Form Instructions
Pre-Election Report - Political Committees
Form ATX.7PAC

The Pre-Election Report by Political Committees must be completed by any political committee that accepts contributions that total more than $2,500; or makes expenditures that total more than $1,000 during the period beginning the 9th day before the date of an election and ending at 5 p.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 both of the reporting thresholds are met.

Electronic Filing of ATX.7PAC Data

The Pre-Election Report by Candidates and Officeholders must be reported electronically. Beginning in July 2020, the **Pre-Election Report – Political Committees Form ATX.7PAC** 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 Political Committees consists of a coversheet and two Schedules:

- Schedule ATX.7A: Pre-Election Report of Contributions
- Schedule ATX.7F: Pre-Election Report of Expenditures

ATX.7PAC Coversheet Committee Information

1. Committee Address: The committee's street or mailing address, including city, state, and zip code.

2. Committee Treasurer Name: The full name of the committee's treasurer.

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

4. Reporting Period: The date on which the reporting period for this report starts, and the date on which the reporting period for this report ends. *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.*

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Schedule ATX.7A Contribution Information

For each contribution accepted by the committee 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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Schedule ATX.7F Expenditure Information

For each expenditure made by the committee during the reporting period, the following information must be provided.

To report a Direct Campaign Expenditures as defined in City Code 2-2-31, use form ATX.1: Report 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). *The Payee Name 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. 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.*

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

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.7PAC Affidavit

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