

Campaign & Political Finance Forms & Publications

Committee Organization Forms for candidates & committees that register with local election officials

Candidates and Candidate Committees

Candidates for local offices with reporting requirements to their local officials

Statement of Organization: [CPF M 101](#)

Segregated Fund Accounts Legal defense, recount and inaugural funds

On behalf of candidates who register with their local election officials

Statement of Organization: [CPF M 101 SFA](#)

Local Political Action Committees

Organized to support or oppose a roster of candidates in a single municipality

Statement of Organization: [CPF M 101 PC](#)

Local Ballot Question Committees

Organized to support or oppose a question appearing on a city or town ballot

Statement of Organization: [CPF M 101 BQ](#)

Reporting Forms & Instructions for candidates and committees that file with their local election officials

Municipal Campaign Finance Report: [CPF M 102](#)

[Instructions](#)

[Schedule A Addendum](#)

[Schedule B Addendum](#)

Municipal Disclosure of Assets Statement (year end only) – [Schedule E](#)

Itemization of Reimbursements Form [CPF R 1](#)

Municipal Campaign Finance Report-no financial activity: [CPF M 102-0](#)

Amendment to Campaign Finance Report: [CPF 102A](#)

Municipal Report of Ballot Question Expenditures by Corporation, Organization or Individual: [CPF M 22](#)

Municipal Report of Governmental Treasurer: [CPF 22A](#)

Municipal Report of Independent Expenditures Promoting Election or Defeat of Candidate(s): [CPF M18A](#)

Municipal Report of Donations to Inauguration, Recount or Legal Defense Funds Form: [CPF M18E](#)

Municipal Report of Electioneering Communication Expenditure: [CPF M18F](#)

Municipal Report of Contributions from Gaming License Applicants: [CPF M119](#)

Changing Treasurer?

If you have a change in your committee's treasurer, you will need to download and complete one of these forms:

For candidates and committees registered with OCPF:

Change of Treasurer/Acceptance of Office by New Treasurer: [CPF T 101](#)

For candidates and committees registered with their local election officials:

Municipal Change of Treasurer/Acceptance of Office by New Treasurer: [CPF M T 101](#)

There is important information you need to know about a change in treasurer for your committee.

The office of Treasurer is vital to an organized political committee. Under the campaign finance law, no money or anything of value can be received and no expenditures or disbursements can be made by a political committee (or any person acting under the authority of or on behalf of a political committee) while it has no treasurer.

An appointed treasurer must be in place prior to the time a political committee files its Statement of Organization with OCPF since the treasurer's name and address must appear on the completed form.

A treasurer is appointed, or qualified, for his or her office by filing a written acceptance of the office with OCPF (or if organized for the purpose of a city or town election only, with the city or town clerk).

The treasurer remains subject to all the duties and liabilities imposed by the campaign finance law until his or her written resignation of the office is received or his successor's written acceptance is filed with OCPF (or the city or town clerk). The treasurer is primarily responsible for:

- authorizing expenditures made on behalf of the political committee;
- keeping detailed accounts of the campaign finance activities of the political committee;
- keeping and preserving detailed records of the campaign finance activities of the political committee; and
- preparing and filing required campaign finance activity reports.

If a political committee needs to appoint a new treasurer, the former treasurer should submit a written letter of resignation to the political committee. The political committee should appoint a new treasurer who will complete and sign a [CPF T 101: Change of Treasurer](#) form. The political committee must submit the change of treasurer form and a copy of the former treasurer's resignation letter to OCPF (or the town or city clerk) within ten days following the change.

Care must be taken when selecting a new treasurer for the political committee. There are restrictions on who may serve as the treasurer for a political committee organized in Massachusetts. Those who **cannot** serve as the treasurer of a political committee include:

- a public employee (one who is employed by the Commonwealth, a county or a city or town.);
- the Secretary of the Commonwealth;
- a city or town clerk (except those that do not administer elections);
- a member of a board of registrars of voters in any city or town; or
- a member of an election commission in any city or town.

- a candidate may not be the treasurer of the political committee which has been organized on his behalf.

- If you have further questions, or require additional information, please contact OCPF:
 - Email: ocpf@cpf.state.ma.us
 - Main Line: (617) 979-8300
 - Toll-Free in MA: (800) 462-OCPF
 - Fax Line: (617) 727-6549

- Office of Campaign Finance
John W. McCormack Building
One Ashburton Place, Room 411
Boston, MA 02108

If you decide to run for a different office, you need to download and complete this form:

Change of Purpose (Office Sought): [CPF101P](#)

Once completed, return this form to OCPF or your local election official

All of the forms and publications on this page are in PDF file format so you will need Adobe Acrobat Reader to view them. If you do not have Adobe Acrobat Reader, click on the icon to download the installation file at no cost.

