NEW YORK STATE | Board of Elections

WINDING DOWN THE CAMPAIGN

COMPLIANCE UNIT

NOVEMBER 4, 2026

ELECTION DAY IS OVER. WHAT'S NEXT?

- ✓ File applicable post-election report:
  - July Periodic (for Post-Primary)
  - 27 Day Post-General Election
  - 27 Day Post-Special Election

- ✓ Submit campaign materials by mail or upload to EFS Web Application.

- ✓ Keep committee open OR request termination to end filing obligation?

COMMON MISCONCEPTIONS

- Filing a post-election report does NOT end the candidate/committee's filing obligation.
- Having a $0 cash balance in the bank account does NOT end the candidate/committee's filing obligation.
- Closing a bank account does NOT end the candidate/committee's filing obligation.

STATEWIDE/STATE LEGISLATIVE CANDIDATES

- If a candidate wishes to participate in the Public Campaign Finance Program, please see *http://pcfb.ny.gov* for more information about the Public Campaign Finance Board.

***Statewide*: Governor/Lieutenant Governor, Attorney General, Comptroller**
***State Legislative*: State Senate, State Assembly**

LOOKING TO TERMINATE?

- The only way to end a candidate/ committee's filing obligation is to request termination.

STEP 1 TO TERMINATE

- File all required financial disclosure reports.
  - January and July Periodic reports are required of all registered committees and self-registering candidates.
  - Election reports:
    - All candidates and/or their committees must file whenever the candidate's name appears on the ballot.
    - Committees supporting or opposing candidates for election must file all applicable election reports

STEP 1 TO TERMINATE (CONT'D)

- File a final financial disclosure report covering all activity from last submitted report through the date the termination request is made.

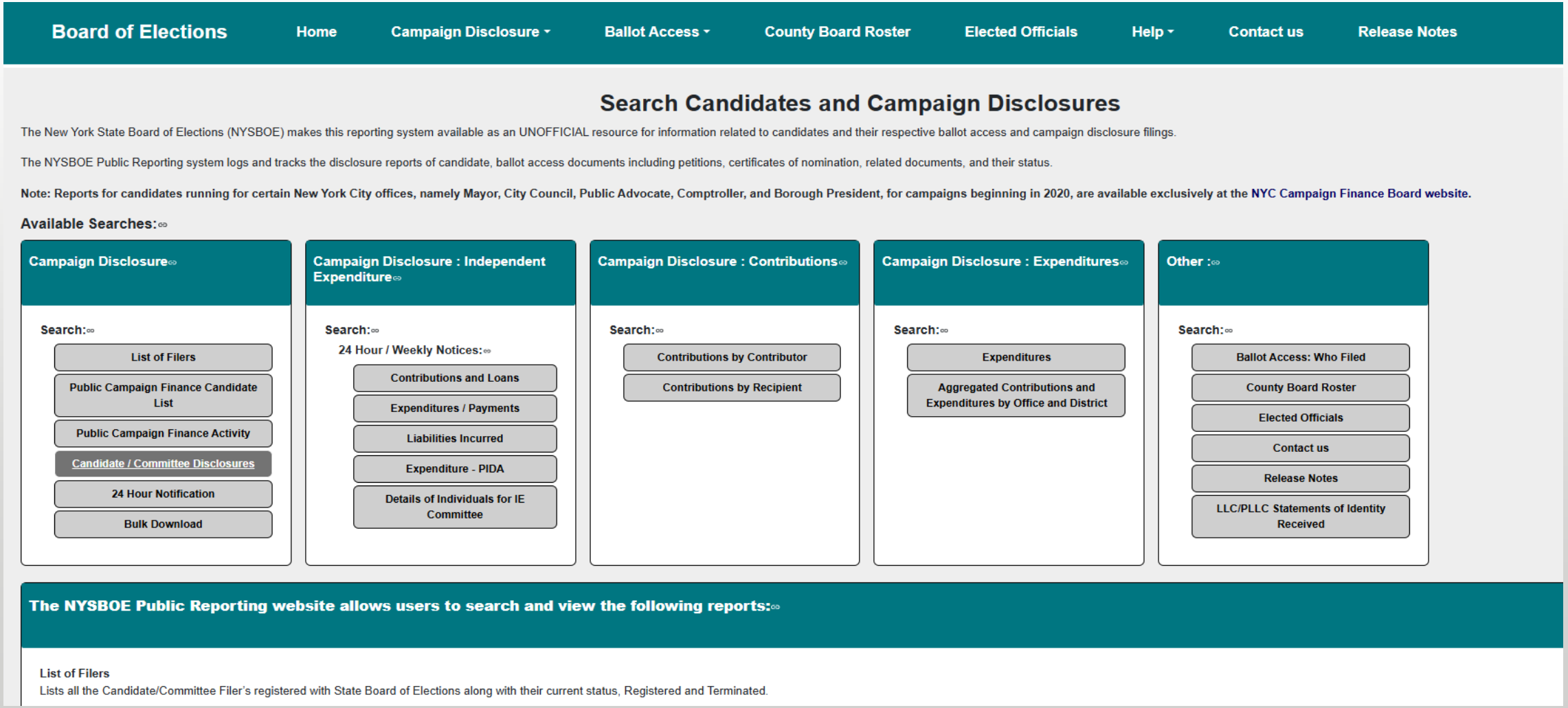
- If requesting termination between required filings, the final report is an Off-Cycle report.

