fifteen days] from the date on which this letter was mailed, your account will be considered delinquent and this office will take further steps to collect this indebtedness.

If you have any questions regarding this matter, please call me at (860) 555-1111.

Sincerely,

Alan Egan

Town Clerk

**SAMPLE LETTER**

**CANDIDATE NEEDS TO REGISTER COMMITTEE**

**(IMMEDIATELY AFTER NOMINATION OR ENDORSEMENT IS RECEIVED)**

Date

Ms. Ellen Smith

99 Elm Street

South Haven, CT 06000

Dear Ms. Smith:

You have been listed as a candidate for the office of Councilwoman at the election to be held on November 3, 2015. Pursuant to General Statutes § 9-604, each candidate is required to file a Candidate Committee Registration (SEEC Form 1) within ten days of becoming a candidate.

An individual is deemed to have become a candidate when he or she: (1) has solicited or received funds or other resources (personally, or through another person), or made expenditures, including expenditures from personal funds, for the purpose of bringing about such individual’s nomination or election to any office; (2) *has been endorsed or nominated by a political party and is thus entitled to a position on the ballot at an election or primary*; or (3) is otherwise qualified for placement on the ballot pursuant to the election laws.  *See* General Statutes § 9-601 (11).

If your endorsement or nomination by a political party is the earliest of these occurrences, the ten day period starts from the date the party endorsement certification is received by this office, which was on July 20, 2015. Failure to file the SEEC Form 1 by the close of the ten day period will result in a mandatory$100 late filing fee being assessed against the candidate.

Please be advised that your failure to comply with the requirements of General Statutes § 9-604 may result in the referral of this matter to the Enforcement Unit of the State Elections Enforcement Commission.

Please contact me at (860) 555-1111 if you have any questions regarding this matter.

Sincerely,

Alan Egan

Town Clerk

Encl. – SEEC Form 1

**SAMPLE LETTER**

**CANDIDATE FAILED TO REGISTER COMMITTEE WITHIN TEN DAYS OF NOMINATION**

CERTIFIED MAIL #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RETURN RECEIPT REQUESTED

Date

Mr. Joseph Howard

55 Jones Street

South Haven, CT 06000

Dear Mr. Howard:

You have been listed as a candidate for the office of Planning & Zoning Commission Member in the election to be held on November 3, 2015. At this time, there is no candidate registration on file with this office for you. Pursuant to General Statutes § 9-604, each candidate is required to file a candidate registration (SEEC Form 1) along with registration of a candidate committee (SEEC Form 1A), or if applicable, an exemption from forming a candidate committee (SEEC Form 1B), within ten days of becoming a candidate and prior to the solicitation or acceptance of any campaign contribution or the making of any expenditure. In your case, the ten day period expired no later than July 30, 2015.

I am enclosing SEEC Form 1, Registration by Candidate, for your use, which includes the SEEC Form 1A and 1B as well. This form must be completed and filed with this office within seven days of the date on which this letter was mailed or this matter will be referred to the Enforcement Unit of the State Elections Enforcement Commission.

Pursuant to General Statutes § 9-623, **you are already liable for a $100 late filing fee**. Please remit your check or money order made payable to “Town Clerk.” *Please indicate on the face of the check that this is a late filing fee*. Payment of this fee **may not** be paid from committee funds.

Please contact me at (860) 555-1111 if you have any questions regarding this matter.

Sincerely,

Alan Egan

Town Clerk

Encls. – SEEC Form 1, 1A, 1B

**SAMPLE REFERRAL TO STATE ELECTIONS ENFORCEMENT COMMISSION**

TO: ENFORCEMENT UNIT, STATE ELECTIONS ENFORCEMENT COMMISSION

FROM: ALAN EGAN, TOWN CLERK OF SOUTH HAVEN

RE: NON FILERS – APRIL 10, 2015

DATE: JUNE 30, 2015

Pursuant to General Statutes § 9-623, I am referring the following treasurers for their failure to file campaign finance disclosure forms on April 10, 2015. I have enclosed copies of the SEEC Form 1 for each committee, as well as a copy of the non-filer letter that was sent to each treasurer, by certified mail and return receipt requested.

* Kennedy for Board of Education, Jill Miner, Treasurer
* Re-elect Simmons, Bill Peterson, Treasurer

Please let me know if I can provide additional information.