

**TYPE 3-7;
3H-7H**

**CONSTITUTED/PARTY COMMITTEES
AND HOUSEKEEPING
CAMPAIGN FINANCE REGISTRATION FORM**

NEW YORK STATE BOARD OF ELECTIONS
Section 14-118 and 14-124(3) of NYS Election Law

THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

New Registration Amended Registration (Provide Filer ID#): _____

Check all boxes that apply. See instructions for details about the Party designation.

A. PARTY (Choose one):

Democratic Republican Conservative Working Families

B. COMMITTEE TYPES (Choose one):

State Level Committee:

Constituted Constituted Housekeeping Party Party Housekeeping

County Level Committee

Provide name of County: _____

Constituted County Housekeeping Party Party Housekeeping

Duly Constituted Sub-Committee of a County Committee

Provide name of Municipality; if NYC, Assembly District #: _____

City Town Village Housekeeping

C. COMMITTEE NAME: _____

For Acronyms (See instructions): _____

D. TREASURER:

Full Name: _____

Residential Address (No P.O. Box): _____ Apartment #: _____

City or Town: _____ State: _____ Zip: _____

Mailing Address (P.O. Box allowed): _____ Apartment #: _____

City or Town: _____ State: _____ Zip: _____

Email Address : _____

Telephone: Home: _____ Business: _____ Cell: _____

E. DEPOSITORY/BANK:

Name: _____

Address: _____

City or Town: _____ State: _____ Zip: _____

F. PERSON(S) OTHER THAN TREASURER AUTHORIZED TO SIGN CHECKS (Attach additional sheets if necessary):

Full Name: _____

Residential Address (No P.O. Box): _____ Apartment #: _____

City or Town: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Signature: _____

The above information is true to the best of my knowledge and belief:

Signature of Treasurer _____
Date

CONSTITUTED/PARTY COMMITTEES AND HOUSEKEEPING REGISTRATION INSTRUCTIONS

A CONSTITUTED/PARTY COMMITTEE AND HOUSEKEEPING COMMITTEE MUST:

- File this form within five days of choosing a treasurer and depository **and** prior to receiving or expending any funds.
- Complete this form and provide original signature(s) in ink. Copies of signatures, including those on faxes, PDFs or other electronic files are not acceptable.
- File this form at the New York State Board of Elections (NYSBOE).

New Registration: If registering a new committee, check this box. A Filer ID# will be assigned to the committee by the NYSBOE and should be used on all future documents and correspondence.

Amended Registration: For an existing committee if any information previously filed has changed, check this box. A fully completed amended registration must be filed within two days of any change. Provide Filer ID# that was assigned by the NYSBOE.

- **Constituted Committee** (EL 14-100 (3)): A state committee or a county committee, or a duly constituted subcommittee of a county committee of a party as defined by NYS Election Law.
- **Party Committee** (EL 14-100 (2)): Any committee provided for (defined) in the rules of a Constituted Committee (state or county). Examples are Democratic Assembly Campaign Committee (DACC) and Senate Republican Campaign Committee (SRCC).
- **Housekeeping Committee** (EL 14-124 (3)): An optional committee that is only allowed to be registered by a Party or Constituted Committee for the sole purpose of reporting "Housekeeping Receipts and Expenditures" made and received pursuant to NYS Election Law, to maintain a permanent party headquarters and staff and carry on ordinary activities that are not for the express purpose of promoting the candidacy of specific candidates. Note: Housekeeping must be maintained in a separate, segregated account. However, it does not have to be a separately registered committee. If you choose to have a separate Housekeeping committee, you must submit a separate registration form for that committee.!
- **Duly Constituted Subcommittee of a County Committee** (EL 14-100 (4)): Outside the City of New York: a city, town or village committee, which consists of all county committee members from that city, town or village, as the case may be, and only such members. Within the City of New York: an assembly district committee, which consists of all county committee members from that assembly district, and only such members.
- **Multi-Candidate Committee:** An authorized committee supporting more than one candidate that is not a Constituted Committee or Party Committee should **not** use this form but should file the Authorized Multi-Candidate Campaign Finance Registration Form (Type 9).

Item A: Select your party.

Item B: Under appropriate committee level, select committee type. Provide the name of the county or municipality, if applicable.

Item C: Enter the name of the committee. If an acronym is used in the name of the committee (e.g. "NYSBOE" = "New York State Board of Elections"), please also spell out the acronym in the space provided.

Item D: Enter the full name of the treasurer of record for the committee. Residential address is mandatory; include building and apartment number, city or town, state and zip code. Email address is also mandatory. Please note: the email address will be used as a log-in for the filing system and by the NYSBOE to communicate with its filers. The email address should be one that the treasurer accesses regularly and must be updated with the NYSBOE immediately if a change is made.

Item E: Your account must be opened at a banking organization authorized to do business in New York State. The branch where the account is opened and held must be physically located in New York State.

Item F: If there are persons other than the treasurer who will be authorized to sign checks, enter their name(s) and other required information here.

Once completed, the form - with original signature(s) in ink - must be mailed to:

**NYS Board of Elections
Attn: Compliance Unit
40 North Pearl Street, Suite 5
Albany, NY 12207**