- Submit final report via EFS Web Application.

Select "Termination" from left sidebar navigation when creating report.

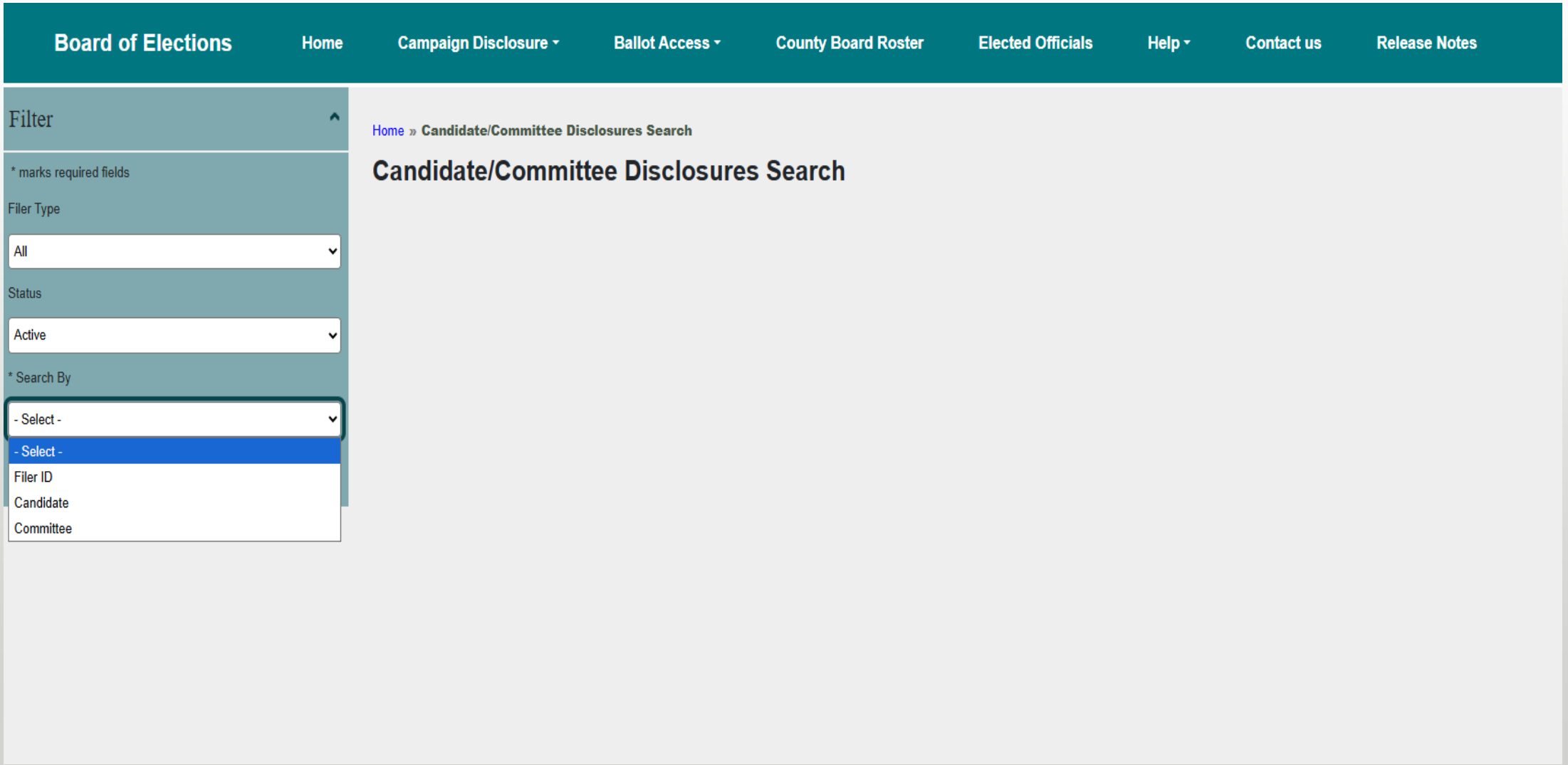
STEP 1 TO TERMINATE (CONT'D)

