

Pre Report Notice Campaign Finance Report Due

How to File

MD CRIS: Using any Internet browser, log in at www.campaignfinance.maryland.gov . You can file your campaign finance report or Affidavit of Limited Contributions and Expenditures (ALCE) up to 11:59pm on the filing deadline. An email will be sent to you verifying the submission of the report. **All campaign finance reports must be electronically submitted through MD CRIS.** For more information on filing instructions go to <https://www.campaignfinance.maryland.gov/FilingInstructions.pdf>.

Each responsible officer of the committee must have an individual email account on record with SBE to access MD CRIS in order file and verify reports. A system generated temporary password was sent to your email address on record at the time of registering the political committee. Once you log in, you must change your password. **Responsible officers may not share the same email address for a political committee.** Failure to have an email address on record will not relieve the committee or the responsible officers of their reporting obligations. If you did not give an email address at the time of registration, you need to update the committee registration page with that information. Please use the “**Trouble Logging In**” help procedure right below the log in feature and follow the steps for a first time user. In order to complete the activation online, you may need one of the following to enter in the system:

1. Your Driver’s license number;
2. The last 4 numbers of your Social Security Number; or
3. Your Voter Registration ID number (the most reliable way to activate your committee).

Penalty for Failure to File on Time

There is a late filing fee for each campaign finance report or affidavit that is not filed on or before the due date. The fee is \$20 per day for the first 6 days that a pre-election report or affidavit is overdue and \$10 per day thereafter. If the report is a post-election report the fee is \$10 for each day the report is late. The maximum late fee is \$500. Campaign funds must be used to pay any late fees. If you believe that you received this notice in error please contact SBE at 410-269-2880.

Note: The report or affidavit must be filed whether or not transactions occurred.