




MEMORANDUM

TO: Candidates and all Campaign Finance Filers

FROM: Jannette Goodall, City Clerk 

DATE: June 25, 2020

SUBJECT: City of Austin Campaign Finance:
Incorrect Format for Campaign Finance Report Submission

Starting on July 1, 2020, all campaign finance reports must be filed using the City Clerk's new electronic filing system, and the **Office of the City Clerk will no longer accept data files or paper copies of the campaign finance reports.** Pursuant to City Code, a candidate, officeholder, political committee, entity, or person required by City Code or state law to file a campaign finance report with the City Clerk shall, in addition to the required report, also provide to the City Clerk a "structured data file" containing the contents of the campaign finance report. The new COA E-Filing System is replacing the data file requirement. **All office holders, candidates and political action committees will be required to file all campaign finance reports, including the City ATX forms, using the COA E-Filing System.**

In order to file using the COA E-Filing System and obtain an E-Filing account and password, candidates and political action committees will need to submit the following two forms to the City Clerk's Office:

- Appointment of a Campaign Treasurer (CTA)
- Campaign Finance Contact Form (Attached)

Additional information about how to file your campaign finance report can be found at: <http://austintexas.gov/page/campaign-finance-forms>.