View your committee's disclosure reports:



STEP 1 TO TERMINATE (CONT'D)

View your committee's disclosure reports:



Step 1 to Terminate (cont'd)

View your committee's disclosure reports



STEP 2 TO TERMINATE

- Confirm committee has no reports reflecting a negative balance.

- If a negative balance has been reported, check for reporting errors:
  - Was a contribution/expenditure entered twice?
  - Were all amounts entered correctly?
  - Were any contributions/expenditures omitted?
  - Was the candidate's money included?

STEP 3 TO TERMINATE

- Confirm committee has an ending cash balance of $0, as reflected in your final NYSBOE campaign finance report.

- If funds remain:
  - Contribute to a charity recognized by the IRS
  - Contribute to a political committee/candidate, subject to limits *(IE committees cannot do this)*
  - Transfer the funds, if eligible
  - Refund on a pro-rated basis to all contributors
  - Turn over funds to the NYS General Fund

STEP 4 TO TERMINATE

- Confirm committee has no outstanding loans or liabilities.

- Confirm committee has submitted letters of indebtedness and/or forgiveness for any applicable loans or liabilities.

STEP 4 TO TERMINATE (CONT'D)

Loans: Sample Evidence of Indebtedness

Filer ID: 12345
May 1, 2026

I loan my committee $2,000.

Gary Government

STEP 4 TO TERMINATE (CONT'D)

Loans: Sample Evidence of Forgiveness

Filer ID: 12345
November 6, 2026

I forgive the loan to my committee of $2,000.

