Form Instructions
Pre-Election Report - Candidates and Officeholders
Form ATX.7COH

The Pre-Election Report by Candidates and Officeholders must be completed by any candidate who accepts contributions that total more than $10,000; makes loans from personal funds to the candidate's campaign totaling more than $10,000; or makes expenditures from personal funds in support of the campaign totaling more than $10,000 during the period beginning the 9th day before the date of an election and ending at 5p.m. on the day before the date of an election. The report must be filed with the City Clerk no later than 5 p.m. on the first business day after each date that one or more of the above reporting thresholds are met.

Electronic Filing of ATX.7COH Data

The Pre-Election Report by Candidates and Officeholders must be reported electronically. Beginning in July 2020, the **Pre-Election Report – Candidates and Officeholders Form ATX.7COH** will be submitted to the City Clerk using the City of Austin Electronic Filing System, called the E-Filing System, located at:
https://austintexas.ethicsefile.com/EthFile/

To gain access to the E-Filing System, a filer must fill out and submit the Campaign Finance Contact Form. The form can be filled out and submitted online by the following link:
https://cityofaustin.formstack.com/forms/campaign_finance_contact_form

Required fields are highlighted in **red** below. Failure to complete the required field will result in an error in the E-Filing System's error check. You will not be able to file your report until all high errors have been resolved in the E-Filing System.

The Pre-Election Report by Candidates/Officeholders consists of a coversheet and three individual schedules:

- ATX.7E: Loans Made from Personal Funds
- ATX.7G: Expenditures Made from Personal Funds
- ATX.7A: Pre-Election Report of Contributions

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ATX.7COH Coversheet Filer Information

1. Filer Address: The filer's full mailing or street address including city, state, and zip code.

2. Campaign Treasurer Name: The full name of the filer's campaign treasurer.

3. Campaign Treasurer Address: The mailing or street address of the filer's campaign treasurer, including city, state, and zip code.

4. Reporting Period: The date on which the reporting period for this period starts, and the date on which the reporting period for this report ends. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

5. Office Information: The office currently sought and/or the office currently held by the filer, if applicable.

ATX.7A Contribution Information

For each contribution accepted by the filer during the reporting period, the following information must be provided.

1. Contributor Name: The contributor's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

2. Contributor Address: The contributor's street or mailing address, including city, state, and zip code. *These fields are required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

3. Contributor Employer and Occupation: If the contributor is an individual, provide the contributor's employer and occupation. *If the contribution amount is $200 or more, the Contributor Employer and Occupation field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

4. Contribution Details: For each contribution, the following information must be provided:

a. Contribution Date: The date on which the contribution was accepted. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

b. Contribution Amount: The amount of the contribution, or the market value of an in-kind contribution. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

c. In-Kind contribution Description: For an in-kind contribution, a description of the contribution.

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ATX.7E Loans from Personal Funds

For each loan made from personal funds by the filer to his or her campaign during the reporting period, the following information must be provided.

1. Loan Date: The date on which the loan was made. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

2. Loan Amount: The principal amount of the loan. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

ATX.7G Expenditures Made from Personal Funds

For each expenditure from personal funds made by the filer during the reporting period, the following information must be provided.

To report a Direct Campaign Expenditure as defined in City Code 2-2-31, use form ATX.1: Repot of Direct Campaign Expenditures.

1. Payee Name: The payee's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

2. Payee Address: The payee's street or mailing address, including city, state, and zip code. *These fields are required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

3. Expenditure Details: For each expenditure, the following information must be provided:

a. Category: The category code of goods, services, or other thing of value for which an expenditure is made. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

b. Description: If the Category is "Other," a description of the category of goods, services, or other thing of value for which an expenditure is made.

c. Expenditure Amount: The amount of the payment. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

d. Expenditure Date: The date on which the payment was made. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

ATX.7COH Affidavit

Affidavit: Input your E-Filing System password and select the box next to the affidavit language.