Gary Government

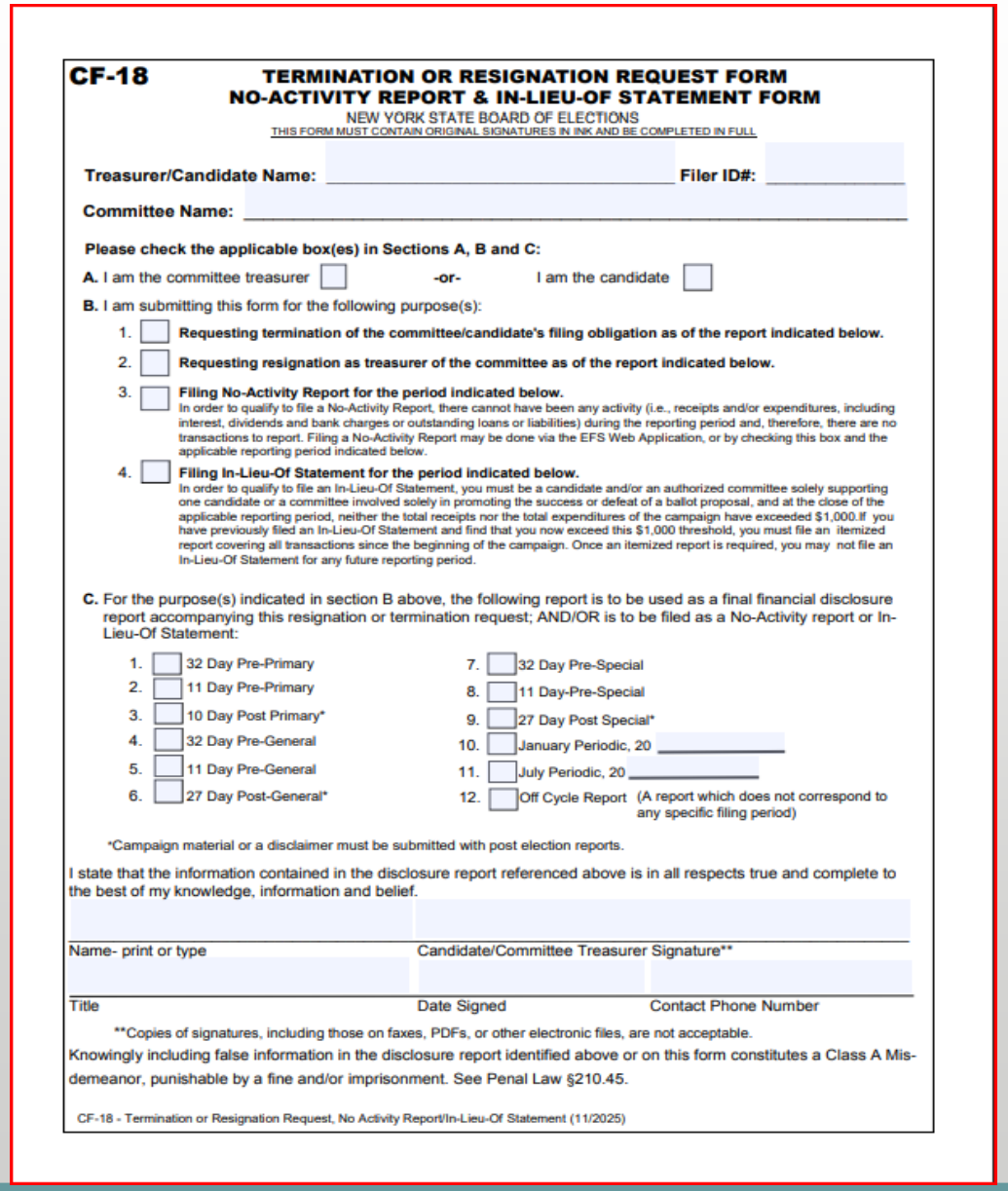
STEP 5 TO TERMINATE

- Complete and submit a CF-18 form requesting termination.

- **The form must be submitted in a hard copy version with an original signature in ink. Electronic copies are not accepted.**

STEP 5 TO TERMINATE (CONT'D)

- CF-18 Form



CF-18

TERMINATION OR RESIGNATION REQUEST FORM
NO-ACTIVITY REPORT & IN-LIEU-OF STATEMENT FORM
NEW YORK STATE BOARD OF ELECTIONS
THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

Treasurer/Candidate Name: _____ **Filer ID#:** _____

Committee Name: _____

Please check the applicable box(es) in Sections A, B and C:

A. I am the committee treasurer ☐ **-or-** I am the candidate ☐

B. I am submitting this form for the following purpose(s):

1. ☐ **Requesting termination of the committee/candidate's filing obligation as of the report indicated below.**
2. ☐ **Requesting resignation as treasurer of the committee as of the report indicated below.**
3. ☐ **Filing No-Activity Report for the period indicated below.**
   In order to qualify to file a No-Activity Report, there cannot have been any activity (i.e., receipts and/or expenditures, including interest, dividends and bank charges or outstanding loans or liabilities) during the reporting period and, therefore, there are no transactions to report. Filing a No-Activity Report may be done via the EFS Web Application, or by checking this box and the applicable reporting period indicated below.
4. ☐ **Filing In-Lieu-Of Statement for the period indicated below.**
   In order to qualify to file an In-Lieu-Of Statement, you must be a candidate and/or an authorized committee solely supporting one candidate or a committee involved solely in promoting the success or defeat of a ballot proposal, and at the close of the applicable reporting period, neither the total receipts nor the total expenditures of the campaign have exceeded $1,000.If you have previously filed an In-Lieu-Of Statement and find that you now exceed this $1,000 threshold, you must file an itemized report covering all transactions since the beginning of the campaign. Once an itemized report is required, you may not file an In-Lieu-Of Statement for any future reporting period.

C. For the purpose(s) indicated in section B above, the following report is to be used as a final financial disclosure report accompanying this resignation or termination request; AND/OR is to be filed as a No-Activity report or In-Lieu-Of Statement:

1. ☐ 32 Day Pre-Primary
2. ☐ 11 Day Pre-Primary
3. ☐ 10 Day Post Primary*
4. ☐ 32 Day Pre-General
5. ☐ 11 Day Pre-General
6. ☐ 27 Day Post-General*
7. ☐ 32 Day Pre-Special
8. ☐ 11 Day-Pre-Special
9. ☐ 27 Day Post Special*
10. ☐ January Periodic, 20 _____
11. ☐ July Periodic, 20 _____
12. ☐ Off Cycle Report (A report which does not correspond to any specific filing period)

*Campaign material or a disclaimer must be submitted with post election reports.

I state that the information contained in the disclosure report referenced above is in all respects true and complete to the best of my knowledge, information and belief.

Name- print or type | Candidate/Committee Treasurer Signature**

Title | Date Signed | Contact Phone Number

**Copies of signatures, including those on faxes, PDFs, or other electronic files, are not acceptable.

Knowingly including false information in the disclosure report identified above or on this form constitutes a Class A Misdemeanor, punishable by a fine and/or imprisonment. See Penal Law §210.45.

CF-18 - Termination or Resignation Request, No Activity Report/In-Lieu-Of Statement (11/2025)

WHAT NOW?

- Once your CF-18 has been submitted, your committee will be reviewed to ensure steps one through five have been completed properly.

- If there are issues that will hold up termination, you will be notified by the Compliance Unit.

AWAIT APPROVAL

- Once you have submitted the request, you will receive a letter from NYSBOE indicating:
  - Your committee termination has been approved or
  - You have additional requirements to fulfill before termination is approved

❖**Your filing obligation does not end until a successful termination letter has been issued.**

LOOKING TO RESIGN AS TREASURER?

- The only way to resign as a committee treasurer is to request resignation.

STEP 1 TO RESIGN AS TREASURER

- File all required financial disclosure reports.
  - January and July Periodic reports are required of all registered committees.
  - Election reports
    - All candidates and/or their committees must file whenever the candidate's name appears on the ballot
    - Committees supporting or opposing candidates for election must file all applicable election reports

STEP 1 TO RESIGN AS TREASURER (CONT'D)

- File a final financial disclosure report covering all activity from last submitted report through the date the resignation request is made.

- If requesting resignation between required filings, the final report is an Off-Cycle report.

- Submit final report via EFS Web Application.

Select "Resignation" from left sidebar navigation when creating report.

STEP 2 TO RESIGN AS TREASURER

- Confirm committee has no reports reflecting a negative balance.

- If a negative balance has been reported, check for reporting errors:
  - Was a contribution/expenditure entered twice?
  - Were all amounts entered correctly?
  - Were any contributions/expenditures omitted?
  - Was the candidate's money included?

STEP 3 TO RESIGN AS TREASURER

- Confirm committee has submitted letters of indebtedness and/or forgiveness for any applicable loans or liabilities reported.

STEP 4 TO RESIGN AS TREASURER

- Complete and submit a CF-18 form requesting resignation.

- **The form must be submitted in a hard copy version with an original signature in ink. Electronic copies are not accepted.**

STEP 5 TO RESIGN AS TREASURER

- Attach a signed letter of resignation and submit with the CF-18 form.

Sample letter is below.

Filer ID: 12345
December 1, 2025

Effective immediately, I hereby resign as treasurer of the ABC Committee.

Gary Government

WHAT NOW?

- Once your CF-18 has been submitted, your committee will be reviewed to ensure steps one through five have been completed properly.

- If there are issues that will hold up your resignation, you will be notified by the Compliance Unit.

AWAIT APPROVAL

- Once you have submitted the request, you will receive a letter from NYSBOE indicating:
  - Your resignation as treasurer has been approved or
  - You have additional requirements to fulfill before your resignation can be approved

❖ **Your filing obligation does not end until a successful resignation letter has been issued.**

Question

“When can I request committee termination or treasurer resignation?”

ANSWER

- You can request committee termination with the following reports:
  - January / July Periodic Report
  - 27 Day Post-General / Special Report
  - Off-Cycle Report

- You can request treasurer resignation with any report.

Question

“What is the Public Campaign Finance Board (PCFB) and how can I learn more?”

ANSWER

- The PCFB launched on November 9, 2022.
- The Program allows statewide and state legislative candidates the ability to qualify for public matching funds for their campaigns.
- The first elections for which candidates can receive public matching funds was 2024 (state legislative) and will be 2026 (statewide).

Check out *http://pcfb.ny.gov* for more information.

Question

“How do I amend one of my reports?”

ANSWER

- Reports are amended using the EFS Web Application.
  - Under the File A Disclosure Report page, filter to the report you wish to amend.
  - Make all applicable changes.
  - Under the View/Submit Disclosure page, filter to the report you have corrected.
  - Select “Amend Disclosure Report.”
  - Confirm submission with date and time stamp within EFS Web Application or on NYSBOE Public Reporting website.

Question

“What are campaign materials and how do I submit them?”

ANSWER

- *Campaign Materials* include all political communication purchased and/or produced – including, but not limited to, brochures, flyers, mailers, letterheads, pamphlets, printed materials, billboards, broadcast scripts/schedules, internet advertisements (i.e. social media boosts) & text messages.

- For electronic communication, any statements or information published to 500 or more members of the general public audience qualify as Campaign Materials. For more information, see ***https://www.elections.ny.gov/CFaboutWebBasedEFS.html.***

ANSWER (CONT'D)

- *Campaign Materials* can be submitted in one of two ways:
  - Uploaded by the filer into the EFS Web Application
  - Mailed / delivered to the NYS Board of Elections

- Take photos of large, unwieldy items.

- If no campaign materials were produced, submit disclaimer in EFS Web Application or in writing to NYSBOE.

Question

“What if I filed my report and it’s not on the NYSBOE Public Reporting website?”

ANSWER

- Campaign finance disclosures may be subject to a delay before they are accessible through Public Reporting.

- If you do not see your report on the NYSBOE Public Reporting webpage:
  - Confirm you submitted the report within your EFS account by referring to the date and time stamp of submission.
  - If problem remains, call NYSBOE IT Help Desk at (518) 473-4803.

Question

“I’m ready to resign as treasurer. Do I have to find a new treasurer first?”

ANSWER

- No - however, it is a “best practice” to have a new treasurer register at the same time.
- The new treasurer must file an amended CF-02 and/or CF-03 and/or CF-16 as applicable.
- The committee may not raise or spend money until a new treasurer is chosen (*exception*: party/constituted committees).

Question

“What if I want to terminate my committee and my lender / creditor will not forgive an outstanding loan / liability?”

ANSWER

- You must continue to file disclosure reports to show the Outstanding Liabilities/Loans transaction type entries until the issue is resolved.

- Holding a fundraiser to pay off outstanding loans/ liabilities is permitted.

Question

“Can I use campaign money to pay for a post-election party for staff and volunteers?”

ANSWER

- Yes, you may have a post-campaign election party paid for with campaign funds.

❖ ***Note: judicial candidates may have additional requirements/restrictions (see www.nycourts.gov)***

Question

“What do I do with committee records after committee termination or treasurer resignation?”

ANSWER

- NYS Election Law 14-118 requires retention of records for a period of five years.

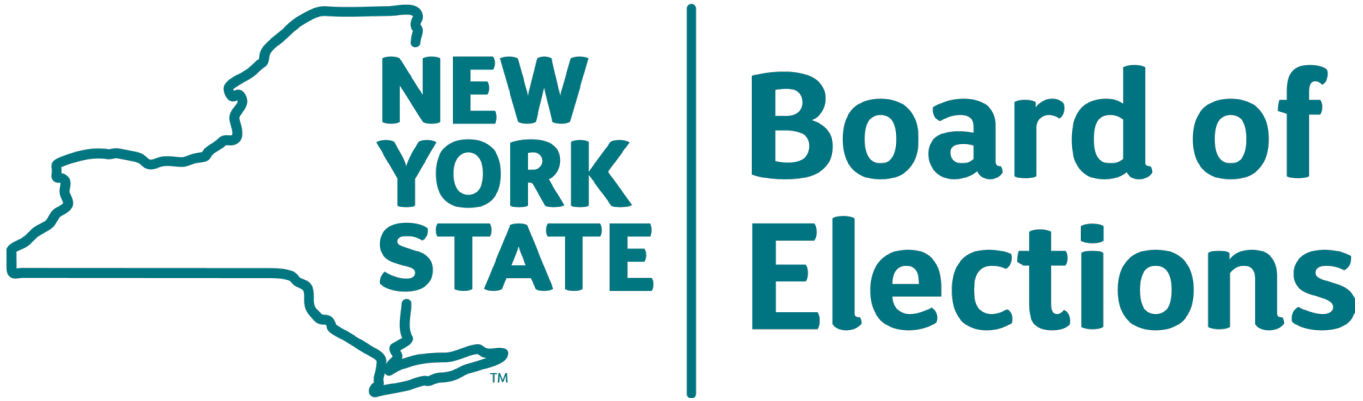
HOW TO FIND US

New York State Board of Elections

www.elections.ny.gov

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Email: ***cfinfo@elections.ny.gov***


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